



REQUEST FOR PROPOSAL

The Provincial Government of La Union (PGLU), through the Bids and Awards Committee (BAC), hereby invites all interested consultants to quote their lowest price on the terms listed below, subject to the General Conditions stated herein, and submit the same along with their respective proposals on or before **10:00 a.m. of July 29, 2024**.

NAME OF PROJECT : **CONSULTANCY SERVICES FOR THE DEVELOPMENT OF GREENHOUSE GAS EMISSIONS INVENTORY FOR THE PROVINCE OF LA UNION (PHASE II)**

LOCATION : City of San Fernando, La Union

APPROVED BUDGET FOR THE CONTRACT : **(Php300,000.00)**

TERMS OF REFERENCE:

I. BACKGROUND

As an offshoot of the first phase of the development of greenhouse gas emissions inventory (GHGI) for the Province of La Union which accounts for 15 component Local Government Units (LGUs), this project will cover the remaining five LGUs in the northern tourism circuit of the Province namely Balaoan, Bangar, Luna, Santol, and Sudipen. This will complete the accounting of GHG in the province.

As stipulated in Section 36 (Role of Local Government Units) of Chapter 4 (Institutional Mechanism) of RA 8749, also known as the Philippine Clean Air Act, the Local Government Units (LGUs) shall share the responsibility for the management and maintenance of air quality within their territorial jurisdiction.

The Provincial Government of La Union envisions becoming the Heart of Agri-tourism in Northern Luzon by 2025. To support this, the provincial government launched the #KalikasanNaman campaign to emphasize the protection, management, conservation, and rehabilitation of the province's environment and natural resources. The Provincial Government – Environment and Natural Resources Office (PG-ENRO) is committed to carrying out initiatives and activities for La Union's environmental conservation.

One of the units of the PG-ENRO is the Air Quality Management Section. The unit is responsible for the technical measures to prevent, abate, and control air pollution. The Office's air quality management initiatives extend to the management of greenhouse gases (GHG) which are heat-trapping gases in the atmosphere that cause global warming.

The creation of GHG emissions inventory is beneficial in furthering the province's local climate actions, particularly in implementing climate change strategies. This will provide an excellent foundation for project implementers and policy-making bodies to make better, science-based decisions about which programs/projects to prioritize for the province's low-emission development trajectory.

The findings will also be useful in developing and updating the province's enhanced Local Climate Change Action Plan (e-LCCAP). According to the Enhanced LGU Guidebook on the Formulation of Local Climate Change Action Plan (Books 3 & 4) by the Department of Interior and Local Government - Local Government Academy, conducting an inventory is a step in the process of creating an enhanced local climate change action plan (e-LCCAP).

Emission inventory systems are excellent tools for pinpointing regulatory measures and important sources of anthropogenic GHGs. Applying anticipated emissions reduction to emission inventory data will allow one to predict the impact of prospective regulatory measures on climate change strategies. Regular updates to the emissions inventory make it possible to identify emission patterns over time. Inventories can also be used to educate the public about the causes of climate change that are affecting the locality.

II. OBJECTIVES

The Phase II of the Emissions Inventory shall identify the major sources of GHG emissions for the 5 component Local Government Units in the Northern Tourism Circuit of the Province (Balaoan, Bangar, Luna, Santol, and Sudipen), and formulate low-emission development strategies.

Specifically, the EI shall:

- a) account for the GHG emission source including stationary combustion, purchased electricity, mobile combustion, solid waste, wastewater, agriculture, forestry and land use, and industrial processes and products use;
- b) develop emission reduction goals based on the EI that will identify Emissions Contribution per Source.

III. SCOPE OF SERVICES

The scope of services of the engagement shall include the following:

1. Reporting

The consultant shall submit reports (deliverables) in three (3) copies to the Provincial Government of La Union. This will include the following: activities description, accomplishment date, and attachments to the report.

2. Methodology

The EI shall be using global framework and methodologies with locally available tools (i.e., GHG Inventory Quantification Support Spreadsheet) to ensure that the resulting community-level GHG emissions inventories can showcase compliance with both global and local reporting requirements and standards.

3. Qualifications

The consultant should possess the following qualifications:

<p>Education</p>	<ul style="list-style-type: none"> • Team Leader: At least a Master's degree in Atmospheric Science, Chemistry, Environmental Science, Environmental Planning/Management, Biology, Engineering, or any related discipline. An advanced degree in the field mentioned above is an advantage. • Member/s: At least University degree in Atmospheric Science, Chemistry, Environmental Science, Environmental Planning/Management, Biology, Engineering, or any related discipline. An advanced degree in the field mentioned above is an advantage. • GIS Specialist: University degree in Natural Sciences, Environmental Sciences, Forestry, and/or related fields
<p>Experience</p>	<ul style="list-style-type: none"> • Has at least 3 years of professional experience in the conduct of emissions inventory using IPCC guidelines for GHG inventory management.
<p>Competencies</p>	<ul style="list-style-type: none"> • Good analytical and communication skills, including the ability to draft and articulate ideas in a clear and concise manner. • Good interpersonal skills and ability to work well in a team whilst also having the capacity and initiative to work independently. • Highly developed oral and written communication skills with excellent writing skills in English and in Filipino.

4. Deliverables

The consultant will:

- a. Conduct capacity-building workshop for the Provincial/component LGU's technical personnel on community-level GHG inventory including setting inventory boundaries, identifying emissions and data sources, data collection, emissions calculations and analysis, and reporting;
- b. Formulate community-level GHG inventory for the 5 components LGUs in the Northern Tourism Circuit of the Province of La Union including setting up a GHG inventory team with the LGU, planning for the actual conduct of the inventory, actual data collection, emissions estimation and analysis, and report packaging;
- c. Present the key results and highlights of the community-level GHG inventory of the Province of La Union to its relevant local stakeholders

through a culminating activity and dissemination of information materials (print and virtual).

The consultant shall be covering the following categories of emissions sources within the administrative boundary of the Province of La Union:

- Stationary Combustion
 - Commercial Buildings
 - Residential Buildings
- Purchased Electricity
 - Commercial Buildings
 - Residential Buildings
 - Others (e.g. streetlights, mass rapid transit, etc.)
- Solid Waste in Landfills (including GHG emissions from solid waste produced from within the community but landfilled outside the community's geopolitical boundaries)
- Agriculture
 - Rice Crop Production
 - Livestock Management
- Industrial Processes and Products Use for Selected Industries
- Forestry

****These emission sources are based on the categorization of the Community-Level GHG Quantification Spreadsheet by the Philippine Climate Change Commission**

5. Project Budget and Duration

The Approved Budget for the Contract (ABC) is **THREE HUNDRED THOUSAND PESOS Php 300,000.00** as budgeted in the Local Expenditure Program (LEP) of the PG-ENRO, which shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under applicable laws. The project duration (as seen below) will take 5 months upon receipt of the Notice to Proceed (NTP).

PROPOSED TIMELINE FOR THE DEVELOPMENT OF EMISSIONS INVENTORY FOR THE PROVINCE OF LA UNION					
Activity	Month				
	1	2	3	4	5
PROJECT INCEPTION					
Project Kick-Off Meeting					
- Identification of Data Availability and Gaps					
- Work Planning					
DATA COLLECTION					
Data Requests and Desk Reviews					
Primary Data Collection					
- Preparation of Data Collection Plans					
- Data Collection Proper					
- Data Organization					
COMMUNITY-LEVEL GHG INVENTORY REPORT					
Estimate and analyze GHG emissions of the LGU					
Prepare updated Community-Level GHG Inventory Report of the LGU (Draft V1)					

Solicit comments and feedback to the report and prepare a revised GHG Inventory Report of the LGU (Draft V2)						
Prepare Information Materials (Print and Virtual) Showcasing Key Results and Highlights of the Inventory						
Culminating workshop to present and validate key findings (F2F) to LGU and local stakeholders						
Submit the final GHG inventory report including IEC materials for dissemination to local stakeholders						

IV. RESPONSIBILITIES OF CONSULTANT

1. Provide the PGLU with all documents required for eligibility check, shortlisting, and bid evaluation such as but not limited to its company profile highlighting related projects, the scope of work, and implementation methodology and tools to be used for the project. The curriculum vitae of the consultant shall also be submitted.
2. Include in the emissions inventory all activities/components required by PGLU. Any dispute which may arise between PGLU and the Consultant shall be resolved amicably in good faith. Further, the parties are not precluded from resorting to any legal remedy that may be available to them.
3. Adhere to the agreed scope of work/deliverables which were approved by the PGLU.
4. Provide required reports consistent with the content of the approved scope of work/deliverables to the PGLU.
5. All information reviewed and recorded shall be always treated in the strictest confidence.

V. RESPONSIBILITIES OF THE PROVINCIAL GOVERNMENT OF LA UNION

1. The Provincial Government of La Union (PGLU) through the Environment and Natural Resources Office (PG-ENRO) and other concerned offices shall oversee the project status and will provide the necessary data information required and related to the scope of work of the Consultant.
2. The PGLU shall coordinate with the component Local Government Units to assign/designate project partners through agreement for the conduct of the emission inventory which includes surveys in their respective areas.
3. The PGLU shall pay the Consultant in full (one-time payment) after submission of the approved and accepted outputs to wit:

Activities	Deliverables
Submission of the initial report	<ul style="list-style-type: none"> - Project Kick-Off Meeting Report - Data Collection Plan and Templates
Submission of the second draft full report	<ul style="list-style-type: none"> - Emissions Inventory (1st Draft)
Submission and final presentation of key findings	<ul style="list-style-type: none"> - Emissions Inventory (Final Draft)
TOTAL	

4. The PGLU reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all the products.

5. The PGLU reserves the right to reject the proposal of any proponent who:

- Does not offer the required services as provided for in this Terms of Reference;
- Is discovered to have suppressed, disclosed, or falsified information; or
- Failed to perform/complete any contract previously awarded to it satisfactorily.

6. The PGLU reserves the right to review other relevant information affecting the proponent or the proposal before the approval of the contract. Should such review uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of the proposals, the PGLU may disqualify the proponent from obtaining the award.

VI. QUALIFICATION OF CONSULTANT

A prequalified/eligible consultant shall have a proven/good track record in providing specialized services for environmental planning and management, emissions inventory, and climate change research, among other environmental services of similar projects of the same scale as to wit:

1. The Consulting firm is eligible to conduct the consulting services with the following criteria:
 - a. Duly licensed Filipino citizens/sole proprietorships
 - b. Partnership duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to a citizen of the Philippines (iii) Corporations duly organized under the law of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines
2. The Consulting firm has the following documents:
 - a. PhilGEPS Certificate of Platinum Registration
 - b. Technical Documents of all going and completed government and private contracts.
3. Applicable experience

- a. An entity with appropriate experience stated in Part III, Section 3
 - b. The firm/company must be established and have been providing services of the same nature for at least five (5) years.
 - c. Has conducted and completed at least five (5) GHG emissions inventory studies and/or related air quality management programs/projects.
 - d. With at least five (5) involvements working with local or international government agencies, non-governments working with local or international agencies to conduct GHG emissions inventory and/or related climate change mitigation programs.
4. Current Workload
 - a. The consultant shall declare all ongoing contracts that may hinder the preparation of the Emissions Inventory for the City of San Fernando, La Union.
 5. Other Qualifications of the Company
 - a. Provide environmentally sound management strategies towards climate change mitigation consistent with the principles of sustainable science and a sound ecosystem.
 - b. Conducts emissions inventory that combines the technical, and scientific with legal aspects of environmental management.

VII. CRITERIA FOR EVALUATION

The PGLU will use the Quality-Cost Based Evaluation (QCBE) procedure which considers both the Technical and Financial Proposals in the ranking of the consultants pursuant to the provisions of RA 9184 and its Revised IRR. For this purpose, the quality (Technical Proposal) is given a weight of 75% with a passing rate of 50%, while the cost (Financial Proposal) is 25% and is allocated as follows:

The numerical weight and the minimum required St for each criterion are as follows:

CRITERIA	DOCUMENTS	RATING SYSTEM	WEIGHT
I. Technical Scoring			
A Applicable Experience of the Company	SEC or DTI Registration	100% - More than 5 years in business or more	15%
		80% - 4-5 years in business	
		50% - 2-3 years in business	
		20% - Less than 2 years in business	
B Company's Completed Similar Projects in size and complexity within the last 5 years	Submitted Listed Contracts/ Consultant's References)	100% - More than 10 completed related contracts	10%
		80% - 9-7 completed related contracts	
		50% - 6-3 completed related contracts	
		20% - Less than 3 completed related contracts	
	Project Manager		

C	Applicable Experience of the Project Team to be assigned to the Project	Curriculum Vitae	100%	More than 5 related experiences	5%	
			80%	3-4 related experience		
			50%	1-2 related experience		
			20%	Less than 1 related experience		
			Project Officer			4%
			100%	More than 5 related experiences		
			80%	3-4 related experience		
			50%	1-2 related experience		
			20%	Less than 1 related experience	4%	
			Project Assistant			
			100%	More than 5 related experiences		
			80%	3-4 related experience		
			50%	1-2 related experience	3%	
			20%	Less than 1 related experience		
			Project Assistant			
100%	More than 5 related experiences					
80%	3-4 related experience	5%				
50%	1-2 related experience					
20%	Less than 1 related experience					
Project Manager						
100%	Degree in any related courses	5%				
50%	Any other related field and relevant certifications					
Project Officer			4%			
100%	Degree in any related courses					
50%	Any other related field and relevant certifications					
Project Assistant			4%			
100%	Degree in any related courses					
50%	Any other related field and relevant certifications					
Project Assistant			3%			
100%	Degree in any related courses					
D	Qualification of the Project Team	Curriculum Vitae, Certified Copy of Diploma or Transcript of Records of Highest Educational attainment	100%	Degree in any related courses	5%	
			50%	Any other related field and relevant certifications		
			Project Officer			4%
			100%	Degree in any related courses		
			50%	Any other related field and relevant certifications		
			Project Assistant			4%
			100%	Degree in any related courses		
			50%	Any other related field and relevant certifications		
			Project Assistant			3%
			100%	Degree in any related courses		

		50%	Any other related field and relevant certifications	
E	Approach and Methodology	Submitted Description of the Methodology and Work Plan	E.1. Clarity of Proposed Methods and Approaches to be used including their feasibility, soundness, and practicability to site conditions.	9%
			100% - Exceeds the minimum requirement	
			66% - Meets the minimum requirement	
			33% - Below the minimum requirement	
			0% - Does not meet the minimum requirement	
			E.2. Comprehensiveness to include a) completeness of activities as outlined in the TOR; b) logical sequence of activities; c) appropriate timing of the activities and; d) flexible enough so it can be modified easily as necessary.	9%
Technical Score*				75%
G	Financial Bid	100% - Lowest Bid	Other Financial Score = Lowest Financial Bid/Financial Bid x 100%	25%
T O T A L				100%

The minimum St required to pass for the Technical Score is **50%**.
The attention of the Consultant is drawn to Error! Reference source not found. – Bids must adhere to the maximum number of pages outlined in Clause 10.2(a).

*Passing Technical Score is 50%

VIII. CONFIDENTIALITY CLAUSE

All documents and materials gathered and used in connection with this project are strictly confidential. In this regard, the service provider and all the members of his/her team, including those temporarily assigned, shall be required to sign, upon his/her engagement, a Perpetual Non-Disclosure

Agreement, which shall form part of the Contract Agreement for Consultancy.

IX. GENERAL CONDITIONS

Interested Service Providers are required to submit together with the Price Quotation Form (Annex "A") the following:

1. Certified True Copy of Mayor's/Business Permit;
2. Certified True Copy of SEC or DTI Registration;
3. PhilGEPS Registration Number;
4. Company Profile;
5. Tax Clearance;
6. Net Financial Contracting Capacity (NFCC) Computation (Annex "B");
7. List of all ongoing government and private contracts (Annex "C");
8. List of all completed contracts similar in nature for the last 10 years (Annex "D");
9. Curriculum Vitae of Project Team (Annex "E");
10. Comments and Suggestions of the Certifying Body on the TOR (Annex "F");
11. Team Composition and Task (Annex "G");
12. Time Schedule for Professional Team Members (Annex "H");
13. Income/Business Tax Return; and
14. All pages of this "Request for Proposal" bearing the signature of the bidder at the right bottom corner of the page.

For further inquiries, please coordinate with **Ms. Berlyn B. Camba** at telephone number (072) 242-5550 loc. 249. The Quotation may be submitted through e-mail at philgeps_baclu@yahoo.com or delivered to the following address:

Bids and Awards Committee Secretariat

BAC Office, Ground Floor
Provincial Capitol Building, Brgy. II
San Fernando City, La Union

The PGLU reserves the right to reject any or all Proposals, to waive any minor defects therein, to annul the procurement process, to reject all Quotations at any time prior to contract award, without thereby incurring any liability to the affected Supplier/Consultant, and to accept only the offer that is most advantageous to the Government.

The PGLU assumes no responsibility whatsoever to compensate or indemnify the Supplier/Consultant for any expenses incurred in the preparation of their Quotation.


RESNIE A. ESTRELLA

Chairperson – Bids and Awards Committee

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Provincial Government of La Union
 Provincial Capitol, Aguila Road
 San Fernando City, La Union

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item No.	Item Description	Quantity	Unit Price	Total Price
1	CONSULTANCY SERVICES FOR THE DEVELOPMENT OF GREENHOUSE GAS EMISSIONS INVENTORY FOR THE PROVINCE OF LA UNION (PHASE II)	1 lot		
TOTAL (inclusive of VAT)				

(Amount _____ in _____ words):
 _____.

The above-quoted prices are inclusive of all costs and applicable taxes.

Truly yours,

Name/Signature of Representative_____
Name of Company_____
Contact No.

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year:

	Year 2023
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	
5. Net Worth (1-3)	
6. Net Working Capital (2-4)	

B. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

NFCC = P _____

Submitted by:

Name of Certifying Body

Signature of Authorized Representative

Date: _____

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

Business Name : _____
 Business Address: _____

Name of Contract/Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishme nt		Value of Outstanding Works/Undelivered Portion
			Description	%		Planne d	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

*Note: This statement shall be supported with:
 1 Notice of Award or Notice to Proceed
 2 Contract or Purchase Order issued by the owner*

Submitted by : _____
 (Print Name and Signature)
 Designation : _____
 Date : _____

**STATEMENT OF ALL COMPLETED CONTRACTS SIMILAR IN
WITHIN THE LAST 10 YEARS**

Business Name : _____
Business Address: _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Awarded b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						
					Total Cost	

Note: This statement shall be supported with:
 1 Contract or Purchase Order
 2 Certificate of Completion or Certificate of Acceptance
 3 Official Receipt/s or Sales Invoice/s

Submitted by : _____
 (Print Name and Signature)
 Designation : _____
 Date : _____

**FORMAT OF CURRICULUM VITAE (CV)
FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: _____
Name of Firm: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Firm/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Signature of staff member and authorized representative of the firm] _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

**COMMENTS AND SUGGESTIONS
OF THE SERVICE PROVIDER ON THE TOR**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be Provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

TEAM COMPOSITION AND TASKS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due / Activities	Days in the Form of a Bar Chart		
			1	2	
					Subtotal (1)
					Subtotal (2)
					Subtotal (3)
					Subtotal (4)

Full-time: _____

Part-time: _____

Reports Due: _____

Activities _____

Duration: _____

Location: _____

Signature: _____

(Authorized Representative)

Full Name: _____

Title: _____

Address: _____