

Terms of Reference

Rainwater Collection System (Pasig City, Philippines)

I. Background

The Ambitious City Promises (ACP) is a 3.5-year international project which aims to support selected large cities in Indonesia, the Philippines, and Vietnam to establish strong greenhouse gas (GHG) reduction commitments, local climate action plans directed by concrete targets, enhanced multi-stakeholder engagement, and integrated strategies. The ACP project has the overall objective of contributing to ambitious GHG mitigation targets at the national level through their own ambitious mitigation plans and activities (called the “City Promise”).

The ACP project is implemented by ICLEI – Local Governments for Sustainability in close cooperation with the Seoul Metropolitan Government (SMG). In 2015, SMG launched the “Promise of Seoul,” a comprehensive strategy and climate action plan which also includes a strong citizen engagement component. Under this plan, SMG committed to reducing 20 million tCO₂e by 2030. Through the ACP, selected cities in Southeast Asia will adopt this model of inclusive, ambitious climate action, mainstreaming low emission development strategies (LEDs), and creating new climate leaders. The project is funded by the Federal Ministry for the Environment, Nature Conservation, and Nuclear Safety (BMU) through the International Climate Initiative (IKI) Program.

Taking into consideration the results of project activities, a small-scale infrastructure pilot demonstration project shall be implemented by the ACP project in Pasig City. The pilot project aims to showcase a proof of concept that responds to the principles and objectives of the Local Green Building Ordinance (LGBO) and further go beyond its minimum requirements while contributing to efforts to reduce GHG emissions in the energy, waste, and water sectors as well as in improving the general welfare of Pasigueños. One of the components of the pilot project is the construction of a rainwater collection system (RWCS) characterized by catchment, treatment, and distribution to improve the building’s water conservation measures and prevent surface flooding during typhoons and heavy rains. This intervention also seeks to support the barangay in complying with the requirements of the Rainwater Collector and Springs Development Act of 1986 (Republic Act 6716). The RWCS will collect rainwater for non-potable uses. The project seeks to **hire a local service provider of rainwater collection system to support the overall implementation of the pilot project.**

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The proposed pilot project site for the rainwater collection system installation is in between the Barangay Sta Rosa Hall building and the covered court (Address: Lopez Jaena, Brgy. Sta. Rosa Hall, Pasig City, Metro Manila).

II. Terms of Reference (ToR) for the Service Provider

The project requires the services of a service provider to undertake detailed design, procurement of unit components and other materials, components, installation, testing and commissioning of a rainwater harvesting system and provide capacity building training the personnel-in-charge of operations and maintenance. The services rendered shall ensure that appropriate unit scale and installation are adopted with due consideration to factors such as installation location and the safety measures.

2.1 Scope of Work

The following activities will need to be undertaken in order to help meet the objectives of the project.

<p>Detailed design and structural safety assessment</p>	<p>On-site assessment of the following:</p> <ul style="list-style-type: none"> ● Installation area of the rainwater harvesting system ● Carrying capacity of the tanks to avoid stumbling over ● Connections to the barangay toilet/s, wash area, faucet/s <p>Submission of design that complies with the RCWS prototype designs of the Department of Public Works and Highways (DPWH) for the review and approval by ICLEI and the LGU.</p>
<p>Procurement or fabrication of unit components and other materials</p>	<p>Procurement or fabrication of rainwater harvesting system not limited to the following:</p> <ul style="list-style-type: none"> ● Water tank/s ● Pipes ● Faucets ● Any other relevant components that are needed
<p>Testing and commissioning (including warranty period)</p>	<ul style="list-style-type: none"> ● Monitoring and regular maintenance at least 1 month after completion

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	<ul style="list-style-type: none"> The contractor also assumes liability for the manufacturer warranties of the respective system components/parts.
Capacity building training for personnel in charge	<ul style="list-style-type: none"> Conduct capacity building training for personnel (barangay representative) in charge of maintenance of facilities on proper use and maintenance of the RWCS to ensure optimum efficiency. Establish coordination mechanisms (i.e. focal persons) to facilitate on-site and remote assistance in the operation and troubleshooting of the RWCS after installation and testing period.

2.2 Deliverables and Timeframe

A maximum of 2 months is estimated to complete the deliverables as stated below.

Deliverables (within April to May 2021)	Indicative Timeline
Design and structural safety assessment	April 2021 (2 weeks)
Procurement or fabrication of unit components and other materials	April 2021 (2 weeks)
Set up and installation	April 2021 (2 weeks)
Testing and commissioning	April to May 2021 (4 weeks)
Delivery of capacity building training for personnel-in-charge of operations and maintenance.	April 2021 (2 days)

3. Service Provider Eligibility

The service provider must provide evidence of:

- Prior experience in completed supply, installation, testing, commissioning, and handing over of a rainwater collection system;
- Use of environment-friendly, cost-effective, and genuine equipment and materials from reputable equipment/component suppliers that conform with available and appropriate national and international standards;
- Safety construction solution and overall aesthetics consideration in the design and implementation.

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4. Proposal Requirements, General Conditions, and Procurement Process

4.1 Prequalification Documents

The following information must be provided together with the Letter of Interest:

- Certified copy of valid business registration certificate with respective competency required for rainwater harvesting system design and installation;
- Certified copy of respective Value-added tax (VAT) registration certificate, and other relevant financial and registration documents required for the organization to operate in the Philippines.
- A portfolio of similar projects previously undertaken
- A detailed CV or proof of certification of technical personnel to be engaged for this project.
- The bidder shall produce original documents for cross verification as and when requested by ICLEI Southeast Asia.

General Conditions

The following conditions shall apply to this project contract:

- The service provider is not allowed to subcontract other firm (s) to carry out the project.
- The quotation shall be inclusive of all costs including taxes associated with the project. Furthermore, the service provider shall adhere to the following requirements:
 - The price quoted shall be fixed and firm and not subjected to any escalation or variation. The price should be inclusive of all transportation, communications, per diem, and installation charges including all required material to successfully complete tasks, duties & taxes, and insurance.
 - Bill of materials for the rainwater collection system as indicated should be provided along with the price bid.
 - ICLEI Southeast Asia reserves the right to add/delete to the final size and components of the rainwater collection system at the unit rate quoted by the bidder.
 - All or any accessories/consumables/items required for satisfactory commissioning of work shall be deemed to be included in the contract and shall be provided by the bidder without extra charges.
- It should be noted that the project is being implemented by ICLEI in partnership with the City Government of Pasig. Hence instructions to bidders will be given by ICLEI Southeast Asia in consultation with officials of the Barangay and the City Government of Pasig. This also applies in the conduct of structural safety inspection before, during, and after construction.
- Once the system is installed, commissioned and operated successfully for 1 month, this will be handed over to Brgy. Sta Rosa, Pasig City as the beneficiary of the system.
- Bidders shall submit bids that satisfy every condition outlined in this Terms of Reference (ToR), failure to do so will make the tender liable to be rejected.

4.3 Procurement Process

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The following information shall serve as guidance for prospective bidders:

- Based on the prequalification documents listed in 4.1, prospective bidders will be shortlisted and will be requested by ICLEI to visit the site to inform their proposals. The submitted system design proposal, work plan, and financial bid, together with the prequalification documents, shall be the basis for the overall evaluation of proposals and bids and subsequently the selection of the preferred/winning bidder.
- The selected bidder shall submit a revised detailed work plan (if necessary) while submitting the initial system design report which gives details about the procurement of system components and the installation.

5. Closing Date for Submission of Proposals

Kindly submit your proposal, work plan, and financial bid. As much as can be provided, certifications, and other supporting documents. Submissions should be made via e-mail to **Mr. Ricardo Marfiga Jr. <ric.marfiga@iclei.org> and Ms. Kristianne Jemi Santos <jemi.santos@iclei.org>** until **31 March 2021**. For any queries related to submission, please contact via the email address above. The consultant is expected to commence work on **April 2021**.

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