



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO ST., SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated October 18, 2019 for the Project, "Consultancy Services for the Environmental Compliance of the DBM Central Office and Arcache Building," is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS																																							
<p>Section IV. Bidding Forms</p> <p>Annex A. Terms of Reference</p> <p style="text-align: center;">XXX XXX XXX</p> <p>2. Project Background/Rationale</p> <p>The DBM Central Office is composed of five (5) buildings, details as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">PARTICULARS</th> <th style="width: 20%;">NO. OF STOREY</th> <th style="width: 50%;">FLOOR AREA</th> </tr> </thead> <tbody> <tr> <td>Building 1</td> <td>two storey</td> <td>32m x 40m</td> </tr> <tr> <td>Building 2</td> <td>four storey</td> <td>40m x 70m</td> </tr> <tr> <td>Building 3</td> <td>two storey</td> <td>32m x 45m</td> </tr> <tr> <td>Multi-Purpose Building</td> <td>one storey</td> <td>20m x 35m</td> </tr> <tr> <td>Arcache Building</td> <td>four storey with roof deck</td> <td>27.67m x 31m</td> </tr> </tbody> </table> <p style="text-align: center;">XXX XXX XXX</p>	PARTICULARS	NO. OF STOREY	FLOOR AREA	Building 1	two storey	32m x 40m	Building 2	four storey	40m x 70m	Building 3	two storey	32m x 45m	Multi-Purpose Building	one storey	20m x 35m	Arcache Building	four storey with roof deck	27.67m x 31m	<p>Section IV. Bidding Forms</p> <p>Annex A. Terms of Reference</p> <p style="text-align: center;">XXX XXX XXX</p> <p>2. Project Background/Rationale</p> <p>The DBM Central Office is composed of five (5) buildings, details as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 20%;">PARTICULARS</th> <th style="width: 15%;">NO. OF STOREY</th> <th style="width: 25%;">FLOOR AREA</th> <th style="width: 40%;">LOT AREA</th> </tr> </thead> <tbody> <tr> <td>Building 1</td> <td>two storey</td> <td>32m x 40m</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">10,481 sq. m.</td> </tr> <tr> <td>Building 2</td> <td>four storey</td> <td>40m x 70m</td> </tr> <tr> <td>Building 3</td> <td>two storey</td> <td>32m x 45m</td> </tr> <tr> <td>Multi-Purpose Building</td> <td>one storey</td> <td>20m x 35m</td> </tr> <tr> <td>Arcache Building</td> <td>four storey with roof deck</td> <td>27.67m x 31m</td> <td style="text-align: center;">992.8 sq.m.</td> </tr> </tbody> </table> <p style="text-align: center;">XXX XXX XXX</p>	PARTICULARS	NO. OF STOREY	FLOOR AREA	LOT AREA	Building 1	two storey	32m x 40m	10,481 sq. m.	Building 2	four storey	40m x 70m	Building 3	two storey	32m x 45m	Multi-Purpose Building	one storey	20m x 35m	Arcache Building	four storey with roof deck	27.67m x 31m	992.8 sq.m.
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PARTICULARS	QUANTITY
Generator Sets	Five (5)
Septic Tanks	Four (4)
Toilets	One Hundred Nine (109)
Light bulbs	More than five thousand (5000)
Motor vehicles	Fifty seven (57)

xxx xxx xxx

Scope of Work

- a. Environmental Compliance Certificate (ECC)

xxx xxx xxx

7. Apply for ECC at the EMB-NCR and assist them in the site inspection to be conducted. Other important documents that will be needed in the application are, as follows:

- Certification/Permits issued by the LGU (Barangay Clearance / Barangay Resolution / Certification)
- Lease Contract or TCT certified by LRA
- Site Development Plan, Building Layout, Floor Plan
- Site Photos
- Zoning Certificate

xxx xxx xxx

PARTICULARS	QUANTITY
Generator Sets	Five (5) Six (6) <ul style="list-style-type: none"> • 1 unit – 500 kilo-volt-ampere (KVA) • 5 units – 125 KVA
Septic Tanks	Four (4)
Toilets	One Hundred Nine (109)
Light bulbs	More than five thousand (5000)
Motor vehicles	Fifty seven (57)

xxx xxx xxx

Scope of Work

- a. Environmental Compliance Certificate (ECC)

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- Lease Contract or TCT certified by LRA (TCT will be provided by AS-GSD).

xxx xxx xxx

xxx xxx xxx

3. Payment Details

- **Forty percent (40%) of the total remuneration cost** - upon submission of the following permits from the DENR:
 1. Environmental Compliance Certificate
 2. Permit to Operate
 3. Hazardous Waste Generator ID

- **Twenty five percent (25%) of the total remuneration cost** - upon issuance and submission of LLDA Discharge Permit and Clearance; and

- **Twenty percent (20%) of the total remuneration cost** - upon the issuance of the Pollution Control Accreditation and submission of Manual/Procedures for Environmental Impact Mitigation.

3. Payment Details

- **Fifteen percent (15%) of the total remuneration cost to cover cost of mobilization** - within seven (7) calendar days after the receipt of the Notice to Proceed, and upon posting of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable on demand, issued by a duly licensed surety or insurance company and confirmed by the Head of the Procuring Entity or its authorized representative.

- ~~Forty percent (40%)~~ **Forty-five percent (45%) of the total remuneration cost (net of mobilization cost)** - upon submission of the following permits from the DENR:
 1. Environmental Compliance Certificate
 2. Permit to Operate
 3. Hazardous Waste Generator ID

- ~~Twenty five percent (25%)~~ **Thirty percent (30%) of the total remuneration cost (net of mobilization cost)** - upon issuance and submission of LLDA Discharge Permit and Clearance; and

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XXX

XXX

XXX

4. Tentative Project Timelines

Project Deliverable	November 15, 2019	December 1, 2019	December 27, 2019
A.DENR			
•Environmental Compliance Certificate (ECC)	█		
•Permit to Operate		█	
•Hazardous Waste Generator ID			█
B. LLDA			
•LLDA Discharge Permit			█
•LLDA Clearance			█
C. Pollution Control Officer Accreditation			█
D. Manuals/Procedures for Environmental Impact			█

XXX

XXX

XXX


4. Tentative Project Timelines

Project Deliverable	1 st Month	2 nd Month	3 rd Month	4 th Month	5 th Month	6 th Month
A.DENR						
• Environmental Compliance Certificate (ECC)	█					
• Permit to Operate		█				
• Hazardous Waste Generator ID			█			
B. LLDA						
• LLDA Discharge Permit				█		
• LLDA Clearance					█	
C. Pollution Control Officer Accreditation					█	
D. Manuals/Procedures for Environmental Impact						█

PARTICULARS	CLARIFICATIONS / AMENDMENTS
<p>Question from Bidder A:</p> <p>1. Annex A. Terms of Reference As this is related to Environmental Compliance Certificate (ECC) application, you may have been referring to a DENR accredited Environmental Impact Assessment (EIA) Preparer, instead of Environmental Planner.</p>	<p>1. No. We are actually referring to Environmental Planner, not DENR accredited EIA Preparer.</p> <p>Section 4 of Republic Act No. 10587, Environmental planner refers to a person who is registered and licensed to practice environmental planning and who holds a valid Certificate of Registration and a valid Professional Identification Card from the Board of Environmental Planning and the Professional Regulation Commission.</p> <p>Section 5(b) of RA No. 10587, the practice of Environmental Planning shall include the preparation of environmental assessment studies.</p>

Other matters:

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- The “**No Contact Rule**” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective October 25, 2019 right after the opening of bids.
- For guidance and information of all concerned.


ANDREA CELENE M. MAGTALAS
Director IV
Vice Chairperson, DBM-BAC

TERMS OF REFERENCE

(Revised)

1. Project Title

Consultancy Services for the Environmental Compliance of the Department.

2. Project Background/Rationale

The DBM Central Office is composed of five (5) buildings, details as follows:

PARTICULARS	NO. OF STOREY	FLOOR AREA	LOT AREA
Building 1	two storey	32m x 40m	10,481 sq. m.
Building 2	four storey	40m x 70m	
Building 3	two storey	32m x 45m	
Multi-Purpose Building	one storey	20m x 35m	
Arcache Building	four storey with roof deck	27.67m x 31m	992.8 sq.m.

Given the large building floor area which houses almost 800 individuals, the Department contributes to the worsening pollution in the Philippines (water, air, and land) due to the following facilities:

PARTICULARS	QUANTITY
Generator Sets	Six (6) <ul style="list-style-type: none"> • 1 unit – 500 kilo-volt-ampere (KVA) • 5 units – 125 KVA
Septic Tanks	Four (4)
Toilets	One Hundred Nine (109)
Light bulbs	More than five thousand (5000)
Motor vehicles	Fifty seven (57)

Moreover, Laguna Lake Development Authority (LLDA) issued a Notice of Violation to the Department pursuant to Section 4, paragraph (d) of Republic Act No. 4850 and Executive Order No. 927 which requires that all development projects within the Laguna de Bay region to secure the necessary clearances/permits from the LLDA prior to implementation.

As a prerequisite to the LLDA clearances/permits, the Department is also required to secure an Environment Compliance Certificate (ECC) from the Department of Environment and Natural Resources.

Inasmuch as the aforementioned processing of clearances and permits requires technical expertise on environmental impacts and mitigations, the Administrative Service opted to hire a consultant.

3. Scope of Work

3.1 Deliverables

3.1.1 Permits to be secured from the Environmental Management Bureau (EMB-NCR):

- a. Environmental Compliance Certificate (ECC)
 1. Conduct an ocular inspection of the site
 2. Gather primary and secondary data
 3. Identify and assess environmental impacts that would be generated by the project
 4. Formulate environmental management plan (EMP) and environmental monitoring plan (EMoP)
 5. Prepare Environmental Impact Assessment (EIA) Report. Annex 1-C of the DENR Memorandum Circular No. 2010-14 is the Annotated outline for EIA Reports for Single Project Expansion/Modification
 6. Prepare Environmental Performance Report and Management Plan (EPRMP)
 7. Apply for ECC at the EMB-NCR and assist them in the site inspection to be conducted. Other important documents that will be needed in the application are, as follows:
 - Certification/Permits issued by the LGU (Barangay Clearance / Barangay Resolution / Certification)
 - Lease Contract or TCT certified by LRA (TCT will be provided by AS-GSD)
 - Site Development Plan, Building Layout, Floor Plan
 - Site Photos
 - Zoning Certificate

- b. Permit to Operate
 1. Conduct an ocular inspection of the facility
 2. Identify and assess possible source/s of air pollution
 3. Fill-up application form
 4. Prepare Engineer's Report
 5. Prepare plans and elevation drawings signed and sealed by a Professional Mechanical Engineer (PME) or Chemical Engineer (ChE)
 6. Apply for the permit at the EMB-NCR and assist them in the facility inspection to be Conducted

- c. Hazardous Waste Generator ID
 1. Fill-up application form

2. Identify hazardous waste generated and prepare hazardous waste management report
 3. Submit to EMB–NCR (In-person and Online)
 4. Facilitate approval and issuance of Hazardous Waste Generator I.D.
- d. Pollution Control Officer Accreditation
1. Fill-up application form
 2. Prepare documents relative to the application
 3. Submit to EMB–NCR
 4. Facilitate approval and issuance of PCO Accreditation Certificate
- 3.1.2 Permits and clearances from the Laguna Lake Development Authority (LLDA)**
- a. LLDA Clearance
1. Prepare duly filled-up application form
 2. Prepare pertinent documents
 3. Prepare site development plan, vicinity map and drainage/sewer layout plan signed and sealed by a Sanitary Engineer.
 4. Submit and follow-up works to LLDA
 5. Assist in the LLDA on-site inspection
 6. Facilitate issuance of LLDA Clearance
 7. Annex D of the LLDA Board Resolution No. 408, Series of 2011 contains the LLDA Clearance and LC Expansion Process.
- b. Wastewater Discharge Permit
1. Prepare duly filled-up application form (Discharge Permit Application and Evaluation forms)
 2. Prepare Engineer's Report
 3. Prepare plans and drawings of STP components, (signed and sealed by a Sanitary Engineer or Chemical Engineer) as needed
 4. Submit and follow-up works to LLDA
 5. Assist in the LLDA on-site inspection (when required)
 6. Facilitate issuance of Wastewater Discharge Permit
- c. Pollution Control Officer Accreditation (in reference to the LLDA Board Resolution No. 455, Series of 2014)
1. Fill-up application form
 2. Prepare other documents relative to the application
 3. Submit to LLDA
 4. Facilitate approval and issuance of PCO Accreditation Certificate

3.1.3 Environmental Performance and Management Plan (EPRMP)

3.1.4 Completed EIA Reports

a. Executive Summary

b. Project Description

- Project Location and Area
- Project Rationale
- Project Alternatives
- Project Components
- Process/Technology Options
- Project Size
- Development plan, Description of Project Phases and corresponding timeframes
- Manpower
- Indicative Project Investment Cost

c. Analysis of Key Environmental Impacts

- Land
 - ❖ Land use and Classification
 - ❖ Geology/Geomorphology
 - ❖ Pedology
 - ❖ Terrestrial Biology
- Water
 - ❖ Hydrology/Hydrogeology
 - ❖ Oceanography
 - ❖ Water Quality
 - ❖ Freshwater or marine Ecology
- Air
 - ❖ Meteorology/Climatology
 - ❖ Air Quality & noise
- People
 - ❖ Environmental Ecological Risk Assessment
 - ❖ Impacts Management Plan (IMP)
 - ❖ Social Development Plan and IEC Implementation
 - ❖ Environmental Compliance Monitoring
 - ❖ Emergency response policy and generic guidelines
 - ❖ Abandonment/Decommissioning/Rehabilitation policies and generic guidelines
 - ❖ Institutional plan for EMP implementation

- 3.1.5 Certification/Permits issued by the LGU (Barangay Clearance / Barangay Resolution / Certification)
- 3.1.6 Lease Contract and TCT certified by LRA
- 3.1.7 Site Development Plan, Building Layout, Floor Plan
- 3.1.8 Site Photos
- 3.1.9 Zoning Certificate
- 3.1.10 To train one (1) DBM Central Office Employee as accredited Pollution Control Officer.
- 3.1.11 To prepare manual/procedures on environment impact mitigations tailored fit to the DBM Central Office such as, but not limited to:
 - a. Manual/procedures on waste water disposal;
 - b. Manual/procedures on waste disposal of hazardous materials;
 - c. Manual/procedures to mitigate land pollution; and
 - d. Manual/procedures on operation of pollution contributing equipment such as diesel generator sets, etc.

3.2 Qualifications of the Consulting Firm

- 3.2.1 The Consultant shall be a firm with experience of at least 10 years in the environmental assessment and mitigation; and
- 3.2.2 The firm has undertaken similar projects such as the LLDA Compliance Certificate and Environmental Compliance Certificate.

3.3 Key Personnel

KEY STAFF	NO. OF PERSONNEL	QUALIFICATIONS
Senior Environmental Planner	1	<ul style="list-style-type: none"> • Licensed Environmental Planner and duly accredited by the DENR-EMB • At least five (5) years of experience as an Environmental Planner and has prepared at least three (3) Environmental Impact Statement (EIS)

Environmental Planner	2	<ul style="list-style-type: none"> • Licensed Environmental Planner and duly accredited by the DENR-EMB • At least one (1) year of experience as an Environmental Planner
Safety Officer	1	<ul style="list-style-type: none"> • At least one (1) year of experience and Certification on Basic Occupational and Safety • At least forty (40) hours training from Department of Labor and Employment (DOLE)

4. Payment Details

- 4.1 For services rendered, the firm shall be paid an amount not to exceed the Contract Price. This amount is inclusive of the tax obligations that may be imposed on the firm, and the provision for travel expenses, subject to actual travels at allowable government rates as discussed in Item 4.2.2.
- 4.2 Payment for services rendered shall be made based on progress billing and in accordance with the following schedule:
- **Fifteen percent (15%) of the total remuneration cost to cover cost of mobilization** - within seven (7) calendar days after the receipt of the Notice to Proceed, and upon posting of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable on demand, issued by a duly licensed surety or insurance company and confirmed by the Head of the Procuring Entity or its authorized representative.
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6. Dispute Resolution, Liability and Termination

Clauses on dispute resolution, liability, and termination are part of Section IV. General Conditions of the Contract.