



Republic of the Philippines  
Province of Pampanga  
Bids and Awards Committee  
Provincial Capitol, City of San Fernando, (P)

Date : **January 21, 2025**  
P.R. No.: **24-6279**  
RFQ No.: **250045**

## REQUEST FOR QUOTATION

### Negotiated Procurement thru Community Participation Under Section 53.12 of the Revised IRR of R.A 9184

Name of Organization : \_\_\_\_\_  
Address : \_\_\_\_\_

The Provincial Government of Pampanga is inviting organized Community or Social Groups (CSGs) of known qualifications for proposals covering the project hereunder:

Please quote your lowest price on the line item listed below, subject to the General Conditions as required. Submit your sealed quotation duly signed by your authorized representative not later than **January 28, 2025 9:00 am** to the BAC secretariat Office, Ground Floor, Provincial Capitol, City of San Fernando, Pampanga.

**Name of Project** : Seedling Production at the Provincial Seedling Nursery at the Provincial Materials Recovery Facility (MRF) in Porac, Pampanga through Community Participation

**Approved Budget for the Contract (ABC):** ₱ 500,000.00

**CSG's Location** : Within the municipality of Porac, Pampanga

**Project Duration** : Eight (8) months

**Terms of Payment** : Progress Billing

#### General Conditions:

1. All quotations higher than ABC shall automatically be disqualified.
2. CSG must submit its quotation along with Annexes A, B, C, and D (under prescribed forms). Non-submission shall entail automatic disqualification.
3. All quotations must attach photocopies of the eligibility requirements as prescribed below and as attached under Annex "E" (Terms of Reference).
4. All prices to be denominated in Philippine peso and quotations shall be inclusive of applicable Value Added Tax (VAT) and shall be firm and valid for a period of at least sixty (60 days) from the date of receipt of quotation & shall be binding upon the supplier within the period.
5. All entries should be accomplished in the technical specifications "Annex A" with the word "Comply" or its equivalent. Any interlineations, erasures/overwriting shall be valid only if they are signed/ initialed by the CSG or his/her duly authorized representative/s.

## Eligibility Requirements

1. The project shall entail the participation of an eligible Community or Social Group (CSG), which may include but not be limited to civil society organization (CSO), community-based organization (CBO), people's organization (PO), and community labor group.

The group shall possess the following requirements:

- The CSG must be residing/occupying/operating in the target project area;
- The CSG must have an existing nursery and/or related project implemented within the premises under the jurisdiction of their organization;
- The CSG must be registered under the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) Department of Labor and Employment (DOLE), or National Commission on Indigenous People (NCIP);
- The CSG shall have the organizational, financial and technical capability to implement the project.

## Legal Requirements

- a. Certificate of Registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP), national government agency, or local government unit, whichever is applicable.
- b. A sworn affidavit (Annex C) executed by the head or its authorized representative that affirms that:
  - none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3<sup>rd</sup>) civil degree to the HOPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and
  - none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

## Technical Requirements

- c. Statement of all its completed contracts similar to the project and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, or implement the Simple Infrastructure Projects, at an equal or higher established standards (Annex D).

The End-users acceptance or official receipt/s or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.

## Financial Requirements

- d. Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

*For Organized CSG that has participated in any government Community-based Project for the past two (2) years:*

- e. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and

- f. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.


The sealed quotations shall be opened on JAN 28 2025 10:00 AM at Executive House, 2<sup>nd</sup> Flr., Capitol Building, City of San Fernando, Pampanga.

The Provincial Government reserves the right to accept or reject any and all quotations and to annul the procurement process or reject bids at any time prior to the award of the contract without thereby incurring any liability to the affected bidder/s.

For any clarifications, please contact:

FILIPINA R. SEVILLA  
BAC Secretariat Office  
Ground Floor, Capitol Building  
City of San Fernando, Pampanga  
Email address: [bzo@pampanga.gov.ph](mailto:bzo@pampanga.gov.ph)

  
**Engr. ARTHUR F. PUNSALAN**  
PG-ENRO  
(End-User Unit)

  
**FRANCIS V. MASLOG**  
Chairman  
Bids and Awards Committee

**ANNEX "A"**  
**Technical Specifications**

**Seedling Production at the Provincial Seedling Nursery  
at the Provincial Materials Recovery Facility (MRF)  
in Porac, Pampanga through Community Participation**

Proponents must state either "Comply" or "Not Comply" or any equivalent term in the column "Statement of Compliance" against each of the individual parameters of each "Specifications."

Item No.	Item Specifications	Statement of Compliance
I	<p><b>Production of indigenous seedlings of forest trees and fruit-bearing trees with the following quantities of:</b></p> <ul style="list-style-type: none"> <li>-500 pcs. Talisay (<i>Terminalia catappa</i>)</li> <li>-2,000 pcs. Banaba (<i>Lagerstroemia speciose</i>)</li> <li>-500 pcs. Kakawate (<i>Gliricidia sepium</i>)</li> <li>-500 pcs. Fire Tree (<i>Delonix regia</i>)</li> <li>-500 pcs. Golden Shower (<i>Cassia fistula</i>)</li> <li>-1,500 pcs. Madre de Agua (<i>Trichanthera gigantea</i>)</li> <li>-500 pcs. Atis (<i>Annona squamosa</i>)</li> <li>-500 pcs. Bayabas (<i>Psidium guajava</i>)</li> <li>-500 pcs. Kamias (<i>Averrhoa bilimbi</i>)</li> <li>-500 pcs. Kaymito (<i>Chrysophyllum caimito</i>)</li> <li>-500 pcs. Mangga (<i>Mangifera indica</i>)</li> <li>-500 pcs. Kasoy (<i>Anacardium occidentales</i>)</li> <li>-500 pcs. Kalamansi (<i>Citrus x microcarpa</i>)</li> <li>-500 pcs. Rambutan (<i>Nephelium lappaceum</i>)</li> <li>-500 pcs. Langka (<i>Artocarpus heterophyllus</i>)</li> </ul>	
III	<p><b>CSG's Location</b> Must be residing/occupying/operating within the Municipality of Porac, Pampanga</p>	
IV	<p><b>Date of Delivery</b> Eight (8) months upon receipt of Notice to Proceed</p>	

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Community or Social Group (CSG)

\_\_\_\_\_  
Name of Authorized Representative over Printed Name

\_\_\_\_\_  
Date

**ANNEX "B"**  
**Price Quotation Form**

Date : \_\_\_\_\_

**FRANCIS V. MASLOG**

Chairman  
Bids and Awards Committee  
Provincial Government of Pampanga  
Capitol Blvd., City of San Fernando, Pampanga

Sir:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation and its attached Terms of Reference (TOR), hereunder is our financial proposal for the project identified below:

PARTICULARS	Total ABC	Offered Quotation	
		Unit Price	Total Price
Seedling Production at the Provincial Seedling Nursery at the Provincial Materials Recovery Facility (MRF) in Porac, Pampanga through Community Participation	<b>₱ 500,000.00</b>		
<b>TOTAL</b>			

**AMOUNT IN WORDS:** \_\_\_\_\_

Note: The above-quoted prices are VAT-inclusive.

2. We undertake, if our Quotation is accepted, to complete the project in compliance to the attached Terms of Reference (TOR) within a period of eight (8) months upon award of the Contract.
3. We agree to abide by the Quotation for a period of eight (8) months after the dated deadline of submission specified in your RFQ.
4. We understand that payment for items will be made to the winning CSG after the inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name of Community or Social Group (CSG)

\_\_\_\_\_  
Name of Authorized Representative over Printed Name

\_\_\_\_\_  
Date

**ANNEX "C"**

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the (Head/ Authorized Representative) of (Name of Community or Social Group);
2. That the incorporators, organizers, officers or members of our organization are the following:

Name	Position

3. Upon consultation and communication with the above-named individuals, confirm and certify that:

- a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of Provincial Government of Pampanga authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and
- b. *[Include this paragraph if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured]* None of us has any related business to the Community-based Projects being procured at hand.
- c. *[Include this paragraph if any of those identified Organized Community or Social Group officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.]* The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

Name	Name or Nature of Related Business	Extent or Percentage of Ownership or Interest in the Related Business

4. *[Include this paragraph if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups]* Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that our Unorganized Community or Social Group shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.
5. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (*Estafa*) or the commission of fraud with unfaithfulness or abuse of confidence through

misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF COMMUNITY  
OR SOCIAL GROUP REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

***[Jurat]***  
*[Format shall be based on the latest Rules on Notarial Practice]*

**ANNEX "D"**

**STATEMENT OF COMMUNITY GROUP'S  
COMPLETED CONTRACTS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID  
OR LIST INDICATING THE WORK EXPERIENCES OF MEMBERS SIMILAR TO THE COMMUNITY-  
BASED PROJECT TO BE BID**

<b>Name of the Completed Contract</b>	<b>Contract Date</b>	<b>Period/ Duration/ Delivery Date</b>	<b>Amount Involved</b>	<b>Definition or description of the project or major categories of work</b>	<b>Supporting Documentary Proofs</b> <i>(e.g. User acceptance, Official Receipts, sales invoice) Attached as Annex " _ "</i>

*[Insert NAME OF COMMUNITY  
OR SOCIAL GROUP REPRESENTATIVE]  
[Insert signatory's legal capacity]*



## Terms of Reference

### **Seedling Production at the Provincial Seedling Nursery at the Provincial Materials Recovery Facility (MRF) in Porac, Pampanga through Community Participation**

#### **I. Rationale**

Under Republic Act No. 7160, otherwise known as the Local Government Code (LGC) of 1991, local government units (LGUs) shall enhance the right of the people to a balanced ecology. Book III, Section 484 of the LGC further provides that the Environment and Natural Resources Officer (ENRO) shall:

- i. Establish, maintain, protect and preserve communal forests, watersheds, tree parks, mangroves, greenbelts and similar forest projects and commercial forest, like industrial tree farms and agroforestry projects;
- ii. Provide extension services to beneficiaries of forest development projects and technical, financial and infrastructure assistance;
- iii. Manage and maintain seed banks and produce seedlings for forests and tree parks; and
- iv. Provide extension services to beneficiaries of forest development projects and render assistance for natural resources-related conservation and utilization activities consistent with ecological balance.

Meanwhile, Sections 35 and 36 of the LGC also recognizes the crucial role of people's and non-governmental organizations (POs and NGOs) as active partners of LGUs in the delivery of basic services and in the implementation of economic, socially-oriented, environmental or cultural projects within their territorial jurisdictions:

**Section 35. *Linkages with People's and Non-governmental Organizations.***

- Local government units may enter into joint ventures and such other cooperative arrangements with people's and non-governmental organizations to engage in the delivery of certain basic services, capability-building and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people.

**Section 36. *Assistance to People's and Non-governmental Organizations.***

- A local government unit may, through its local chief executive and with the concurrence of the sanggunian concerned, provide assistance, financial or otherwise, to such people's and non-governmental organizations for economic, socially-oriented, environmental, or cultural projects to be implemented within its territorial jurisdiction.

One of the major thrusts of the Provincial Government as indicated in the Executive-Legislative Agenda (ELA) for 2022-2025 is **“Advancing Disaster and**

**Climate Change Resilience and Environment Protection and Preservation for Resilient Kapampangan Communities”**. Likewise, in light of the Supreme Court (SC) ruling on the Mandanas-Garcia petitions mandating the full devolution of certain functions to local government units (LGU), including environment and natural resources (ENR) management, the Provincial Government through its Environment and Natural Resources Office (PG-ENRO) has recently established the Pilot Provincial Seedling Nursery in the Provincial MRF at San Jose Mitla, Porac, Pampanga through community participation.

For this reason, the **DELTAAnim Project**, which encourages urban reforestation and forest rehabilitation as a means of contributing to the increase in the province’s existing forest cover, launched its second wave this year at Sitio Haduan, Brgy. Marcos Village, Mabalacat, Pampanga. Some of the seedlings produced and housed in the nursery were used for a variety of activities under the DELTAAnim project, among which include the conduct of tree-growing activities and provision of various seedlings to city and municipal LGUs, schools, and other non-governmental organizations.

To sustain this noble endeavor in contributing to environmental protection and preservation, the PG-ENRO proposes the **Seedling Production at the Provincial Seedling Nursery at the Provincial Materials Recovery Facility (MRF) in Porac, Pampanga through Community Participation**.

Continuous seedling production at the Provincial Nursery will help replenish the existing supply of forest trees and fruit-bearing trees, which will contribute to the Provincial Government’s efforts to conserve the environment, alleviate the effects of climate change, promote stakeholder participation, and provide local jobs. Its successful implementation will demand knowledge and expertise in labor as well as seedling production.

To attain social objectives (e.g. poverty reduction, job generation, climate change mitigation) and to ensure sustainability and ownership of the seedling nursery as embodied by the principles of stakeholder engagement and value for money, the PG-ENRO aims to promote **community participation** by tapping capable and qualified Community or Social Groups (CSGs) for this undertaking, as provided under the Revised Implementing Rules and Regulations (IRR) of the Republic Act No. 9184 or the Government Procurement Reform Act (GPRA), particularly Section 53.12 on Community Participation.

## **II. Objectives**

The main objective of this project is to have a continuous supply of seedlings at the Provincial Seedling Nursery, which shall house various endemic forest and fruit tree species to be used in tree planting activities to be initiated by the Provincial Government. This project will enjoin the participation of qualified Community or Social Groups (CSGs) capable of producing the seedling requirement for this project.

Guided by the principles of stakeholder engagement and value for money, the project shall endeavor to achieve the following objectives:

- To provide a source of livelihood for the local community by encouraging the participation of eligible Community or Social Groups (CSGs), which may include but not be limited to civil society organizations (CSOs), community-based organizations (CBOs), people’s organizations (POs), and community labor groups;

- To serve as an avenue for poverty alleviation amidst the COVID-19 pandemic and increasing inflation rates by generating local employment, thereby providing a sustainable source of income to the beneficiaries through the labor component of project, which involves seedling production;
- To engage stakeholders and strengthen their ties with the Provincial Government by fostering local ownership of the project, thereby ensuring its sustainability by encouraging the project recipients to consistently manage the project throughout its implementation;
- To produce a sustainable and adequate supply of seedlings of indigenous species to be planted under the DELTAnim Project, which encompasses tree planting activities and distribution of seedlings to public schools, greenbelts, communal forests, linear parks and other public open spaces; and

### III. Project Requirements

1. Produce indigenous seedlings of forest trees and fruit-bearing trees with the following quantities of:

Common name	Scientific name	Quantity (seedlings)
<b>FOREST TREES</b>		<b>5,500</b>
Talisay	<i>Terminalia catappa</i>	500
Banaba	<i>Lagerstroemia speciosa</i>	2,000
Kakawate	<i>Gliricidia sepium</i>	500
Fire Tree	<i>Delonix regia</i>	500
Golden Shower	<i>Cassia fistula</i>	500
Madre de Agua	<i>Trichanthera gigantea</i>	1,500

<b>FRUIT-BEARING TREES</b>		<b>4,500</b>
Atis	<i>Annona squamosa</i>	500
Bayabas	<i>Psidium guajava</i>	500
Kamias	<i>Averrhoa bilimbi</i>	500
Kaymito	<i>Chrysophyllum cainito</i>	500
Mangga	<i>Mangifera indica</i>	500
Kasoy	<i>Anacardium occidentales</i>	500
Kalamansi	<i>Citrus x microcarpa</i>	500
Rambutan	<i>Nephelium lappaceum</i>	500
Langka	<i>Artocarpus heterophyllus</i>	500
<b>GRAND TOTAL</b>		<b>10,000</b>

### IV. Project Workplan

The project shall commence upon the signing of an Agreement between the Provincial Government and the Community or Social Group (CSG). All activities and expected outputs shall be completed and submitted within a period of eight (8) months. The total cost for the proposed undertaking is **₱500,000.00**.

PROJECT PHASE	EXPECTED OUTPUTS
Seedling Production (Phase I)	<ul style="list-style-type: none"> <li>✓ 3,000 Seedlings Produced</li> <li>✓ Statement of Work Accomplished (SWA)</li> </ul>
Seedling Production (Phase II)	<ul style="list-style-type: none"> <li>✓ 3,000 Seedlings Produced</li> <li>✓ Statement of Work Accomplished (SWA)</li> </ul>
Seedling Production (Phase III) and Project Turnover	<ul style="list-style-type: none"> <li>✓ 4,000 Seedlings Produced</li> <li>✓ Statement of Work Accomplished (SWA)</li> <li>✓ Joint Inspection of the Community or Social Group (CSG) and the Provincial Government prior to turn-over of the Project</li> </ul>

## V. Eligibility Requirements

The project shall entail the participation of an eligible Community or Social Group (CSG), which may include but not be limited to civil society organization (CSO), community-based organization (CBO), people's organization (PO), and community labor group.

The group shall possess the following requirements:

- The CSG must be residing/occupying/operating in the target project area;
- The CSG must have an existing nursery and/or related project implemented within the premises under the jurisdiction of their organization;
- The CSG must be registered under the Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) Department of Labor and Employment (DOLE), or National Commission on Indigenous People (NCIP);
- The CSG shall have the organizational, financial and technical capability to implement the project.

### Legal Requirements

- a. Certificate of Registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP), national government agency, or local government unit, whichever is applicable.
- b. A sworn affidavit (Appendix A) executed by the head or its authorized representative that affirms that:
  - none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3<sup>rd</sup>) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and

- none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

#### Technical Requirements

- c. Statement of all its completed contracts similar to the project and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, or implement the Simple Infrastructure Projects, at an equal or higher established standards.

#### Financial Requirements

- d. Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

*For Organized CSG that has participated in any government Community-based Project for the past two (2) years:*

- e. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and
- f. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.

### **VI. Implementation Arrangement**

The Community or Social Group (CSG) shall report to the designated Project Coordinators under the Environment and Natural Resources Office of the Provincial Government of Pampanga (PG-ENRO). Both parties shall agree on a reporting arrangement. Whenever necessary, the PG-ENRO shall provide assistance to the CSG and regularly conduct inspection during project implementation.

### **VII. Approved Budget for the Contract**

The Approved Budget for the Contract (ABC) for this project for a period of eight (8) months is **FIVE HUNDRED THOUSAND PESOS ONLY (₱500,000.00)**, inclusive of all applicable government taxes and charges, which shall be paid based on the following schedule:

<b>First Progress Billing</b> The Community or Social Group (CSG) shall bill the Provincial Government upon their receipt of the official acceptance letter of the Statement of Work Accomplished (SWA) from the PG-ENRO	30%
<b>Second Progress Billing</b> The Community or Social Group (CSG) shall bill the Provincial Government upon their receipt of the official acceptance letter of the Statement of Work Accomplished (SWA) from the PG-ENRO	30%
<b>Final Progress Billing</b> The Community or Social Group (CSG) shall bill the Provincial Government upon conclusion of the final joint inspection and upon receipt of the official acceptance letter of the Statement of Work Accomplished (SWA) from the PG-ENRO.	40%
<b>TOTAL</b>	<b>100%</b>

The contract shall be a fixed price contract. Any extension of the contract time shall not involve any additional cost to the Government.

The amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay.

Prepared by:

**CHRIS C. CEA**  
Project Coordinator

Noted by:

**Engr. ARTHUR F. PUNSALAN**  
PG-ENRO