

REQUEST FOR QUOTATION

Title of Item to be procured: **Consulting Services for the Preparation of the Detailed Architectural Design, Structural and Plumbing/Sanitation Design for the Philippine Center for Economic Development (PCED) Library Building**

Approved Budget for the Contract: **ONE MILLION PESOS (PHP 1,000,000.00)**

Date: **September 23, 2022**
RFQ No. **2022-08-0043RRR**

Company/Business _____
Name: _____
Address: _____
Business/Mayor's Permit No. _____ City/Municipality: _____
TIN: _____
PhilGEPS Registration Number (required) _____

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure **Consulting Services for the Preparation of the Detailed Architectural Design, Structural and Plumbing/Sanitation Design for the Philippine Center for Economic Development (PCED) Library Building** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

Dr. Renato E. Reside, Jr.
Chairperson, Bids and Award Committee
Room 207 Encarnacion Hall, UP School of Economics Bldg., Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email: bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).

Submit your quotation duly signed by your authorized representative **not later than 30 September 2022 at 5:00 PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award are issued:

Document	Remarks
1. Certified True Copy of 2022 Mayor's or Business Permit	
2. Original Copy of Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	
3. Certified True Copy of Income/Business Tax Return	
4. Certified True Copy of Updated Tax Clearance	
5. Original Copy of Professional License/Curriculum Vitae	For Consulting Services
6. List of Proposed Professional Staff that will be assigned to the project including Curriculum Vitae (attached form)	Curriculum vitae must be accompanied with certified true copy of the Professional Regulation Commission (PRC) License and Current Professional Tax Receipt (PTR), if applicable
7. Certified True Copy of PhilGEPS Proof of Registration	
8. Certified True Copy of BIR Proof of Registration	

9. Statement of On-going and Completed projects	
10. Company Profile including Organizational Chart	

1 In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at telephone no. or email address provided.


GERLIE P. PALOMA
 Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

*Note: Failure to follow these Instructions will **DISQUALIFY** your entire quotation:*

1. Do not alter the contents of this form in any way.
2. The use of the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. **All mandatory technical specifications with asterisks (*) must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail: bacsec@pced.gov.ph. Compressed password-protected price quotations, in case of electronic submission, shall be sent at bacsec@pced.gov.ph with the corresponding password.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotation submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

Consulting Services for the Preparation of the Detailed Architectural Design, Structural and Plumbing/Sanitation Design for the Philippine Center for Economic Development (PCED) Library Building			
General Scope of Work:	YES	NO	REMARKS
<p>Preparation of building plan schemes, design development drawings, and final contract documents for the construction work of new floor located on the existing roof deck of 3-floor PCED Library Building. In general, the design engagement shall include, but not limited, to the following:</p> <ul style="list-style-type: none"> - AS-FOUND PLANS - DEMOLITION PLANS - ARCHITECTURAL PLANS - STRUCTURAL PLANS - PLUMBING PLANS - CALCULATIONS FOR EACH ENGINEERING DESIGN TRADE (e.g. Structural Calculations) - OUTLINE SPECIFICATIONS - TERMS OF REFERENCE - TECHNICAL SPECIFICATIONS - BILL OF QUANTITIES AND DETAILED UNIT PRICE ANALYSIS 			
Detailed Scope of Work:	YES	NO	REMARKS
<p>1. Project Inception Stage – the A&E Design Consultant shall:</p> <ul style="list-style-type: none"> a. Consult and verify with the PCED for this project to ascertain project requirements, establish protocols for reporting and project coordination, and to firm-up the project work program, schedule of coordination meetings and submission of project outputs. b. Conduct ocular visit of the site to gather the necessary data from the organization and administration patterns as well as procedures to optimize space allocation and increase productivity. c. Verification of the structural investigation report of the existing PCED library building d. Present and submit the Inception Report documenting the: <ul style="list-style-type: none"> • Work program and project schedule. • Rapid site assessment and review of site data identifying site potentials and constraints. • Request for additional site and project information 			
<p>2. Conceptual Framework Plan and Architectural Program Report Stage – the A&E Design Consultant shall:</p> <ul style="list-style-type: none"> a. Conduct studies required for the project in compliance with government laws, ordinances, codes, rules and regulations, functional relationships, cost and effectiveness and others. b. Present and submit the Conceptual Framework Plan and Architectural Program Report containing: <ul style="list-style-type: none"> • Description and illustration of the project integrating all space requirements, immediate and future developments, and adjacent and ancillary services; and • Recommended options and strategies for architectural and engineering development. 			
<p>3. Preparation of Code Review Report</p> <p>Submit a code review report based on the reviewed schematic design plans, which shall be used during the preparation of Design Development and Construction Document Drawings. Refer to the provisions of the following Codes and Laws:</p> <ul style="list-style-type: none"> a. National Building Code of the Philippines b. National Structural Code of the Philippines c. Revised National Plumbing Code of the Philippines d. Fire Code of the Philippines (for architectural design) e. Accessibility Law f. Philippine Green Building Code (for architectural design) g. Quezon City Green Building Ordinance of 2009 (for architectural design) 			

<p>h. Other related national and local laws, rules, regulations, ordinances and issuances required by government agencies.</p>			
<p>4. Preparation of As-found Drawings</p> <p>a. Prepare architectural as-found drawings showing plans, elevations, and sections for library building</p> <p>b. Show existing utility tapping points</p>			
<p>5. Schematic Building Design Stage</p> <p>The work under this phase includes the analysis of the design problem and the presentation of solutions in the form of schematic plans. The Schematic Report shall include, but is not limited, to the following:</p> <p>a) Schematic floor plans, elevations, sections, interior, and exterior perspectives.</p> <p>b) Space Program and preliminary scope of construction work</p> <p>c) Budgetary estimates</p>			
<p>6. Design Development Stage</p> <p>The work under this phase includes the preparation of developmental designs and design data including recommended systems and corresponding costs in aid of finalizing the design program and plans prior to the preparation of detailed and final construction drawing and contract documents.</p> <p>The following design development submissions are to be made based on the latest and approved building schematic and preliminary site development plans:</p> <p>a) Design developed architectural and engineering plans</p> <p>b) Detailed floor plans and sections</p> <p>c) Scope of construction work</p> <p>d) Schedule of materials and finishes</p> <p>e) Outline specifications</p> <p>f) Updated budgetary estimates</p>			
<p>7. Contract Document Stage</p> <p>Based on the approved design development plans, the A& E Design Consultant proceeds to the preparation of the following:</p> <p>a. Detailed architectural and engineering construction drawings</p> <p>b. Scope of work and schedule of materials and finishes</p> <p>c. Technical Specifications</p> <p>d. Detailed bill of quantities and cost estimates (COA approved)</p> <p>e. Detailed unit price analysis (DUPA)</p> <p>f. Structural design calculations</p> <p>g. Perspectives - Develop at least three (3) exterior perspective views of the PCED library building with the proposed new floor, develop two (2) perspectives view per selected area showing the overall theme of interior spaces.</p> <p>The A & E Design Consultant shall ensure that all Final Contract Documents are coordinated across all design disciplines and outputs. The submitted Final Contract Documents shall also be duly signed and sealed by the Consultant as the Architect-of-Record, and by his/her engineering consultants as required.</p> <p>The Consultant is also expected to conduct and/or attend coordination meetings with the PCED for clarification of details pertaining to the development of DAED and other relevant documents.</p>			
<p>8. Formulation of Terms of Reference and Tender Documents (including the Draft Contract)</p> <p>a. Prepare the Terms of Reference (TOR) and Tender Documents (including the Draft Contract) for the Procurement of a Contractor for the construction of the project and other relevant works in accordance with provisions of the Revised Implementing Rules and Regulations (IRR) of RA No. 9184, otherwise known as the Government Procurement Reform Act (GPRA)</p> <p>b. The TOR should include among others the following</p> <p>i. Objective;</p> <p>ii. Scope of Works;</p> <p>iii. Budgetary estimate;</p> <p>iv. Deliverables</p> <p>v. Schedule of construction and manpower, and payment;</p> <p>vi. Responsibilities of parties (including risk allocation);</p> <p>vii. Qualifications of the Contractor (including its key manpower requirements); and</p>			

<p>viii. Minimum performance specifications and standards, and criteria and method for evaluation.</p>			
<p>9. Bidding Phase and Construction Stage The A& E Design Consultant's work includes assistance and advice in the preparation of Bid Documents during this phase.</p> <p>a. During Bidding Phase, the Consultant is expected to:</p> <ol style="list-style-type: none"> i. Attend pre-procurement conference to assist in clarifying provisions in the TOR that may be questioned, and evaluating the validity of suggestions/ comments raised that may be incorporated in the final TOR; ii. Call for expressions of interest – assistance in determination of additional requirements, if any, from bidders to evaluate responsiveness to the TOR; iii. Evaluation of eligibility together with the Technical Working Group (TWG); iv. Attend pre-bid conference/s to assist in clarifying provision in the Tender Documents and other technical questions relative to the procurement; v. Issuance of Bid Bulletins – assistance in responding to technical queries from bidders; vi. Evaluation of bids (technical and financial) together with the TWG to determine responsiveness to TOR; vii. Negotiations – assistance in negotiating with the lowest complying bidder. <p>b. During Construction Phase, the Consultant is expected to:</p> <ol style="list-style-type: none"> i. Assist in filling-out the required permits and supplying the required documents such as blue prints, plans, etc; ii. Advise the PCED and Contractors on all matters relating to the execution and progress work of the interpretation of the Contract Documents; iii. Make periodic visits and attend regular construction coordination meetings to: <ul style="list-style-type: none"> • familiarize themselves with the general progress and quality of work and to ascertain that the work in progress is proceeding in accordance with the Contract Documents and report; and • report to the PCED the defects and deficiencies noted in the work of Contractors iv. Submission of required supplemental drawings i.e. construction bulletins (CB), request for information (RFI), request for approval (RFA), etc.; v. Check and approve samples, schedules, and other submission for conformity with the plans and specifications vi. Advise or give recommendations on matters relating to the execution and progress of the work or the interpretation of the contract documents, drawings, terms of reference and specifications. vii. Prepare documents needed for variation orders. Consultant must first write a formal letter to the PCED before proceeding with the proposed variation orders. Variation orders shall be approved by the PCED before proceeding with the necessary documents/drawings. <p>c. As needed, advise the PCED in:</p> <ol style="list-style-type: none"> i. reviewing of written guarantees required of the Contractor and Sub-contractors; ii. determining the amount owing and due to the Contractor and certifying that the quality of work performed by the Contractor is in accordance with the Contract Documents; and iii. work found failing to conform to the Contract Documents 			
<p>Detailed Project Reference</p>	<p>YES</p>	<p>NO</p>	<p>REMARKS</p>
<p>A. Scope of works that are required for the project: Detailed Architectural, Structural, and Plumbing/Sanitation Design of new floor located on the existing roof deck of 3-floor PCED Library Building. This will include the specification of necessary waterproofing of the existing roof deck surfaces as long term solution to address existing issues on water leaks at lower floors.</p>			
<p>B. Appropriate codes and standards, whether local and/or international, shall be adopted to develop the Detailed Architectural and Engineering Design drawings and specifications, while taking into consideration the cost and the requirements of the PCED. Among other, the following should be considered:</p> <ol style="list-style-type: none"> 1. PD 1096 - National Building Code of the Philippines; 2. National Structural Code of the Philippines (2015 Edition); 			

<ul style="list-style-type: none"> 3. Revised National Plumbing Code of the Philippines; 4. Philippine Green Building Code (for architectural design); 5. R.A. 9514 - The Fire Code of the Philippines (2019 RIRR) (for architectural design); 6. BP 344 - Accessibility Law; 7. Quezon City Green Building Ordinance of 2009 (for architectural design); 8. University of the Philippines Master Development Plan (UP-MDP); 9. UP-MDP for Toilet and Shower Areas; 10. UP Biodiversity Management Handbook; 11. Other relevant Quezon City ordinances. 			
<p>C. The A & E Design Consultant shall prepare the corresponding sets of Detailed Architectural, Structural and Plumbing/Sanitation Design contract documents, inclusive of plans, technical specifications, bill of quantities (COA approved), detailed unit price analysis (DUPA) based on recommended codes/standards) duly signed and sealed.</p>			
<p>D. Standard building facilities required for the new buildings that is included in the scope of work:</p> <p><i>Plumbing, drainage, and water distribution system (for plumbing design)</i></p> <p>Measures on water efficiency shall be considered in the Plumbing Design, e.g. water efficiency in landscaping, storm water retention and management, etc. Water supply shall be drawn from the Metropolitan Waterworks and Sewerage System (MWSS) main line and water pipes shall be connected from the source to all water fixtures located in all floors. An elevated water tank and an underground cistern with pump/booster shall also be installed in a designated pump room, if needed to be provided. This shall be regularly tested/ treated to ensure that it is safe for drinking purposes. Existing water meters shall be considered in the design of the water supply. Sewage waste line from the building shall be either connected to the main sewer line or septic tank (if applicable). Acid waste and other contaminated liquid wastes shall not discharge directly into the Sanitary Sewerage System. Specific methods of hazardous waste disposal shall be discussed with end user early in the design process. All existing and proposed storm drain pipes, system elements and drainage barriers shall be shown on the drawings and coordinated with all other proposed utilities and improvements and proposed landscaping. All existing sanitary, vent and waterlines shall be decommissioned and replaced with new plumbing system integrated to the new design without damaging any major structure of the existing building. All components shall be accessible for operation & maintenance and eventual replacement.</p>			
<p>Consultancy Services Duration and Major Activities</p>	<p>YES</p>	<p>NO</p>	<p>REMARKS</p>
<ul style="list-style-type: none"> A. The Detailed Architectural, Structural and Plumbing/Sanitation Design consultancy services will be implemented for a period of 35 calendar days reckoned from the issuance of the Notice to Proceed (NTP) or commencement of the undertaking as indicated in the NTP. This excludes the periods used during construction. B. The schedule of submissions for Detailed Architectural and Engineering Design documentation shall be implemented following the scheme in Table in Part XI. C. Bidding and construction activities shall proceed thereafter. 			
<p>Cost of Consultancy Services</p> <p>The Approved Budget for the Contract (ABC) for the Consulting Services for the preparation of the Detailed Architectural, Structural and Plumbing/Sanitation Design for the Philippine Center for Economic Development Library Building is One Million Pesos (Php1,000,000) inclusive of tax and other incidental expenses and printing of reports/deliverables.</p> <p>The ABC shall cover the following:</p> <ul style="list-style-type: none"> A. Remuneration/professional fees; B. Incidental expenses – which would include costs or structural investigation of the existing building, engineering surveys and investigations and mapping, CNC processing, support personnel/staff and other out-of-pocket expenses (e.g. supplies and materials, equipment, transportation/fuel, communication and coordination meetings); C. Government taxes <p>This consulting contract is a fixed price contract. Any approved extension of contract time shall not involve any additional cost to the Government.</p>			
<p>Reporting/Deliverables and Payment Schedule</p>	<p>YES</p>	<p>NO</p>	<p>REMARKS</p>

<p>The deliverables as enumerated above shall be submitted by the A & E Design Consultant in three (3) hard copies to the PCED for review. Electronic/ soft copy (e.g., CAD drawings and PDF document files) shall be also submitted to the PCED.</p> <ul style="list-style-type: none"> - Oral/ visual presentation meetings shall be scheduled with the PCED at least 2-3 days (included in the 14 day-review period of the PCED) after the submission of the report to be presented. - Coordination meetings between submission phases can be scheduled by the PCED or the A & E Design Consultant to ensure that there is a proper communication between the two during the execution of the DAED plans and documents. - If the work of the A & E Design Consultant is delayed due to force majeure and other unforeseen events not within the control or fault of the consultant, the period of work shall be extended and adjusted accordingly, without penalty; otherwise, a penalty shall be imposed. However, if the work of the consultant is suspended in whole or in part due to force majeure or for other reasons beyond the consultant's control or upon the order of the PCED, the consultant shall receive payment based on the phase of work already accomplished. - In the Construction Phase, the Consultant is expected to respond to submittals (e.g. RFAs and RFIs) within 7 calendar days from the day the documents were transmitted to the Consultant. The Consultant may request an extension of time for their response, subject to the approval of the PCED. Failure of the Consultant to respond in a timely manner is subject for liquidated damages as stipulated in Section XIX. 								
Schedule of Reports/Deliverables					YES	NO	REMARKS	
A. Schematic Design/Design Development Phase – 25 Calendar days								
Scope of Services	Deliverables	Consultant's Duration	Review Duration	Remarks				
Project Inception	Project Inception and Site Analysis Report (A3 or A4): Project Methodology Project Timetable & Schedule Review of Project Data Initial Site Analysis Photo Survey of the site Initial recommendations Review of Structural Report	3 CD after NTP	2 CD	Present findings to the PCED				
Code Review	Code Review Report (A3 or A4)	2 CD	1 CD					
Schematic Design Stage	Schematic design plans and perspectives (A3)	3 CD	2 CD	Present Schematic Design to the end-user				
Design Development Stage	Design Development Report (plans and perspectives, A3)	8 CD	4 CD	Minimum of 2 meetings with the PCED				

B. Contracts Document Phase – 10 calendar days				
Scope of Services	Deliverables	Consultant's Duration	Review Duration	Remarks
Preparation of Initial Budgetary Estimates	Bill of Quantities (A4)	2 CD	2 CD**	Minimum of 2 consultations with the PCED for checking. Initial submission of Construction Documents (draft: e-file)
Preparation of Performance Specifications and Criteria	Technical Specifications, signed and sealed (A4)	3 CD	3 CD**	
Contract Documents Stage	Construction Documents, signed and sealed (20" x 30")	2 CD	2 CD**	
Formulation of Terms of Reference, Contract and Tender Documents	Terms of Reference (A4), Contract (A4), printing of signed and sealed Construction Drawings (20" x 30") and other relevant Documents (A4)	3 CD	3 CD**	Minimum 1 consultation meeting with the PCED for checking. Initial submission of TOR and Contract (draft: e-file); review of TOR coincides with Pre-procurement Conference
<i>** Review duration simultaneous with the succeeding Consultant's scope of services</i>				
C. Bidding Phase - Duration to be Determined				
Scope of Services	Deliverables	Consultant's Duration	Review Duration	Remarks
Pre-procurement Conference	Present documents at pre-procurement conference (Power point and/or video presentations)	TBD		Closely coordinate with the Technical Working Group
Advertisement /Posting of Invitation to Bid	Prepare documents needed for Bidding	TBD		
Pre-bid Conference	Present documents at pre-bid conference (Power point and/or video presentations)	TBD		
Bidding Proper	Issue Bid Bulletins as needed (A3 or A4)	TBD		
Submission and Receipt of Bids	N/A	TBD		
Evaluation of Bids	Review bids	TBD		
Post-qualification / Negotiation of Bids	Assist in negotiating with the lowest complying bidder	TBD		
Issuance of Notice of Award	N/A	TBD		
Contract Preparation and Signing	Review Contract	TBD		
Issuance of Notice to Proceed	N/A	TBD		
D. Construction Phase – Duration to be determined				
Scope of Services	Deliverables	Consultant's Duration	Review Duration	Remarks

Weekly Construction Meeting	Attend weekly meetings, answer Contractor's queries, issue Construction Bulletins, respond to RFIs and RFAs, submit shop drawings (A4 or A3)	TBD	TBD	Minimum of 2 representatives from the Consultant			
Project Close-out	Sign various documents issued by the PCED or Contractor pertaining to closing the Project	TBD	TBD				
Total Duration from Review Phase to Contract Documents Phase: 35 Calendar Days							
Payment Schedule:							
Scope of Services				Percentage	Amount		
Upon submission and approval of Project Inception Report				5%	Php 50,000.00		
Upon completion of Schematic Design Phase				15%	Php 150,000.00		
Upon completion of Design Development Phase				20%	Php 200,000.00		
Upon completion of Contract Documents Phase				40%	Php 400,000.00		
Upon completion of Bidding Phase				10%	Php 100,000.00		
Upon completion of Construction Phase				10%	Php 100,000.00		
25% completion of Construction Phase***				2.5%	Php 25,000.00		
50% completion of Construction Phase***				2.5%	Php 25,000.00		
75% completion of Construction Phase***				2.5%	Php 25,000.00		
100% completion of Construction Phase***				2.5%	Php 25,000.00		
Total				100%	Php 1,000,000.00		
QUALIFICATION OF THE FIRM					YES	NO	REMARKS
A. The Architectural and Engineering (A&E) Design Consultant shall be:							
1. A firm/company providing DETAILED ARCHITECTURAL AND ENGINEERING DESIGN services, duly registered with the Security and Exchange Commission (SEC) or the Department of Trade and Industry (DTI), owned and managed by professionals qualified to undertake work in ARCHITECTURAL AND ENGINEERING DESIGN;							
2. An Architectural Firm, at least 70% owned by a Filipino Architect, who must be registered and licensed to practice architecture in the Philippines, in full compliance with R.A. No. 9266 (Architecture Act of 2004), registered under Philippine Laws, a sole proprietorship, partnership or corporate entity;							
3. An Architectural and Engineering (A&E) Firm, partly owned by a Filipino Architect, registered and licensed to practice architecture in the Philippines, in compliance with R.A. No. 9266, registered under Philippine Laws, a sole proprietorship, partnership or corporate entity, provided that said Architect shall be nominated in the bid documents as the professional responsible to lead the Consultant's team in the design and who shall be tasked with signing all contract and permit documents;							
4. Or a Joint Venture (JV), Association or Consortium of Firms where the lead firm must be an architectural or architectural and engineering firm, following the same conditions cited in item XIII.A.1 above, provided that all member firms of said JV, association or consortium shall satisfy the pertinent eligibility requirements.							
B. The A&E DESIGN CONSULTANT shall have demonstrated competence and creativity to address the design problem for projects of similar complexity, use and character. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT shall show previous experience in architectural conservation, as well as design of buildings that are of similar complexity with the project such as office buildings, residential condominiums, and civic centers. <i>The Bidder shall indicate in his technical proposal, a description of completed and ongoing projects, citing features and merits of particular projects where the above-mentioned requirements have been fulfilled.</i>							
C. Prospective Consultancy Firms must have at least ten (10) years of similar and/or relevant experience related to this TOR. Similar Projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design, and detailed engineering of government/ public and private buildings. Relevant projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design and detailed engineering of other vertical structures (government/ public and private buildings).							

<p>D. Prospective bidders are required to submit the following:</p> <ol style="list-style-type: none"> 1. Copies of Certificate of Project Completion and Acceptance or equivalent Certification from their previous related projects; 2. Company Profile including Organizational Chart <p>Please note that the winning Consultant, or any if it's nominated experts, for this particular Consulting Services may participate in the procurement of Consulting Services for the Construction Supervision but not in the actual Construction.</p>																					
<p>QUALIFICATION OF PERSONNEL</p>	<p>YES</p>	<p>NO</p>	<p>REMARKS</p>																		
<p>A. The proposed activities shall be undertaken by a Team under the ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT composed of the following key experts and their corresponding qualifications:</p> <table border="1" data-bbox="193 674 1145 1809"> <thead> <tr> <th>Expert</th> <th>Responsibilities</th> <th>Qualifications</th> </tr> </thead> <tbody> <tr> <td>Principal Architect/ Designer</td> <td>Project management – leads in the Consulting team in the formulation of concepts and plans. Key professional for signing construction documents.</td> <td>Architect with at least ten (10) years' experience in design, contract and project management of buildings or infrastructures including VE/VA and preferably with experience in school/university buildings and green building design</td> </tr> <tr> <td>Team Leader</td> <td>Project coordination – coordinates the work of project personnel; coordinates production of reports and other outputs; coordinates the project schedules with the client in behalf of the consultants</td> <td>Architect with at least five (5) years' experience in work programming of Architectural and Engineering Services, preferably has experience also with school/university building design.</td> </tr> <tr> <td>Structural Engineer</td> <td>Conceptualizes and prepares civil works and structural designs; professional responsible for signing structural design drawings, design analysis and specifications.</td> <td>Civil Engineer with specialization in Structural Engineering by the Accredited Professional Organization, with at least 5 years' experience in the design, project management, or construction of modern structures</td> </tr> <tr> <td>Master Plumber</td> <td>Conceptualizes, recommends, and prepares domestic and distilled water distribution, sewer and drainage systems designs for buildings and sites, solid waste management strategy and SWM facility designs; professional responsible for signing plumbing plans and details, design analysis and specifications</td> <td>Registered and Licensed Master Plumber with at least five (5) years' relevant experience in the design of building water supply and distribution, plumbing and preferable knowledgeable in waste water management/ treatment, rainwater collection, grey water recycling and emergent, alternative effluent collection and treatment systems</td> </tr> <tr> <td>Quantity Surveyor</td> <td>Professional in-charge with conceptual cost-estimate up to the detailed design estimate, value engineering and preparation of detailed unit price analysis.</td> <td>Architect or Engineer with at least five (5) years' experience in quantity surveying.</td> </tr> </tbody> </table>	Expert	Responsibilities	Qualifications	Principal Architect/ Designer	Project management – leads in the Consulting team in the formulation of concepts and plans. Key professional for signing construction documents.	Architect with at least ten (10) years' experience in design, contract and project management of buildings or infrastructures including VE/VA and preferably with experience in school/university buildings and green building design	Team Leader	Project coordination – coordinates the work of project personnel; coordinates production of reports and other outputs; coordinates the project schedules with the client in behalf of the consultants	Architect with at least five (5) years' experience in work programming of Architectural and Engineering Services, preferably has experience also with school/university building design.	Structural Engineer	Conceptualizes and prepares civil works and structural designs; professional responsible for signing structural design drawings, design analysis and specifications.	Civil Engineer with specialization in Structural Engineering by the Accredited Professional Organization, with at least 5 years' experience in the design, project management, or construction of modern structures	Master Plumber	Conceptualizes, recommends, and prepares domestic and distilled water distribution, sewer and drainage systems designs for buildings and sites, solid waste management strategy and SWM facility designs; professional responsible for signing plumbing plans and details, design analysis and specifications	Registered and Licensed Master Plumber with at least five (5) years' relevant experience in the design of building water supply and distribution, plumbing and preferable knowledgeable in waste water management/ treatment, rainwater collection, grey water recycling and emergent, alternative effluent collection and treatment systems	Quantity Surveyor	Professional in-charge with conceptual cost-estimate up to the detailed design estimate, value engineering and preparation of detailed unit price analysis.	Architect or Engineer with at least five (5) years' experience in quantity surveying.			
Expert	Responsibilities	Qualifications																			
Principal Architect/ Designer	Project management – leads in the Consulting team in the formulation of concepts and plans. Key professional for signing construction documents.	Architect with at least ten (10) years' experience in design, contract and project management of buildings or infrastructures including VE/VA and preferably with experience in school/university buildings and green building design																			
Team Leader	Project coordination – coordinates the work of project personnel; coordinates production of reports and other outputs; coordinates the project schedules with the client in behalf of the consultants	Architect with at least five (5) years' experience in work programming of Architectural and Engineering Services, preferably has experience also with school/university building design.																			
Structural Engineer	Conceptualizes and prepares civil works and structural designs; professional responsible for signing structural design drawings, design analysis and specifications.	Civil Engineer with specialization in Structural Engineering by the Accredited Professional Organization, with at least 5 years' experience in the design, project management, or construction of modern structures																			
Master Plumber	Conceptualizes, recommends, and prepares domestic and distilled water distribution, sewer and drainage systems designs for buildings and sites, solid waste management strategy and SWM facility designs; professional responsible for signing plumbing plans and details, design analysis and specifications	Registered and Licensed Master Plumber with at least five (5) years' relevant experience in the design of building water supply and distribution, plumbing and preferable knowledgeable in waste water management/ treatment, rainwater collection, grey water recycling and emergent, alternative effluent collection and treatment systems																			
Quantity Surveyor	Professional in-charge with conceptual cost-estimate up to the detailed design estimate, value engineering and preparation of detailed unit price analysis.	Architect or Engineer with at least five (5) years' experience in quantity surveying.																			
<p>B. The A&E DESIGN CONSULTANT may assign tasks of Project Key Personnel to professionals outside of his firm or organization provided that the necessary documents to support the agreement between the ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT and Key Personnel are submitted with the Bid.</p>																					
<p>C. The A&E DESIGN CONSULTANT may assign other support personnel in addition to those listed below, for the optimal performance of all DETAILED ARCHITECTURAL AND ENGINEERING DESIGN Services at no additional cost to the PCED.</p>																					

The following is an indicative list of technical support personnel with their qualifications that may be assigned by the ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT.

Project Support Personnel *	Responsibilities
Senior Draftsman (1 personnel)	B.S. Architecture or Engineering graduate; 5-year work experience in AutoCAD drafting and managing the production of construction drawings; must be a regular staff of the CONSULTANT / primary consulting firm.
Junior Draftsmen (1 personnel)	B.S. Architecture or Engineering graduate; AutoCAD, BIM and Sketch-up capable; must be a regular staff of the CONSULTANT / primary consulting firm or any of the associate key personnel named above.
Cost and Quantity Estimator (1 personnel)	B.S. Civil Engineering or Architecture graduate with 3-year experience in value engineering and cost estimation; Must be a regular staff of the CONSULTANT / primary consulting firm or any of the associate key personnel named above.
Specification Writers (1 personnel)	B.S. Civil Engineering or Architecture graduate with 3-year experience in specifications writing; Must be a regular staff of the CONSULTANT / primary consulting firm or any of the associate key personnel named above.

* To be named in the Bidder's Proposal

D. The A&E DESIGN CONSULTANT shall provide the Curriculum Vitae (CVs) of their Key Experts and Support personnel staff clearly showing the relevant skills, work experience, trainings and professional certifications issued by the respective organization/association. The CVs must be accompanied with certified true copy of the following:

1. Professional Regulation Commission (PRC) License and Current Professional Tax Receipt (PTR);
2. Diploma for college degree
3. Diploma for post graduate degree, if applicable
4. Professional certifications issued by the respective organization/association
5. Certificate of Employment stating years employed in the company and satisfactory performance of the employee
6. Job Description/s on the projects handled

RETENTION PAYMENT

A retention payment of ten percent (10%) shall be withheld, in accordance to UAP-IAPOA Doc. 210, and shall be paid in a manner stated in Section XI.

LIQUIDATED DAMAGES

Where the Consulting Firms refuses or fails to satisfactorily complete the work within specified contract time, plus any time extension duly granted and is hereby in default under the contract, the Consulting Firm shall pay the PCED for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the project stage for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, the PCED shall, at its own discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Consulting Firm.

Example:

Delay in Final Submission in the Review Phase:

A = Approved Budget of Contract: Php 20,000,000.00

B = Review Phase: 20% x A: Php 4,000,000.00

C = Liquidated damages per day of delay: 1/10 x 1% B = Php 4,000.00 per day

To be entitled to such liquidated damages, the PCED does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due to the Consultant

<p>under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consultant whichever is convenient to the PCED.</p> <p>Liquidated damages shall not apply when the cause of the delay is incurred for the other Party (e.g. Contractor is delayed in submitting documents for the Consultant's review) or when there is force majeure.</p>			
<p>CONFIDENTIALITY OF DATA</p> <p>The ownership of all design, drawings, specifications, calculations, and copies thereof including electronic files, prepared and furnished by the consultant in the performance of the services of this Agreement shall be vested with the PCED.</p>			
<p>WARRANTIES OF THE CONSULTANT</p> <p>A. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT warrants that it shall conform strictly to the terms and conditions of these Terms of Conditions.</p> <p>B. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT warrants, represents and undertakes reliability of the service required to the satisfaction of the PCED. It shall employ highly skilled, well behaved, and honest employee with ID displayed conspicuously while working within the compound. It shall not employ PCED employees to work in any category.</p> <p>C. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT shall comply with the laws, governing employees' compensation, rules, and regulations applicable to its personnel employed on account of contract services. The CONSULTANT shall pay its personnel not less than the minimum wage and benefits mandated by law.</p> <p>D. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT in the performance of its service shall secure and maintain at its own expense all registration, license or permits required by national or local laws and shall comply with the rules, regulations and directives of the regulatory Authorities and Commissions.</p> <p>E. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standards and established safety regulations, rules, and practices.</p> <p>F. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT shall coordinate with any authorized and/or designated PCED personnel in the performance of their jobs.</p> <p>G. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT shall be liable for loss, damage or injury as may be due directly through the fault or negligence of its personnel. It shall assume responsibility thereof and the PCED shall be specifically released from any responsibility arising therefrom.</p> <p>H. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT shall comply with all documents to be required by the Commission on Audit even after completion of the project at no additional cost to the PCED.</p> <p>I. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT shall neither assign, transfer, pledge, nor subcontract any part or interest therein.</p> <p>J. The ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANT shall tender service at no cost in the PCED in case of any extension of the contract duration.</p> <p>K. The Consultant shall be liable in their design in the event of building collapse and defect during the period of occupancy. The liability shall run fifteen (15) years effective from the completion and formal turn-over to the PCED as stipulated in Article 1723 of the Civil Code of the Philippines. Furthermore, Article 1723 allows the PCED to claim damages within a ten (10) year claim period from the record of incidence.</p>			
<p>*****nothing follows*****</p>			

FINANCIAL OFFER:

Consulting Services for the Preparation of the Detailed Architectural Design, Structural and Plumbing/Sanitation Design for the Philippine Center for Economic Development (PCED) Library Building	
<p>Approved Budget for the Contract: One Million Pesos (Php 1,000,000.00)</p> <p>Company/Business Name: _____ _____</p>	Total Offered Quotation: <i>(Inclusive of all taxes and incidental expenses)</i>
	In Words: _____ _____ _____
	In Figures: _____ _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es