

29 April 2020

SUBJECT : Invitation to Submit Proposal for the Procurement of Services of DENR-EMB Recognized/Registered PCB Laboratory to Perform Oil Sampling and Analysis of Polychlorinated Biphenyls (PCBs) of Six (6) units of Unserviceable Transformers (Project Reference No. 2020-SVP-DENR-EMB-028-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring the services of qualified service providers to undertake Sampling and Analysis of Transformer Oil from Five (5) units of Unserviceable Transformers stored at Ligao Stockyard, Ligao City, Albay and One (1) unit Unserviceable Transformer located at BacMan Ormat-Basecamp Area, Tublijon, Sorsogon for CY 2020 with an Approved Budget for the Contract (ABC) in the amount of One Hundred Three Thousand Five Hundred Pesos (Php103,500.00), inclusive of VAT.

In this regard, may we invite your company to submit a proposal for this project based on the requirements set in the *Terms of Reference* (Annex A) and the *Detailed Bid Price Schedule* (Annex B).

Your proposal shall include certified true copies of the following documents:

1	Certification of PhilGEPS Registration or PhilGEPS Registration Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document in case of foreign bidders. In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal for CY 2020. Provided, that the renewed permit shall be submitted as a post-qualification requirement.
3	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). Latest annual Income Tax Return (ITR) shall refer to the ITR for the year 2019. However, for establishments which have no available AFS for the year

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership

	2019 yet, it shall refer to the AFS for the year 2018. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.						
4	<p>Latest Business Tax Return refers to the following, whichever is applicable:</p> <table border="1"> <tr> <td>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the:</td> <td>and/or</td> <td>b) Quarterly Percentage Tax Returns BIR Form No. 2551</td> </tr> <tr> <td> i. latest quarter (2550Q); AND ii. latest month (2550M) prior to the bid opening. </td> <td></td> <td></td> </tr> </table> <p>Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent documents in case of foreign bidders.</p>	a) Value Added Tax (VAT) - BIR Form No. 2550 covering the:	and/or	b) Quarterly Percentage Tax Returns BIR Form No. 2551	i. latest quarter (2550Q); AND ii. latest month (2550M) prior to the bid opening.		
a) Value Added Tax (VAT) - BIR Form No. 2550 covering the:	and/or	b) Quarterly Percentage Tax Returns BIR Form No. 2551					
i. latest quarter (2550Q); AND ii. latest month (2550M) prior to the bid opening.							
5	Notarized Omnibus Sworn Statement (Annex C). The Omnibus Sworn Statement must be accompanied by a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, stating that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.						
6	<p>Current and updated Certificate as Environmental Management Bureau (EMB) Registered Polychlorinated Biphenyls (PCBs) Laboratory (per DENR-EMB M.C. No. 2014-007),</p> <p>or:</p> <p>Current and updated Certificate of Recognition issued by the Department of Environment and Natural Resources (DENR) that the Laboratory is analyzing presence of PCB in Transformer Oil and Waste Oil (per DENR Administrative Order No. 98-63).</p>						
7	Detailed Bid Price Schedule (Annex B) / Total Bid Price in Figures (PhP)						

In addition, the Bidder shall submit the following documents during post-qualification:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, charter for government entity, or any proof of such registration.
2. Latest Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). Provisionary Tax clearance is not acceptable under GPBB Resolution No. 1-2014.

As a rule, please be informed that PSALM reserves the right to accept or reject proposal, and/or annul this procurement, at any time prior to contract award, without incurring liability. Further, PSALM will not be responsible for any costs or expenses encountered by your company in the preparation of your proposal.

The Invitation to Submit Proposal may be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) (<https://www.philgeps.gov.ph>) and the PSALM (<https://www.psalm.gov.ph>), provided that Bidder shall pay the applicable fee of **Five Hundred Pesos (PhP500.00)** not later than the submission of proposals.

Kindly deliver your sealed proposal to the undersigned at the **PSALM Corporation, 24th Floor Vertis North Corporate Center 1, Astra corner Lux Drives, North Avenue, Quezon City** on or before **10:45 AM, 25 May 2020**. Thereafter, proposals will be opened at **11:00 AM** of the same day and venue, in the presence of your authorized representative/s who will attend the same.

Very truly yours,



MARIA ILYN G. ALBITO
Chairperson
BIDS AND AWARDS COMMITTEE

ANNEX “A”

TERMS OF REFERENCE

Procurement of Services of DENR-EMB Recognized/Registered PCB Laboratory to Perform Oil Sampling and Analysis of Polychlorinated Biphenyls (PCBs) of Six (6) units of Unserviceable Transformers (Project Reference No. 2020-SVP-DENR-EMB-028-01)

1. General Scope of Works

- 1.1 Collect/draw oil samples from the identified five (5) units of transformers stored at Ligao Stockyard, Ligao City, Albay and one (1) unit of transformer located at BacMan Ormat-Basecamp Area, Tublizon, Sorsogon:

Item No.	No. of Transformer	Description	Status	Location
1	5	TRANSFORMERS – MODEL #7.009.35.605.0 SER# L-31/8”, W-23 ½” H-220”, and SIZE IS H-33 ½”, L-15”, W-13”	Unserviceable	Ligao Stockyard
2	1	TRANSFORMER – GS HEVI – DUTY ELECTRIC, approx.. 9.5KVA, 69/13.8KV	Unserviceable	BacMan-Ormat-Basecamp Area
TOTAL	6			

- 1.2 Test/Analyze samples adopting the US EPA 8082 for the analyses of polychlorinated biphenyls (PCBs) using Gas Chromatograph with Electron Capture Detector (GC-ECD).

If the result of the PCB analysis is “Not Detected” (ND) or the sample does not conform to a known Aroclor mixture, then it shall be analyzed again for further testing to determine the possible presence of any of the nineteen (19) individual PCB congeners.

2. Responsibilities of the Contractor

- 2.1 The CONTRACTOR's scope of work shall be to perform the actual oil sampling from transformers including the opening and closing of its gate valve before and after getting samples on the said equipment, and to conduct the corresponding required PCB analysis.
- 2.2 The CONTRACTOR shall provide all necessary manpower and materials/supplies needed in the sampling and testing activities.
- 2.3 For preventive measure, the CONTRACTOR's personnel must use proper personal protective equipment (PPEs) such as safety shoes, gloves, goggles, and face mask during sampling per plant's safety program.
- 2.4 The CONTRACTOR shall undertake clean-up and decontamination in case of oil spills during sampling.
- 2.5 Results of Testing/Analysis Report shall be submitted/delivered to:

MR. EDGAR C. CABRERA
Officer-in-Charge
Asset Privatization Department 2
Power Sector Assets and Liabilities Management Corporation
24th Floor Vertis North Corporate Center 1
Astra corner Lux Drives, North Avenue
1105 Quezon City
- 2.6 The CONTRACTOR shall hold PSALM free and unharmed from all suits, and from any third party claims resulting from improper handling of the hazardous waste, or violation of any national and/or local laws and/or regulations.
- 2.7 The CONTRACTOR shall be solely responsible and liable for all damages and/or accidents, including environmental damages, resulting from this Contract and shall hold PSALM free and harmless from suit.
- 2.8 The CONTRACTOR hereby binds itself to pay its employees in accordance with the provisions of the New Labor Code and other laws and/or decrees applicable hereto.
- 2.9 The CONTRACTOR shall solely be responsible for the payment of all indemnities to its employees or workers, which may arise, under existing laws and shall comply with the provisions of all other Philippine laws relative to its employees or workers. It is understood that there is no employer and employee relationship between PSALM and the CONTRACTOR, or its employees. PSALM shall not be responsible and liable to the CONTRACTOR and/or personnel in case of accidents.

- 2.10 The CONTRACTOR must conduct site inspection of the area and location of the transformers for sampling activities.
- 2.11 The CONTRACTOR, in addition to its responsibilities, shall submit a detailed program of work schedule prior to implementation indicating the timeline of each required activities (i.e. sampling, analysis and the results of analysis) for all samples.

3. Responsibilities of PSALM

The PSALM, through its Pollution Control Officer (PCO), shall supervise the works of the CONTRACTOR ensure that they strictly comply with the requirements of the Contract.

4. Contract Duration

The Contract duration is forty-five (45) calendar days from Contract effectivity as specified in the Notice to Proceed. The Contract period is inclusive of three to five (3-5) working days of sampling duration.

5. Work Safety and Working Hours

- 5.1 The CONTRACTOR shall strictly observe all safety and security rules and regulations of the Ligao Stockyard and BGI-EDC management.
- 5.2 Sampling activities at the Ligao Stockyard, shall be allowed only from 8:00 AM to 5:00 PM, Mondays to Fridays only as well as in BGI/EDC with proper coordination with its management.

6. Payment Terms

The payment shall be made within thirty (30) to forty-five (45) days upon submission of all test results and issuance of the billing statements by the CONTRACTOR and the corresponding certificate of final acceptance duly signed by PSALM.

7. Force Majeure

The obligations of the Parties under this Contract are subject to usual force majeure events and acts of God.

8. Liquidated Damages

Failure to comply with the terms and conditions of the Contract shall be subject to liquidated damages at least equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the Contract. Once the maximum is reached, PSALM may rescind or terminate the Contract without prejudice to other courses of action and remedies open to it.

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Detailed Bid Price Schedule

Date: _____

Project: Procurement of Services of DENR-EMB Recognized/Registered PCB Laboratory to Perform Oil Sampling and Analysis of Polychlorinated Biphenyls (PCBs) of Six (6) units of Unserviceable Transformers

Code: Project Reference No. 2020- SVP-DENR-EMB-028-01

Date of Submission: _____

Time of Submission: _____

(Bidder Name/Address/Tel. No.)

After having carefully read and accepted the terms and conditions in the Terms of Reference for the Procurement of Services of DENR-EMB Recognized/Registered PCB Laboratory to Perform Oil Sampling and Analysis of Polychlorinated Biphenyls (PCBs) of Six (6) units of Unserviceable Transformers, I/we quote you on the item at prices noted below:

Item Description	Unit	Quantity
Procurement of Services of DENR-EMB Recognized/Registered PCB Laboratory to Perform Oil Sampling and Analysis of Polychlorinated Biphenyls (PCBs) of Six (6) units of Unserviceable Transformers.	lot	1

Bid Price (PhP)

In figure _____

Add: 12% VAT

Total Bid Price (PhP)

In figure _____

Total Bid Price (PhP)

In words _____

Note: Total Bid Price shall not exceed the Approved Budget for the Contract

**Signature Over Printed Name of Supplier/
 Authorized Representative**

Position: _____

Date: _____

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

Omnibus Sworn Statement

I, _____ 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 duly authorized and designated representative of (*Name of bidder*) with office address at (*address of bidder*);
2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the (*Name of bidder*) in the bidding as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)*];
3. (*Name of bidder*) is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. (*Name of bidder*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of (*Name of bidder*) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. (*Name of bidder*) complies with existing labor laws and standards;
8. (*Name of bidder*) is aware of and has undertaken the following responsibilities as a bidder:
 - a) Carefully examine all of the bidding documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*; and
9. *(Name of bidder)* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/ Authorized Signatory

SUBSCRIBED AND SWORN TO before me this ___ day of _____ 20__, Philippines.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 2020.