PROJECT TITLE : PROPOSED LANDSCAPING IN MEZ
LOCATION : MACTAN ECONOMIC ZONE, BGRY. IBO, LAPU-LAPU CITY

APPROVED BUDGET FOR THE CONTRACT : PHP 1,637,532.30

I. BACKGROUND

The PEZA through the approved allocation of its Corporate Operating Budget (COB) for C.Y 2024 intends to apply the sum of **One Million Six Hundred Thirty-Seven Thousand Five Hundred Thirty-Two Pesos and 30/100 centavos (Php 1,637,532.30)** for project "Proposed Supply of Labor, Materials, Supervision and other Consumables for the Landscaping of MEZ" through the guidelines as per R.A 9184 and its Implementing Rules and Regulations.

A. RATIONALE

Landscaping is essential for creating a beautiful, sustainable, and healthy outdoor environment that enhances our quality of life. A well-designed landscape can transform an ordinary outdoor area into a stunning and relaxing space as it incorporates different aspects such as plants, water features, stones, and earth forms, enabling an integral design of urban environments.

To resemble a more welcoming and inviting atmosphere for visitors, guests and business partners of PEZA Mactan Economic Zone duly established by Proclamation No.1811, it is highly recommended to enhance the aesthetic appeal and functionality of MEZ outdoor spaces through the aid of a qualified/professional landscaping service firm ("CONTRACTOR", for brevity) which can provide personnel, equipment, supplies, materials and technical expertise for the landscaping in MEZ.

II. GENERAL REQUIREMENTS

A. SCOPE

The CONTRACTOR will provide technical supervision, skilled personnel, tools, equipment and suitable highest quality materials within the specified period to complete the project on the following locations (see Annex A):

- Areas along Gate 2 (2-A, 2-B, Guard House & Island)
- Areas along Gate 3 (3-A, 3-B, 3-C, 3-D & 3-E)
- Areas along Gate 4 (4-A)
- Areas along Gate 5 (5-A)

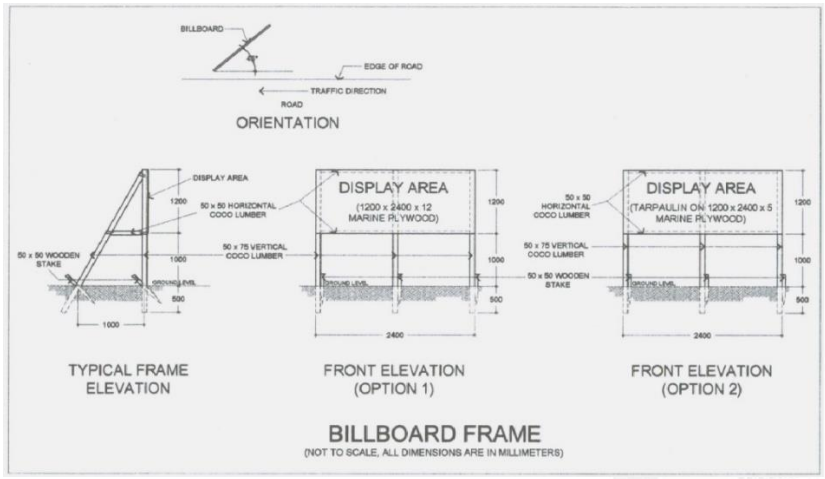
B. MOBILIZATION / DEMOBILIZATION

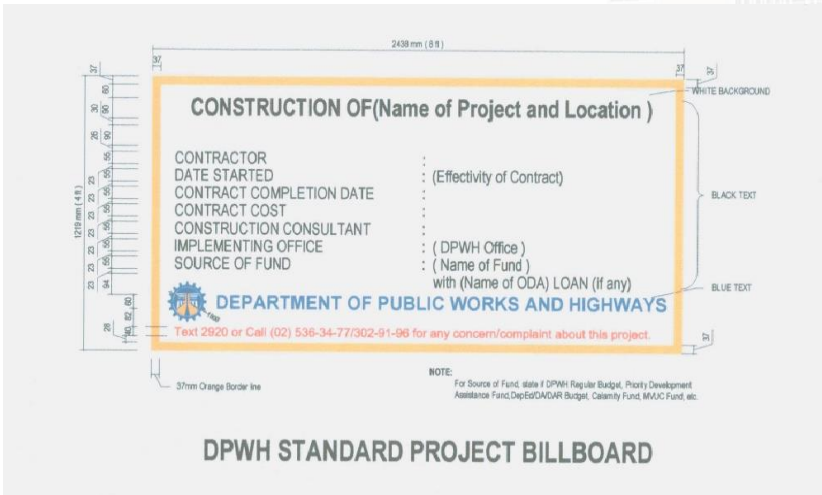
Mobilization shall include transportation to the site of contractor's plant, nurseries, materials, equipment, workers and furnishings and temporary facilities.

Demobilization shall include hauling and disposal of construction debris/excess materials, removal from the site of contractor's equipment and all temporary facilities. Demobilization also includes clean-up of the site after completion of the contract work.

C. PROJECT BILLBOARD

The CONTRACTOR shall install as per required, one (1) standard billboard size of (1200mm x 2400mm/4ft. 8ft.) and shall be strictly enforced. Project billboard shall be installed for government information projects to notify the public of the implementation of the project and to advise the road users of the on-going construction.





PEZA Name and Logo

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TUV NORD ISO 9001
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D. CONSTRUCTION SAFETY AND HEALTH

The CONTRACTOR shall submit appropriate Construction Safety and Health Program (CSHP) in accordance with DOLE D.O. no. 13, series of 1998. The proposed CSHP shall be approved by DOLE-BWC and shall submit a copy to the Authority.

The CONTRACTOR shall provide appropriate personal protective equipment. For general landscaping work, the required PPE for all workers but not limited to shall be lightweight long sleeves or jackets, hats, gardening gloves, knee pads, garden boots, garden aprons, sunscreen, and safety vests.

Provide safety and warning signages. These will be posted in prominent positions at strategic location visible as far as possible.

III. SITE PREPARATION

A. SITE PREPARATION

1. All existing structures and obstructions shall be removed and hauled outside MEZ.

2. There shall be cutting of unnecessary trees to be point out by the Project-in-Charge during the site inspection for the project.

3. Use every possible precaution to prevent damage to existing conditions to remain such as structures, utilities, plant materials and walks on or adjacent to the site of the Work.

4. Provide barricades, fences, or other barriers to protect existing conditions to remain from damage during construction.

B. EARTHWORKS

1. EMBANKMENT

1.1 Filler materials shall be garden soil to be backfilled on the plant boxes or soil enclosures.

1.2 Amended backfill mix shall be 1/3 native soil, 1/3 cow manure and 1/3 Nature's Helper or an approved equal.

D. CONCRETING AND REINFORCING WORKS

1. Use 3000 psi at 28 days for the concrete works with a cement sand gravel ratio of 1:2:4. No concrete pouring shall be allowed without the approval of PEZA Engineer.

2. Use Class A concrete cement ratio for wall footing, lighting fixtures pedestal and concrete letter (signage) to which 1-part cement, 2 parts sand and 4 parts gravel is to be used.

3. Reinforcing bars to be used shall be in accordance to the specifications indicated in the plans and drawings.

E. MASONRY WORKS

1. Use 4" non-load bearing concrete hollow blocks for the plant boxes.
2. Class B cement mortar filler shall be used for CHB planter's box.

F. STEEL WORKS

1. The work consists of furnishing of all labor, tools, equipment and materials and performance of all operations relative to the fabrications, delivery to site, and painting as shown on the plans. This item shall include, any incidental metal construction not otherwise provided for, all in accordance with specifications and in conformity with the lines, grades, and dimensions shown on the plans on ordered in writing by the Engineer.

2. Finished rolled materials shall be free from cracks, flaws, injurious seams, laps, blisters, imperfect edges and other defects. It shall have smooth, uniform finish. All structural steel shapes and plates shall conform to ASTM A-36 steel. Welding electrodes shall conform to AWS A.S.I or A 5.5 E70 xx electrodes.

3. Shop coat of paint shall be red lead primer unless otherwise requested by the Owner. All steel work after complete erection shall be painted with the type and color specified. Painting shall not be done on any steel surface that is not thoroughly clean and dry.

G. LOGO AND SIGNAGES

1. Installation of new PEZA logo and new signages/letters must be in stainless steel with backlight *(see signage wall plan detail for the signage sizes)*.

2. A plain cement finish shall be the base wall for area Gate 4-1.

H. FINISHING WORKS

1. Use Class B cement sand ratio for the plastering of planter's box or soil enclosure with groove lines.

I. PAINTING WORKS

1. Plant/soil enclosures shall be painted with flat wall enamel as primer and semi-gloss latex as final coat.

2. Concrete letter signage shall be painted with flat wall enamel and semi-gloss latex.

3. Repainting of structures shall include fence, steel posts, lamp posts, etc., affected during the implementation of the said project.

4. Restoration of affected concrete curbs shall also be included in the project.

J. LANDSCAPE AND ORNAMENTALS

1. Ornamental plants to be used shall be endemic in the Philippine's tropical climate and can thrive to direct sunlight exposure.

2	**Plant Description**		
2.1	**Gate 2**		
	Area 2 - A		
	Landscape and Ornamentals		
A	Materials		
	Double Pinwheel	80.00	pcs
	Fukian Tea (10 x 15)	150.00	pcs
	Texas (8 x 15)	120.00	pcs
	Bowl Planter	2.00	pcs
	Hawaiian Palm	5.00	pcs
	Picarra	100.00	pcs
	Foxtail	20.00	pcs
	Frog Grass	65.00	sq.m
	Garden Soil	12.00	cu.m

	Area 2 - B		
	Landscape and Ornamentals		
A	Materials		
	Pandan	160.00	pcs
	Fukian Tea	160.00	pcs
	Texas	45.00	pcs
	Bromeliads	12.00	pcs
	Double Pandakaki	54.00	pcs
	Junifer	6.00	pcs
	Rocks	3.00	pcs
	Aglo Pink	100.00	pcs
	Frog Grass	44.00	sq.m
	Garden Soil	8.00	cu.m

	Guard House and Island at Gate 2		
A	***Materials***		
	Podocarpus	20.00	pcs
	Texas	36.00	pcs
	Pandan	80.00	pcs
	Garden Soil	1.00	cu.m

2.2	**Gate 3**		
	Area 3 - A, B & C (shaded)		
	Landscape and Ornamentals		
A	Materials		
	Manaw	30.00	pcs
	Fortune Plant	60.00	pcs
	TI Plant	80.00	pcs
	Pink Calathea	200.00	pcs
	White Ginger	60.00	pcs
	Aglo	200.00	pcs
	Bacchia	100.00	pcs
	Hawaiian Palm	6.00	pcs

	Picarra	140.00	pcs
	Miagus	190.00	pcs
	Pandan	210.00	pcs
	Podocarpus	98.00	pcs
	Pinwheel	320.00	pcs
	Frog Grass	92.00	sq.m
	Garden Soil	24.00	cu.m

	Area 3 - D (existing, for landscaping improvements, additional ornamentals)		
	Landscape and Ornamentals	***60.00***	***sq.m.***
A	Materials		
	Hawaiian Palm	3.00	pcs
	Fukian Tea or Texas	75.00	pcs
	Frog Grass	8.00	sq.m
	Garden Soil	1.00	cu.m
	Water Feature (waterfalls/streams) with motor and complete accessories *(in front of Gate 3 Guard House)*	1.00	lot

	Area 3 - E (existing, for landscaping improvements, additional ornamentals)		
	Landscape and Ornamentals	***1.00***	***lot***
A	Materials		
	Hawaiian Palm	3.00	pcs
	Fukian Tea or Texas	75.00	pcs
	Frog Grass	8.00	sq.m.
	Garden Soil	1.00	cu.m

2.3	**Gate 4**		
	Area 4 - A		
	Steel Works, Masonry (improvement of exisiting wall), Electrical and Landscape & Ornamentals	***85.00***	***meters***
A	Materials		
	Steel Railing, 1 1/2" diameter top and bottom pipe with 12mm square bars spaced @ 0.125 M.O.C w/ primer and enamel finish paint, with footing in every 3.0 meters	85.00	meters
	Kamuning	180.00	pcs
	Pandan	240.00	pcs
	Podocarpus	50.00	pcs
	Garden Soil	8.00	pcs
	Formworks and Hardwares	1.00	lot
	Painting Materials	1.00	lot
	Lighting Fixtures (3 sets Flood Light, PEZA Logo with Backlights, Switches/Breakers, wirings going to the source)	1.00	lot

2.4	**Gate 5**		
	Area 5 - A		
	Masonry and Landscape & Ornamentals	***18.00***	***sq.m***
A	Materials		

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	Masonry works (to close existing gate at Nijon Fuji area with 4" CHB, plain cement finish with paint	18.00	sq.m
	Kamuning	150.00	cu.m
	Pandan	176.00	bags
	Podocarpus	35.00	sq.m.
	Frog Grass	27.00	pcs
	Garden Soil	6.00	sq.m.
	Formworks and Hardwares	1.00	lot
	Painting Materials	1.00	lot
	Plant/Soil Enclosure with paint finish	9.84	sq.m

2. A landscape design and concept must be presented to MEZ or its authorized representative for approval prior to any plant selection and project implementation.

3. Spread and cover topsoil with mulching material (rice hulls) to help regulate soil temperature, retain moisture, and suppress weed growth. A ground cover plants such as frog grass, blue grass and peanut plant shall be also used.

4. Plant nursery grown in accordance with good horticultural industry practices. Plants must be sound, healthy and vigorous, well branched and densely foliated when in leaf.

5. Plant appearance shall exceptionally heavy, symmetrical, tightly knit, so trained or favored in development and appearance as to be superior in form, number of branches, compactness, and symmetry.

6. Plants must be free of disease, insect pests, eggs, or larvae.

7. Plant shall be in a healthy well-developed root system, free of kinked; circling, girdling and center roots, root-bound condition and cracked or broken -root balls.

8. Measure plants when branches are in their normal upright position.

9. Water to be used for plants must be clean, fresh and potable. Available inside MEZ.

10. Distribution of plants per area is upon the implementation of the project.

11. Hardscape ornamentals shall include water feature such as water falls or streams, and stone tiles.

K. PLUMBING

1. Water lines shall be PEX pipes with a diameter of ½" for the water supply line along landscape areas.

2. Water line shall be connected from the existing water lines provided by MEZ.

3. Provide nozzle for the garden hose.

4. There shall be a provision of water features such as small waterfalls or streams in front of Gate 3 Guard House.

5. All affected manhole with cover shall be included in the restoration and rehabilitation.

L. ELECTRICAL AND LIGHTINGS

1. All electrical works shall be in accordance with the plans and specifications, the latest edition of Philippine Electrical Code (PEC).

2. All electrical wires shall be copper and thermoplastic insulated type THHN with minimum size of 3.5mm for feeders and TW for grounding wire or approved equal

3. All conduits shall be PVC pipe with a minimum size of 20mm in diameter.

4. Bollard, LED Warm light shall be used for the lighting fixture in landscape areas with a 1meter height.

5. Recessed outdoor wall, 9W LED warm light shall be used as a lighting fixture embedded on the planter's box.

6. Spotlight shall be 30W LED warm light and with concrete base as indicated in the plans and drawings.

7. Lighting fixtures shall connect from existing Guard's House electrical power supply.

8. All electrical wires and PVC conduit pipes shall be embedded underground.

9. All lighting fixtures pedestal shall be in accordance to the plans and drawing indicated in the plans and drawings.

III. PUNCH LIST, CLEANING, CLEARING AND TURN-OVER

1. Correct all noted punch lists, defects and/or needed replacements identified and observed.

2. Restore to its original condition any facilities and fixtures that has been damaged due to repainting works and accidents arising during implementation, if any.

3. Clean, clearing of the area, and hauling and disposal of debris properly before turn-over.

4. Demobilize and turn-over the entire project for acceptance of MEZ or its authorized representative.

IV. WARRANTY

1. The CONTRACTOR shall guarantee the work done to be free from defects for a period of one (1) year. Form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184.

V. RESPONSIBILITIES OF THE CONTRACTOR

1. The principal features of the work do not in any way limit the responsibilities of the CONTRACTOR to the general description of his/her scope of work. He/she shall perform all the work fully and make operational to the intent of the project.

2. The CONTRACTOR warrants that it is authorized to engage in and perform the Works; that it has inspected all relevant documents, and has informed itself fully as to the conditions which might affect the nature, extent, and the cost of the Works; that it has sufficient operating capital to perform and complete the Works; that it has sufficient and adequate equipment, parts, labor and materials that may be needed in the performance thereof; that it has the required knowledge, experience, skill and professional competence to undertake the same; and that it has experienced, skilled, and professionally equipped personnel to be assigned for this purpose.

3. The CONTRACTOR shall submit and present a landscape design and concept to MEZ or its authorized representative for approval prior to any plant selection and project implementation.

4. The CONTRACTOR shall be responsible for the proper execution and coordination of his/her work. He/she shall schedule and program all necessary work activities according to the specified completion period.

5. The CONTRACTOR shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks. He/she shall provide/equip its workers with Personal Protective Equipment (PPE) during the course of construction/installation. He/she shall observe the Mactan Economic Zone's regulations to be issued together with the Work Permit.

6. The CONTRACTOR shall be responsible for securing MEZ issued work permits and compliance with other MEZ rules and regulations related to the construction works. All workers/engineers working at site are required to wear company uniforms indicating their company name.

7. The CONTRACTOR is not allowed to erect quarters for workers within MEZ premises; sleeping is also not allowed. CONTRACTOR's workers are limited to the designated working area only. Loitering around and inside the MEZ premises is not allowed.

8. The CONTRACTOR shall be responsible for clearing and cleaning of the designated project site of unused materials, left over and other debris at the site and disposal of the same outside of the MEZ premises. A daily inspection of the work area shall be conducted by the CONTRACTOR and MEZ or its authorized representative to ensure that the working area is clean and in order at all times.

9. The CONTRACTOR shall protect adjacent areas against any damage by his/her employees, or by his/her materials, equipment and tools during the execution of the work. Any damage done by him/her or his/her employees shall be repaired at his own expense, without additional compensation beyond the contract.

10. Permits, Laws, Ordinances and Standards – the installation provided for and specified herein shall comply with laws and regulations of the local government unit and any government agency having jurisdiction. All necessary permits and other requirements shall be secured and for the account of the CONTRACTOR. Said requirements shall be turned-over to MEZ upon project completion.

11. The CONTRACTOR shall assign a fulltime Project In-Charge (PIC) for the project to supervise the works mentioned herein. Said PIC must be the one to report on a

weekly/monthly basis of the status/progress of the project as agreed during the kick-off meeting and who shall the one responsible for all coordination works with the MEZ or its authorized representative.

12. The CONTRACTOR shall ensure viability of the plants within the warranty period and train MEZ personnel on landscape maintenance to ensure proper care of the plants after project completion at no additional cost to the MEZ.

13. All other items of work not specifically mentioned but are necessary to complete the works in accordance with the plans and specifications and other related documents shall be provided by the CONTRACTOR at no additional cost to the MEZ.

VI. SUBMITTALS

1. Before commencing any work or providing any materials at the jobsite for this project, the CONTRACTOR shall submit and present a landscape design and concept, project Bar Chart/S-Curve and PERT/CPM Network Diagram for the MEZ's approval within five (5) calendar days upon receipt of Notice to Proceed.

2. The CONTRACTOR shall submit to MEZ, the proposed delivery of materials, tools and equipment, and manpower schedules for proper monitoring five (5) calendar days upon receipt of Notice to Proceed.

3. The CONTRACTOR shall submit samples and/or technical brochures of all materials to be used in the project within five (5) calendar days upon receipt of Notice to Proceed which include but may not be limited to the following for MEZ's approval: a. Landscaping materials/brochures with technical specifications, b. Manufacturer's printed product installation instructions.

4. The CONTRACTOR is required to have a suitable Construction Safety and Health Program, which must be in accordance with Occupation Safety and Health (OSH) Standard, rules and issuances by the DOLE within five (5) calendar days upon receipt of Notice to Proceed. The program shall state the following:

i. Composition of Construction Safety and Health Committee.
ii. Specific safety policies which the CONTRACTOR shall observe at the area of construction which include but not limited to Fall Protection, Chemical Hazards, and Materials Handling and Storage.
iii. Penalties and sanctions for violations of the program.
iii. The manner of disposing waste arising from the construction.
v. The safety program shall also include the appointment of a full-time safety officer-in-charge of the implementation of the said program.

VII. PEZA's RESPONSIBILITIES

1. The Engineering and Maintenance Division (EMD) shall be the main responsible unit in monitoring the implementation of the Works in accordance with the conditions of the Contract.

2. The PEZA shall constitute an Inspectorate Team which shall be responsible in assisting the EMD in recommending appropriate measures and improvements, when necessary, as well as to make preliminary inspection, submit a punch-list to

the contractor and recommend the acceptance of the project for the approval of the concerned PEZA official.

3. Pay the contractor for the supply of materials, labor and equipment for the project "Proposed Landscaping in MEZ".

VIII. PAYMENT SCHEDULE

1. The PEZA shall, upon a written request by the Contractor, allow an advance payment/mobilization fee in the amount not to exceed fifteen percent (15%) of the total contract price. The fee shall be paid only upon the submission to and acceptance by the PEZA of an irrevocable standby letter of credit of equivalent value from an accredited financial institution or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the PEZA.

2. The Contractor may submit a request for progress payment for every 25%, 50%, 75% and 100% work accomplishment. Progress payments maybe paid by the PEZA to the contractor upon Certification issued by the PEZA.

3. Progress payment shall be adjusted by deducting the amount in the recoupment of the advance payment, and additional retention money amounting to 15% and 10 % of the progress billing respectively.

4. The total "retention money" shall be due for release upon the request of the Contractor for the substitution of the retention money with an irrevocable letter of credit or surety bond callable on demand and upon issuance of the Certificate of Inspection and Acceptance by the PEZA.

III. PROJECT DURATION

1. The project duration covering the landscaping works in MEZ shall be for a period of ninety (90) calendar days from the issuance of Notice to Proceed (NTP).

2. The CONTRACTOR's proposed Work Plan shown in Gantt Chart, which is a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities. Unless approved in writing by MEZ on the written request of the CONTRACTOR, the coverage - from mobilization to demobilization, should not extend beyond the derivable dates as indicated here below.

Work Clusters	Nth Cal-days from Contractor's Date of Issuance of Notice-to-Proceed	
	Start	Finish
1. Notice to Proceed	1st	1st
2. Mobilization of construction materials and consumables; deployment of personnel and equipment; secure	2nd	5th

Work Clusters	Nth Cal-days from Contractor's Date of Issuance of Notice-to-Proceed	
	Start	Finish
necessary permits; provision of safety signage's and paraphernalia; and, submission of shop drawings and project bar cart/ S-Curve and PERT/CPM for MEZ's approval prior to project implementation		
3. Fine grading and soil preparation, and landscaping	6th	81st
4. Punch-listing, Rectification of Punch-list items, Cleaning, Restoration of all affected facilities/areas/landscape, and other related fixtures due to works, and Project turn-over	82nd	90th

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