

## TERMS OF REFERENCE

### PROCUREMENT OF CONSULTANCY SERVICE FOR THE ACQUISITION OF ENVIRONMENTAL COMPLIANCE CERTIFICATE (ECC) FOR THE CASIGURAN PORT EXPANSION AND REHABILITATION PROJECT

#### I. INTRODUCTION

The Philippine Ports Authority, Port Management Office – Bataan/Aurora, hereinafter referred to as the Procuring Entity wishes to receive bid for the Procurement of Consultancy Service for the Acquisition of Environmental Clearance Certificate (ECC) for the Casiguran Port Expansion and Rehabilitation Project: Port of Casiguran, Aurora

Pursuant to Environmental Management Bureau (EMB) Memorandum Circular No. 2014-005 (Guidelines for Coverage Screening and Standardized Requirements under PEISS), every proposed project or undertaking which is projected to have a significant adverse impact to the quality of the environment. As such, the ECC application shall comply with the EMB Initial Environmental Examination (IEE) Checklist/EIS and require the preparation of an Environmental Performance Report and Management Plan (EPRMP) prior to project implementation.

#### II. APPROVE BUDGET FOR THE CONTRACT

The Approve Budget for the Contract is **Nine Hundred Eighty Two Thousand Three Hundred Sixty One Pesos (982,361.00)** (VAT Inclusive)

#### III. SCOPE OF WORK

1. Submission to the Procuring Entity by the Service Provider of the EPRMP in five (5) set hard and soft copies (minimum). One (1) copy to the Procuring Entity and four (4) set to the EMB-DENR upon completion of the report.
  - a) Overall Approach – the conduct of an EPRMP of the project will use a multidisciplinary and participatory assessment based on the required format set by the DENR.
  - b) Methodologies – all methodologies shall conform to the required format set as follows:

##### a. Service Provider's Duty

In securing an Environmental Compliance Certificate (ECC) from DENR, the following requirements shall be prepared by the consultant:

- Project Description
- Water Balance Diagram
- Data Collection, Site Survey (Hydro Survey) and Investigation including consultation with Stakeholders
- Contingency and Emergency Action Plan
- Waste Management Plan
- Abandonment / Decommissioning Information
- Rehabilitation Plan
- Assessment, Effluent Water Sampling and Testing (if required by EMB)
- Preparation of Engineering Geological and Geohazard Assessment Report (EGGAR) (if required by EMB)
- Organizational Chart for Environmental Concerns
- Project Components & Operation Information
- Sworn Statement
- Accountability Statement to be signed by the proponent
- Initial Environmental Examination (IEE)

- Project Environmental Monitoring and Audit Prioritization (PEMAPS)/ Environmental Impact Management and Monitoring Plan for Current Operations & Proposed Expansion/Modification (EPRMP)
- Project Component
- Schematic Diagram for Air Pollution Source
- Schematic Diagram for Water Pollution Source
- Prepare a letter for the PCO appointment/designation
- Impact and Management Plan
- Environmental Management Plan
- Register the client to the ECC Online application system
- Other requirements as required by the case handler

**b. Philippine Ports Authority's Duty**

- Provide a Valid Identification ID (Passport, Driver's License, PRC ID, Business Permit, SEC Registration/DTI Registration, etc.)
- Site Development Plan/Plant Layout
- Photos and details of the project
- Zoning Certificate issued by the MPDO of LGU-Casiguran
- Other documents as required by the case handler

2. Submission to the DENR-EMB by the Service Provider of the complete document for the application of ECC; and
3. Submission to the Procuring Entity by the Service Provider of the DENR-EMB issued Environmental Compliance Certificate (ECC) with a minimum of three (3) original hard copy sets.

#### **IV. DURATION OF THE PROJECT**

The duration of the project is Ninety (90) Calendar Days from receipt of the Notice to Proceed.

#### **V. QUALIFICATION OF SERVICE PROVIDERS**

The criteria and rating system for the qualification of service providers are:

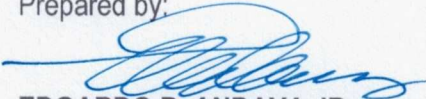
- a. Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff (20%);
- b. Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants (15%); and
- c. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions (15%).
- d. Financial Proposal (Quotation) (50%) (50% for lowest bidder, 40% for 2<sup>nd</sup> lowest bidder and 30% for the third bidder and so on, with proportionally decreasing scores for subsequent bidders).

**VI. PAYMENT**

Fifty percent (50%) of the contract price shall be released to the Service Provider upon submission of proof that the required documents to the EMB for ECC processing has been duly received by the DENR-EMB, along with a copy of the performance bond necessary for billing. The remaining fifty percent (50%) shall be paid upon acceptance by the Procuring Entity of the approved ECC.

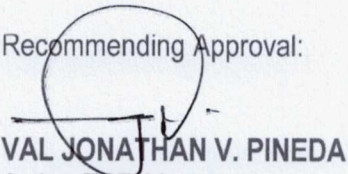
| PAYMENT SCHEDULE            | PERCENTAGE/COMPLETION                       | FOR PAYMENT    |
|-----------------------------|---------------------------------------------|----------------|
| 1. First Payment            | 50%<br>(Upon submission of ECC to DENR EMB) | PhP 491,180.50 |
| 2. Second and Final Payment | 50%<br>(Upon release of ECC by DENR EMB)    | PhP 491,180.50 |
| TOTAL                       | 100%                                        | PhP 982,361.00 |

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