

Intends to award a

Service Contract

*For the project: **Strengthening Resilience among Abaca Farming Families in Sibagat, Agusan del Sur through Sustainable Securing of Livelihoods and Transitioning to Green Technology (GreenFiber Project) – Bengo PT-PHO 6828***

Design, procurement, installation, testing and commissioning of 30 kWp in Brgy. Sinai, Sibagat, Agusan del Sur Hybrid Solar Photovoltaic (SPV) project

With financial assistance from

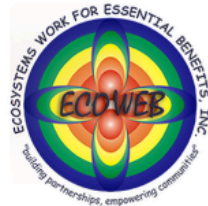
**AWO International, German Federal Ministry for Economic Cooperation and
Development (BMZ), and German Relief Coalition (ADH).**

The bid/tender may use its own format of bid proposal and submit it to ECOWEB 001 Toribia A. Lluch St., Lluch Compound, Camague-Tubod, Iligan City, Philippines with Email address: ecoweb@ecowebph.org and ecoweb2006@gmail.com or at CARAGA ECOWEB Satellite Office, Purok 12, Poblacion, Sibagat, Agusan del Sur.

Deadline for submission of bid: 17 January 2024 /5:00 pm *The Ecosystems Work for Essential Benefits, Inc. (ECOWEB) has received a grant from AWO International for the implementation of a project entitled above and intends to apply a portion of that grant to payments under this contract. No party other than ECOWEB shall derive any rights from the grantor for any claim to its proceeds. Under no circumstances or for no reason whatsoever will the donors entertain any request for indemnity or payment directly submitted by ECOWEB contractors.*

ECOSYSTEMS WORK FOR ESSENTIAL BENEFITS, INC.

Mobilizing Resources, Building Partnerships, Empowering Communities



INSTRUCTIONS

Contracting Authority: *Ecosystems Work for Essential Benefits, Inc. (ECOWEB)*

Type of Contract: *Service Contract*

Project: *Design, procurement, installation, testing and commissioning of 30 kWp in Brgy. Sinai, Sibagat, Agusan del Sur Hybrid Solar Photovoltaic (SPV) project*

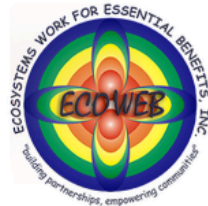
Location: *Brgy. Sinai, Sibagat, Agusan del Sur*

Funded by: *AWO International, German Federal Ministry for Economic Cooperation and Development (BMZ), and German Relief Coalition (ADH).*

Deadline for Tenders: *January 17, 2024 /5:00pm*

Type of Submission: *“Original bid/tender documents need to be stamped and signed on each page and to be sent in a closed/sealed envelope” before the deadline to the address mentioned above. To meet the deadline, for those out-of-country proponents, scanned signed and stamped documents may be sent through email and just send original documents if the bid becomes successful.”*

Public Opening: *[January 19, 2024 /10:00 am] at ECOWEB Main Office, 001 Toribia A. Lluch St., Lluch Cmpd., Camague- Tubod, Iligan City 9200 or ECOWEB CARAGA Satellite Office, Purok 12, Poblacion, Sibagat, Agusan del Sur.]*



STANDARD DECLARATION

Exclusion Criteria: Candidates or tenderers/bidders shall be excluded from participation in procurement procedures if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offense concerning their professional conduct by a judgment that has the force of the judicata;
- c) they have been guilty of grave professional misconduct proven by means ECOWEB can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or in which ECOWEB resides and where the contract is to be implemented;
- e) they have been the subject of a judgment that has the force of the judicata for fraud, corruption, involvement in a criminal organization, or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty.

Points (a) to (d) of the first subparagraph shall not apply in the case of the purchase of supplies on particularly advantageous terms from a supplier/provider which is definitively winding up its business activities, or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

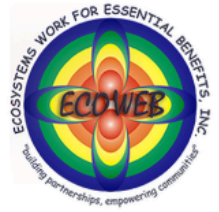
Bidder/Tenderers declare that

- A. they carry out their duties following the highest professional standards;
- B. guarantee that there is no conflict of interest with other recent commitments and contracts;
- C. they respect social and environmental aspects such as working conditions, social rights, ethical transport and cargo, and non-exploitation of children;
- D. follow the principles of humanitarian neutrality; and
- E. they reserve the right of access by the donor and AWO International with the records and financial documentation relating to the contract in order to verify reported costs and conformity with donor procedures and requirements.

Selection & Award Criteria: The ECOWEB Bid/Tender committee will evaluate eligible bidders/tenderers taking into account the following criteria:

ECOSYSTEMS WORK FOR ESSENTIAL BENEFITS, INC.

Mobilizing Resources, Building Partnerships, Empowering Communities



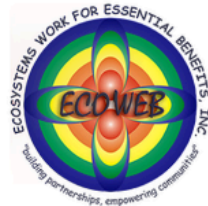
- Best value for money (best price-quality ratio)
- Ability to deliver the proposed goods/service according to time and location.
- Previous experiences of ECOWEB with the shop/company.
- No corrupt, fraudulent, collusive or coercive practices
- No exploitation of child labor, basic environmental and social standards (i.e. employment rights and safe & secure working conditions)

Tel/Fax No.: (+63) 228-9617
Mobile Number: (+63) 917-723-0396

Website: www.ecowebph.org
E-mail add: ecoweb@ecowebph.org

Twitter: www.twitter.com/EECOWEB
Facebook: www.facebook.com/EECOWEB

Head Office: #001 Toribia Lluch Compound, Tubod, Iligan City 9200, Mindanao, Philippines



TERMS OF REFERENCE

for

Design, procurement, installation, testing and commissioning

of 30 kWp in Brgy. Sinai, Sibagat, Agusan del Sur

Hybrid Solar Photovoltaic (SPV) project

1.0. BACKGROUND

The Philippines currently supplies 85% of the global demand for abaca fiber, and this demand is expected to increase in the future due to the shift towards sustainability and the use of natural materials in the production of “green” products. Despite this potential, abaca fiber farmers in the Philippines face challenges such as poverty, small farm sizes, poor technology, low productivity, high transportation costs, and a lack of efficient processing equipment.

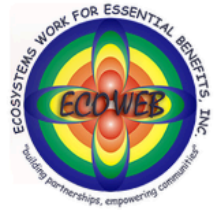
The Ecosystems Work for Essential Benefits, Inc (ECOWEB) a non-stock non-profit corporation, registered with the Securities and Exchange Commission (SEC) in 2006 based in Iligan City, Mindanao, Philippines is proposing the GreenFiber Project. The project will be implemented in Sibagat, Agusan del Sur.

The GreenFiber Project aims to significantly reduce the greenhouse gas emissions from agricultural activities in the country, particularly in the abaca farming and fiber production sector. By promoting the bio- diversification of farms with abaca as the main cash crop alongside high-value trees, root crops, tubers, and vegetables, the project will not only support sustainable agriculture practices but also enhance the economic viability of these farms.

Moreover, the project focuses on capacity development and strengthening of civil society by adopting a participatory approach through the establishment and further empowerment of production guilds, a federation of green fiber producers, and strategic partnerships with the government and other key players along the abaca value chain. This will foster a collaborative effort towards a sustainable and economically viable abaca industry for all stakeholders.

2.0. DEFINITION

The purpose of this Terms of Reference is to engage with qualified solar renewable product firms for the design, procurement, installation, testing and commissioning of a 30 kWp Hybrid Solar Photovoltaic (SPV) project in Brgy. Sinai, Sibagat, Agusan del Sur.



3.0. PROJECT SITE ADDRESS

Site is around 54 minutes from Butuan City. Access towards the site is 98% concrete with a 2% rough road. The location of the project is:

**EcoPark, Purok 1,
Sinai, Sibagat,
Agusan del Sur**

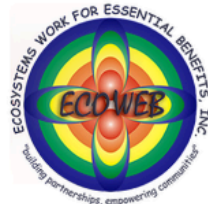
See **Annex A** for the project site location map.

4.0. SCOPE OF WORK

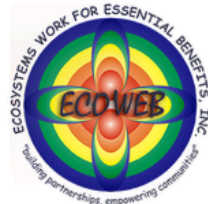
<p>Detailed engineering design and structural safety assessment</p>	<p>On-site assessment of the following:</p> <ul style="list-style-type: none"> - Potential shadings within the area - Inverter/inverter house and protection component's location - Possible orientation of PV Modules - Required length of DC and AC cables - Roof details such as type, thickness and dimensions - Roof purlins spacing - Site and roof access - Potential terminal tapping point <p>Preparation and submission of engineering design for the 30 kWp solar PV based on the results of the assessment.</p> <ul style="list-style-type: none"> - PV array layout - Single-Line Diagram (SLD) - Component detailed specification - Short Circuit Analysis <p>Note: All drawings shall be signed and sealed by a Licensed Professional Electrical Engineer (PEE)</p>
<p>Application of construction permits to Sibagat LGU</p>	<ul style="list-style-type: none"> ● Electrical Permit ● Certificate of Final Electrical Inspection (CFEI) ● Accompany LGU representatives during inspections

ECOSYSTEMS WORK FOR ESSENTIAL BENEFITS, INC.

Mobilizing Resources, Building Partnerships, Empowering Communities



<p>Application of Net Metering Permits with Agusan del Sur Electric Cooperative (ASELCO)</p>	<ul style="list-style-type: none"> ● Preparation of required forms ● Collation of major component datasheets ● Collation and Submission of complete documentary requirements ● Accompany ASELCO representatives during inspection and commissioning
<p>Procurement of components and other material</p>	<p>Procurement of solar equipment not limited to the following:</p> <ul style="list-style-type: none"> - Solar panels - Inverters - AC-DC protections - Distribution boxes - DC and AC Cables - Conduits and Cable Trays - Mounting System - Any other relevant components that are needed for the project
<p>Set-up and installation</p>	<ul style="list-style-type: none"> - Project kick off and safety orientation - Installation of mounting structures - Laying of DC cables - Installation of the solar photovoltaic system, based on the final approved design - Integration of online monitoring system
<p>Testing and commissioning (including warranty period)</p>	<ul style="list-style-type: none"> - Insulation Resistance (IR) Test - Voltage and temperature Test - Inverter Output Test - Grid Synchronization - Roof leak test - Online Monitoring Test
<p>Capacity building training for personnel in charge</p>	<ul style="list-style-type: none"> ● Conduct capacity building training for personnel in charge of maintenance of buildings and facilities on proper use and maintenance of the technology to ensure efficiency. ● Develop and handover operations manual for personnel in charge ● Establish coordination mechanisms (focal persons) to facilitate on-site and remote assistance in the operation and



	troubleshooting of the technology after installation and testing period
--	---

4.0 EXPECTED DELIVERABLES, TIME FRAME and PAYMENT DISTRIBUTION

A maximum of three (3) months is estimated to complete the deliverables as stated below. The following table lists the deliverables and their respective delivery date. The contractor will assume full liability for a 10-year performance guarantee which shall cover removal, replacement, and/or repair of solar photovoltaic system components. The system components will have their own representative manufacturer warranties which shall maintain a minimum warranty period of 5-year and with a minimum warranty period of 10 years specifically for the solar panels.

Below are the expected deliverables, timeframe and payment distribution from ECOWEB as a reference in preparing Financial Proposals:

Deliverables	Timeline
Detailed engineering design and structural safety assessment	January-March 2024
Procurement of components and other material	
Set-up and installation	
Testing and commissioning (including warranty period)	
Capacity building training for personnel in charge	

Payment Terms

The total approved budget cost for the Project is TWO MILLION SIX HUNDRED FIFTY SEVEN THOUSAND SEVEN HUNDRED NINETY TWO PESOS (Php 2,657,792.00)

- **35%** Mobilization and delivery of PV system components
- **35%** Completion of the installation of mounting structures and solar modules
- **20%** Completion of the installation of the inverter, testing and commissioning
- **10%** Completion of Permit processing and Net Metering Application

5.0 ELIGIBILITY AND QUALIFICATIONS

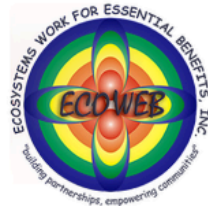
The service provider **must provide evidence of:**

Implemented by:

- Eligible solar photovoltaic (SPV) system service provider, in conformation to relevant national/international standards and regulations;

ECOSYSTEMS WORK FOR ESSENTIAL BENEFITS, INC.

Mobilizing Resources, Building Partnerships, Empowering Communities



- Necessary documentation of accreditation from relevant government authorities for the installation of SPV system in the Philippines;
- Prior experience in completed supply, installation, testing, commissioning, and handing over of at least 20 kW solar PV system in a single order and operational for at least 2 years till the date of application for this project (within Caraga Region with approved Net metering application);
- 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.
- Available office/satellite offices or establishment within Caraga Region for aftersales support of the project.

Additionally, **advantageous criteria** for prospective service providers include:

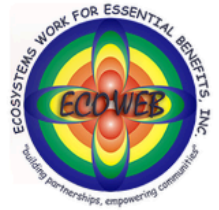
- Prior work experience in **Caraga Region**;
- Flexibility and a shared vision for the project outcome are essential since the work will be undertaken in close cooperation with the project team members

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

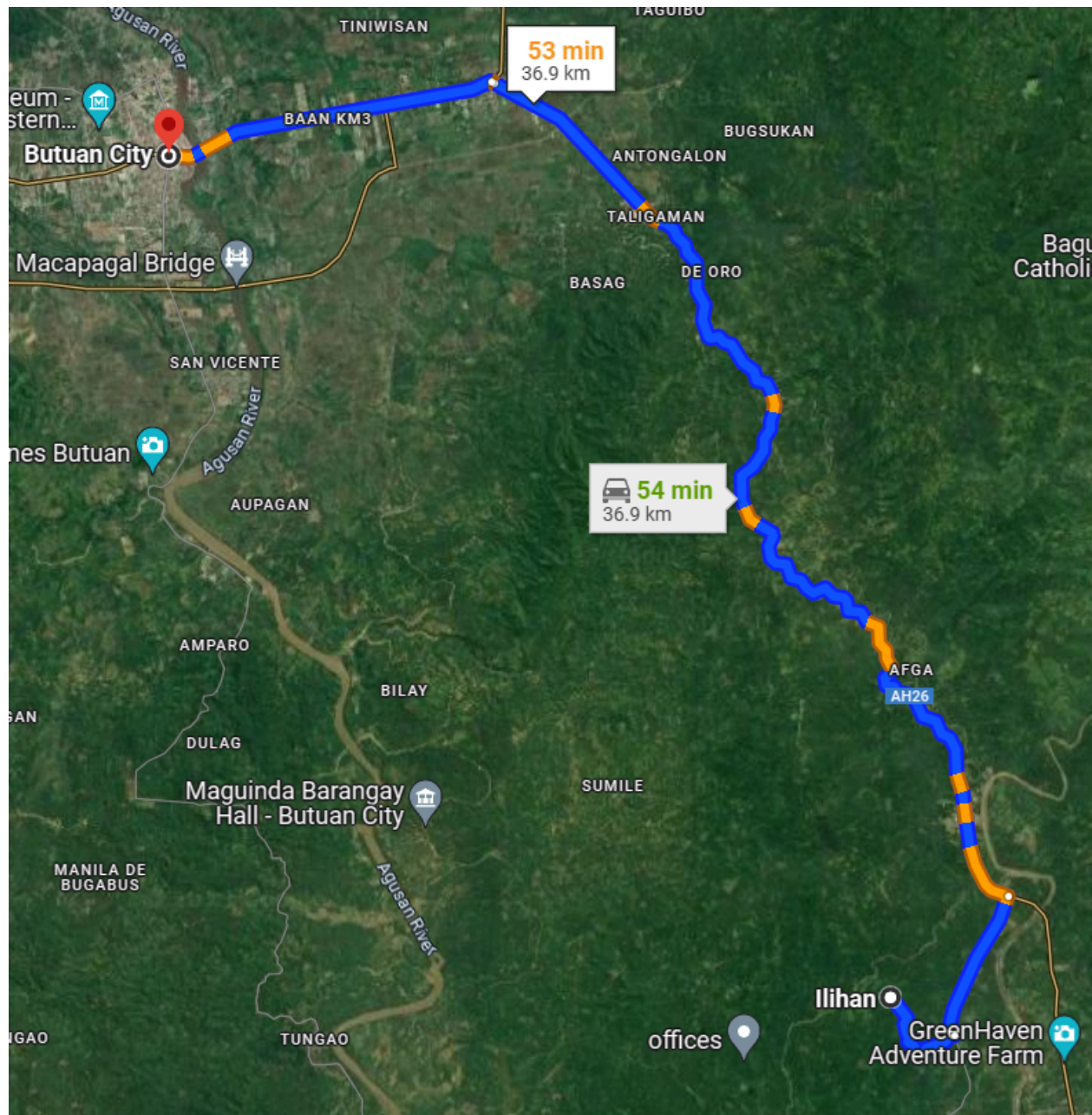
- Certified copy of valid business registration certificate with respective competency required for solar PV system design and installation;
- Certified copy of respective BIR Certificate of Registration and other relevant financial and registration documents required for the organization to operate in the Philippines.
- A portfolio of similar projects previously undertaken including information on the Beneficiary, Capacity of Installation, Contract Value, Date of Commencement, Date of Commissioning, Contact Details.
- Details of tools, tackles, machinery available to perform the work.
- Testing certificates for system components to showcase conformance to applicable international and national standards.
- A detailed CV of at least one (1) Electrical Engineer and one (1) Professional Electrical Engineer as project in charged; and proof of certification (i.e. certified technician) of technical personnel to be engaged for this project

ECOSYSTEMS WORK FOR ESSENTIAL BENEFITS, INC.

Mobilizing Resources, Building Partnerships, Empowering Communities



Annex A



Tel/Fax No.: (+63) 228-9617
Mobile Number: (+63) 917-723-0396

Website: www.ecowebph.org
E-mail add: ecoweb@ecowebph.org

Twitter: www.twitter.com/EECOWEB
Facebook: www.facebook.com/EECOWEB

Head Office: #001 Toribia Lluch Compound, Tubod, Iligan City 9200, Mindanao, Philippines