

## Saint Louis University

is committed to reducing its energy consumption on its campuses through the commissioning of solar panel systems.



## Indicator 7.2.1

OC.

Saint Louis University

# Policy on Renovations / New Builds following relevant standards



### **SLU Guidelines for Bidding and Implementation Procedures in Infrastructure Projects**

Saint Louis University's (SLU) Guidelines for Bidding and Implementation Procedures in Infrastructure Projects serve as the mandatory, procedural mechanism that institutionalizes and enforces the university's commitment to SDG 7.2.1. The Guidelines for Bidding and Implementation Procedures in Infrastructure Projects acts as the formal, operational enforcement mechanism for its commitment to SDG 7.2.1 (Energy-efficient renovation and building).

While the Bidding Guidelines govern the general conduct of all construction, renovation, and repair works to ensure efficiency and compliance, they must operate within the framework of the university's Environmental Policy. This policy explicitly mandates the commitment to "Use low carbon technologies in buildings and equipment" and to "Minimize the consumption of resources and reduce carbon emissions".

By requiring an approved design and cost estimate before seeking bids and placing the project selection under the rigorous oversight of a Bids and Awards Committee (BAC) comprising multiple Vice Presidents and the University President, the university ensures that its institutional pledge to energy efficiency is non-negotiable. The policy further charges all Heads of Offices to ensure their plans and activities, including all infrastructure projects, are aligned with the Environmental Policy, the formal, top-down making Bidding Procedures the definitive guaranteeing that all new construction and renovations are energy-efficient and carbon.



#### GUIDELINES FOR RIDDING and IMPLEMENTATION PROCEDURES IN INFRASTRUCTURE PROJECTS

#### INTRODUCTION

In order to ensure that the University is responsive to the needs of its stakeholders in terms of infrastructure and facilities development, there is a need to maintain, restore, and renovate existing infrastructures and facilities as well as construct infrastructures and facilities in furtherance of the mission-vision and strategic direction of the University. To this end, and in compliance with our Quality Management System, these Guidelines for Bidding and Implementation Procedures in Infrastructure Projects is hereby promulgated.

#### TITLEI GENERAL PROVISIONS

#### Preliminary Matters

Section 1. Title. These guidelines shall be known as the Guidelines for Bidding and Implementation Procedures in Infrastructure Projects (hereinafter referred to as

Section 2. <u>Purpose</u>. The Guidelines has for its purpose the establishment of rules and regulations in the conduct of bidding and implementation in infrastructure and facilities development projects in order to seamlessly interface the processes that are germane to the various offices involved in infrastructure or facilities development projects in the University. This ensures the timely, efficient, effective, and compliant conduct of bidding and implementation, thereby protecting the rights and interests of the

Section 3. Coverage, These Guidelines shall be applicable to infrastructure and facilities projects including, but not limited to, construction works, renovation works, and repair works.

#### III. Invitation to Bid

An Invitation to Bid shall be sent out by the BAC to eligible and accredited contractors. The determination of the eligibility of the contractors shall be done by the BAC. For purposes of accreditation, the following documentary requirements shall be submitted to the BAC:

- 1. Valid Business Permit
- 2. Company Profile with Key Personnel

- 3. BIR Registered Official Receipt/Sales Invoice
- BIR Certificate of Registration
  SEC Registration (for Corporations)
- General Information Sheet (GIS)
- DTI Certificate (for Sole Proprietors)
- Company SSS No./Philhealth No. 9. DOLE Certificate of Compliance

Additional requirements for Service Contractors:

1. Audited Financial Statements for the last three (3) fiscal years 2. PCAB Licens

No contractor shall be allowed to submit its bid unless it has been accredited by the BAC.

Once a bid has been submitted, a non-refundable Finance Administrative Processing Fee in the amount of Ten Thousand Pesos (Php 10,000.00) shall be charged from each bidder. Proof of the payment of the fee should be attached to the bid submitted.

