

# TERM SHEET

## Landscaping Services for Davao GRS (D-GRS)

in preparation for the D-GRS Inauguration Ceremony on 18 or 19 October 2019

PR. No. GAA-19-05-7676 dated 17 May 2019

### I. Rationale

The Department of Science and Technology - Advanced Science and Technology Institute (DOST-ASTI) implemented the Philippine Earth Data Resource and Observation (PEDRO) Center Project which established a satellite ground receiving station (GRS) in its premises in Quezon City with a 3.7m tracking antenna that securely receives, processes and distributes spaceborne imagery. The images from PEDRO supported the initiative of various research institutions and government agencies such as, but not limited to, agricultural and environmental monitoring, land cover classification, national security, urban mapping, and disaster mitigation.

To continuously expand our capacity to provide high-level, earth-surface information, the DOST-ASTI established a second GRS located at the Davao City Civil Aviation Authority of the Philippines (CAAP-Davao) Radio Transmitter Facility premises. The Davao-GRS (D-GRS) consists of a 7.3m tracking antenna which is the largest of its kind in the country. It allows for data reception for satellites with higher bandwidth, alongside expanding the current coverage for uploading and downloading data.

In celebration of this milestone, the DOST-ASTI will be holding a D-GRS Inauguration Ceremony on 18 or 19 October 2019 at the site. The event is a joint effort between DOST-ASTI and its partners, DOST Regional Office XI (DOST-RO XI), and the CAAP-Davao. The DOST-ASTI, thus, would be seeking for expertise in landscaping consultancy, design, architecture, and implementation services at the CAAP-Davao Radio Transmitter Facility.

This is a supplemental document for the procurement of Landscaping Design Services for the D-GRS Inauguration. The terms "End-user" refers to DOST-ASTI, while "Supplier" refers to the prospective contractor for this project.

### II. Documentary Requirements for Bid Submission

- In reference to **Section IV. Other Requirements/Requests**, the supplier must be able to present a concrete proposal for the site based on **Annex "A"** (as attached) containing, but not limited to, the following:
  - **3D-rendered or colored sketch of the initial design**, which shall include:
    - Visual pegs of plants, stones, trees, etc.
    - Other element alternatives that the End-user may choose from.
    - The supplier is entitled to two (2) revisions.
  - An *initial* **Bill of Materials and Services** including the item title, quantity, price, and other pertinent details of the bill.
    - The initially submitted document may be subject to the approval of the End-user.
    - The document must reflect all charges including transportation, labor, taxes, and the like.
  - **List of Personnel** who will be present at the site during the implementation period.
  - **Proposed Timeline of Activities** (in number of man-days) to implement the project.

### III. Scope of Work and Job Specifications upon Award

The Supplier shall provide the following services to the CAAP-Davao Radio Transmitter Facility, Buhangin, Davao City 8000:

#### A. Pre-Implementation:

- Conduct a site visit in the identified site in coordination/supervision of any of the DOST-RO XI Staff (c/o Mr. Victolero, details below) prior to implementation.

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- Source and prepare all human and material resource and equipment needed for the project.
  - Necessary permits must be secured by the supplier, but DOST-ASTI can provide endorsement to the respective agencies or government units, if necessary.

#### B. Implementation

- The Supplier's personnel should accomplish a daily attendance monitoring sheet, to be facilitated by the CAAP-Davao Personnel.
- Must be able to work with tent contractors and adjust placement of plants according to the tent layout.

#### C. Post-Implementation

- Submit an actual report of materials utilized for the project.
- Propose a schedule of regular maintenance activities after the event, as a separate transaction.
- Follow-through with proper delivery receipts, billings, and necessary documents to complete the transaction.

### IV. Other Requirements/Requests

#### A. List of Materials

- The Supplier must provide in their initial proposal a minimum of the following specifications:
  - At least five (5) plant species that provide form/structure to the bare land (e.g. shrubs, topiaries, dwarf trees, etc.).
  - At least three (3) plant species that serve as accent plants (e.g. flowering plants, edible ornamentals, etc.).
  - Minimum of (2) different stone/rock formations:
    - At least one (1) type to serve as stepping stones near the tent entrances (enough to cover a **minimum** of 400 meters).

- At least one (1) type of rock/pebbles for design purposes (enough to cover space for the event site).
- At least fifteen (15) cubic meters of garden soil of the supplier's choice and recommendation.
- May or may not involve grass elements, but if so, supplier must provide at least five thousand (5,000) units of grass seedlings. Species are of the supplier's choice and recommendation.
- At least two (2) types of non-plant elements, such as, but not limited to, pots, basins, crates, or pillars as deemed necessary by the supplier. Quantity (in pieces) must be justified by the design.

#### **V. Approved Budget for the Contract and Payment Scheme**

The approved budget for the contract is Php675,000.00, inclusive of VAT, taxes and other government charges. No additional funding for the project will be released and the supplier cannot request for additional budget greater than the contract price.

Only fifteen percent (15%) of the total contract will be processed once the End-users have received the final proposal as stated in PR No. GAA-19-05-7676 Section IV. (a). The remaining eighty-five percent (85%) of the payment will be processed once the End-user approves the completed landscape. These payments will be subjected to existing government budgeting, accounting, and auditing rules.

The payment shall be made upon completion of the documents:

1. Supplier's issuance of the Billing Statement/Sales Invoice to the DOST-ASTI;
2. DOST-ASTI inspection and acceptance; and
3. End-user Certificate of Completion/Rendered Services.

**ANNEX A.** Prospect Layout for the D-GRS Site at the CAAP-Davao Radio Transmitter Facility.



*Disclaimer: For visual purposes only. Placements of tents and plants, along with plant selection, may vary.*