

REQUEST FOR QUOTATION

Date: **August 27, 2022**
RFQ No. **2022-08-0043R**

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 September 05, 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 is issued:

Document	Remarks
Copy of 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	For ABCs above 50K
Income/Business Tax Return	For ABCs above 500K
Professional License/Curriculum Vitae	For Consulting Services
PCAB License	For Infra

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 **highly encouraged** to minimize errors or omission of the mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with supporting documents (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (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
Preparation of building plan schemes, design development drawings, and final contract documents for the construction work to be done on the building. In general, the design engagement shall include, but not limited, to the following: <ul style="list-style-type: none"> - AS-BUILT 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
Project Inception Stage – the A&E Design Consultant shall: <ul style="list-style-type: none"> - 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. - 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. - Verification of the structural investigation report of the existing PCED library building - Present and submit the Inception Report documenting the: <ul style="list-style-type: none"> Work program and project schedule. Project organizational chart and protocols for reporting and project coordination. - Rapid site assessment and review of site data identifying site potentials and constraints. - Request for additional site and project information. 			
Conceptual Framework Plan and Architectural Program Report Stage – the A&E Design Consultant shall: <ul style="list-style-type: none"> - Conduct studies required for the project in compliance with government laws, ordinances, codes, rules and regulations, functional relationships, cost and effectiveness and others. - 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>Schematic Building Design and Preliminary Site Development 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> <ul style="list-style-type: none"> - Site development plan showing landscape scheme - Schematic floor plans, elevations, sections, interior, and exterior perspectives. - Space Program and preliminary scope of construction work - Budgetary estimates 			
<p>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 dialed 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> <ul style="list-style-type: none"> - Design developed architectural and engineering plans - Detailed floor plans and sections - Scope of construction work - Schedule of materials and finishes - Outline specifications - Updated budgetary estimates 			
<p>Preparation of Performance Specifications and Criteria</p> <p>Prepare the performance specifications and criteria and its means of measurement based on the operating outputs in accordance with appropriate design and construction standards, legal and technical obligations and any other relevant government commitments as required by existing law and regulations. These shall be drawn to ensure:</p> <ol style="list-style-type: none"> a) common basis in the evaluation of Contractor's Bid, and b) quality performance of the building and utilities systems for its intended operational lifetime. 			
<p>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> <ul style="list-style-type: none"> - Detailed architectural and engineering construction drawings - Scope of work and schedule of materials and finishes - Technical Specifications - Detailed bill of quantities and cost estimates (COA approved) - Detailed unit price analysis (DUPA) - Structural design calculations - BIM analyses and clash detections - 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>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 Detailed Architectural, Structural and Plumbing/Sanitation Design and other relevant documents.</p>			
<p>Formulation of Terms of Reference and Tender Documents (including the Draft Contract)</p> <p>Prepare the:</p> <ul style="list-style-type: none"> - 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 			

<p>and Regulations (IRR) of RA No. 9184, otherwise known as the Government Procurement Reform Act (GPRA)</p> <p>-</p> <p>The TOR should include among others the following:</p> <ul style="list-style-type: none"> - Objective; - Scope of Works; - Budgetary estimate; - Deliverables - Schedule of construction and manpower, and payment; - Responsibilities of parties (including risk allocation); - Qualifications of the Contractor (including its key manpower requirements); and - Minimum performance specifications and standards, and criteria and method for evaluation. 			
<p>Bidding Phase and Construction Stage</p> <p>The A & E Design Consultant’s work includes assistance and advice in the preparation of Bid Documents during this phase.</p> <p>During Bidding Phase, the Consultant is expected to:</p> <ul style="list-style-type: none"> - 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; - Call for expressions of interest – assistance in determination of additional requirements, if any, from bidders to evaluate responsiveness to the TOR; - Evaluation of eligibility together with the Technical Working Group (TWG); - Attend pre-bid conference/s to assist in clarifying provision in the Tender Documents and other technical questions relative to the procurement; - Issuance of Bid Bulletins – assistance in responding to technical queries from bidders; - Evaluation of bids (technical and financial) together with the TWG to determine responsiveness to TOR; - Negotiations – assistance in negotiating with the lowest complying bidder. <p>During Construction Phase, the Consultant is expected to:</p> <ul style="list-style-type: none"> - Assist in acquiring of permits including the supply of required documents; - Advise the PCED and Contractors on all matters relating to the execution and progress work of the interpretation of the Contract Documents; - Make periodic visits and attend regular construction coordination meetings to: <ol style="list-style-type: none"> 1. 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 2. report to the PCED the defects and deficiencies noted in the work of Contractors - Submission of required supplemental drawings i.e. construction bulletins (CB), request for information (RFI), request for approval (RFA), etc.; - Check and approve samples, schedules, and other submission for conformity with the plans and specifications - 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. - 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. - As needed, advise the PCED in: <ol style="list-style-type: none"> 1. reviewing of written guarantees required of the Contractor and Sub-contractors; 2. determining the amount owing and due to the Contractor and certifying that the quality of work 3. performed by the Contractor is in accordance with the Contract Documents; and 4. work found failing to conform to the Contract Document 			

DETAILED PROJECT REFERENCE	YES	NO	REMARKS
<p>A. Scope of works that are required for the project:</p> <p>Construction of new floor on the existing roof deck of 3-floor PCED Library Building. This will include the 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, Structural and Plumbing/Sanitation 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); 3. Philippine Electrical Code (2017 Edition); 4. Revised National Plumbing Code of the Philippines; 5. Philippine Green Building Code; 6. American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standards 7. R.A. 9514 - The Fire Code of the Philippines (2019 RIRR); 8. BP 344 - Accessibility Law; 9. Quezon City Green Building Ordinance of 2009; 10. University of the Philippines Master Development Plan (UP-MDP); 11. UP-MDP for Toilet and Shower Areas; 12. UP Biodiversity Management Handbook; 13. 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. Refer to Annex 2 for detailed list of drawings.</p>			
<p>D. The consultant shall also prepare the detailed furnishing plans as allowed by the budget which indicate casework and base building equipment that shall be Contractor-furnished/ Contractor-installed (CFCI)</p>			
<p>E. The following are the standard building facilities that are required for the new buildings:</p> <p>1. Electrical System and Lighting Electrical lines from Meralco electric meter to the new floor shall be installed. An electric generator is optional/to be provided upon approval of the end-users to operate the emergency lights during brownouts/ power supply interruption. Measures in optimizing energy performance shall be considered in the design. Emergency and Exit Lighting shall be installed in the new floor of the building. Detailed Design analysis such as Short Circuit Calculation, Voltage Drop Calculation, Arc-Flash Analysis, illumination and other necessary calculations shall be provided and compliance with the state and local codes.</p> <p>2. Fire Protection System, including Stairways with Fire Escape, Fire Alarm and Water Sprinkler System The new floor shall be accessible by two (2) stairways with one serving as fire escape and shall be located at the rear side of the building. Fire extinguishers or fire hydrants; smoke detectors and fire alarms; and water sprinklers shall be installed in all floors of the building. Systems are to be hydraulically calculated and comply with state and local codes as referenced in section 1.04 and these specifications. Sprinkler retrofits in existing buildings shall meet current code and specifications rather than being designed to match existing portions of the structure, except when making changes to existing pipe-scheduled wet-pipe sprinkler systems, as allowed by the Philippine Fire Code. Laboratory exhaust equipment such as fume hoods shall also be equipped with automatic fire protection</p> <p>3. Telecommunication System including Telephone, Direct Cable and Wi-fi ready facilities The reference standard for the project shall be the Telecommunications Industry Association's TIA-942 Telecommunications Infrastructure Standard for Data Centers. Independent from the ANSI/TIA-942 standard, the Uptime Institute, a think tank and professional-services organization based in Santa Fe, New Mexico has defined its own four levels for server reliability. The PCED shall decide on the Tier Level for the UP School of Economics' data servers during Design Development. The levels describe the availability of data from the hardware at a location. The higher the tier, the greater the availability. The levels are:</p>			

Tier Level	Requirements
1	Single non-redundant distribution path serving the IT equipment
	Non-redundant capacity components
	Basic site infrastructure with expected availability of 99.671%
2	Meets or exceeds all Tier 1 requirements
	Redundant site infrastructure capacity components with expected availability of 99.741%
3	Meets or exceeds all Tier 1 and Tier 2 requirements
	Multiple independent distribution paths serving the IT equipment
	All IT equipment must be dual-powered and fully compatible with the topology of a site's architecture
4	Concurrently maintainable site infrastructure with expected availability of 99.982%
	Meets or exceeds all Tier 1, Tier 2 and Tier 3 requirements
	All cooling equipment is independently dual-powered, including chillers and heating, ventilating and air-conditioning (HVAC) systems
	Fault-tolerant site infrastructure with electrical power storage and distribution facilities with expected availability of 99.995%

Fiber connection between UP Diliman IT hub and the new structure shall be included in the scope of work

Fiber connection between all the buildings in the project site shall be made available and included in the scope of works.

Server room ambient temperature to be cooled down to 18 degrees Celsius.

Overhead cable tray system within the building shall provide access for network connections and upgrades.

4. Plumbing, drainage, and water distribution system
 Measures on water efficiency shall be considered, 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. 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

5. Security System
 The building shall be installed with closed-circuit televisions (CCTVs) as part of its 24-Hour Security system. An Electronic Security Alarm System shall be installed at the perimeter fence.

6. Building Management System to ensure the proper monitoring and synchronization of the utilities system for operational efficiency.

7. Emergency and Standby Power Systems
 Provide automatic backup power in the event of normal power loss. Comply with the state and local codes and shall provide power within 10 seconds to all life safety systems such as egress lighting, smoke evacuation, fire alarm systems, elevators, etc. An electric generator shall be provided to operate the elevators and emergency lights during brownouts/ power supply interruption. Consider a centralized UPS (Uninterruptable Power Supply) for telephone and data and Security System as stated in item f to protect against certain power problems such as blackouts, brownouts, noise, spikes, and power surges.

8. Heating, ventilating and air-conditioning system (HVAC)
 HVAC shall follow available green/ eco-efficient building design practices. Ventilation parameters for acceptable indoor air quality shall follow ASHRAE Standard 62.1. When natural ventilation is used for cooling effect (i.e. lobby), in lieu of electric fans, it is generally assumed that the interior space will be maintained at a temperature no more than 10 deg F above ambient temperature. Normal classrooms and offices shall at least utilize a single-duct variable air volume (VAV) system. Individual ventilation and temperature control must be provided for each room. Use of CFC based refrigerants is not permitted. Laboratory rooms (wet and dry) shall utilize a chilled water system or a variable air volume (VAV) system given that a separate system for controlling air quality is

provided (e.g. air handling units). Laboratory modules in which hazardous chemicals are being used shall be maintained at an air pressure that is negative to the corridors or adjacent non laboratory areas.			
CONSULTANCY SERVICES DURATION AND MAJOR ACTIVITIES	YES	NO	REMARKS
<p>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.</p> <p>The schedule of submissions for Detailed Architectural, Structural and Plumbing/Sanitation Design documentation shall be implemented following the scheme in Table in Part XI.</p> <p>Bidding and construction activities shall proceed thereafter.</p>			
IMPLEMENTATION ARRANGEMENT	YES	NO	REMARKS
<p>A. PCED will act as the executing agency and main recipient for the Consultancy Services.</p> <p>B. Coordination meetings will be conducted between the PCED and the A & E Design Consultant for the duration of the activity, as may be needed, the expenses of which are to be charged to the Contract.</p> <p>C. The PCED will provide the Consultant the necessary documents to enable the conduct of the activities</p>			
REPORTING/DELIVERABLES AND PAYMENT SCHEDULE	YES	NO	REMARKS
<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> <p>A. 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.</p> <p>B. 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.</p> <p>C. 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.</p> <p>D. 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.</p>			

SCHEDULE OF REPORTS/DELIVERABLES					YES	NO	REMARKS
- SCHEMATIC DESIGN/DESIGN DEVELOPMENT PHASE - DURATION: 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			
CONTRACT DOCUMENTS PHASE - DURATION: 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			
** Review duration simultaneous with the succeeding Consultant's scope of services							

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		

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	YES	NO	REMARKS

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			
<p>*** Percentage completion of Construction Phase shall be determined by the Department of Public Works and Highways (DPWH).</p>					
SUBMITTAL REVIEW AND APPROVAL			YES	NO	REMARKS
<p>A. The PCED shall designate personnel responsible for submittal review and approval by the PCED. All submittals shall use a prescribed uniform title block, with the appointed end-user representatives</p> <p>B. Prior to progressing to succeeding stages of design, a final copy of the submittals should be submitted for signature of the above PCED personnel.</p>					
QUALIFICATION OF THE FIRM			YES	NO	REMARKS
<p>A. The ARCHITECTURAL AND ENGINEERING (A&E) DESIGN CONSULTANT shall be:</p> <ol style="list-style-type: none"> 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. Aside from the aforementioned services, provides also INTERIOR DESIGN services with their respective professionals qualified undertake such work currently employed in the firm company; 3. 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; 4. 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; 5. 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. 					
<p>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.</p> <p><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></p>					
<p>C. Prospective Consultancy Firms must have at least ten (10) years of similar and/or relevant experience related to this TOR.</p>					

<p>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.</p> <p>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>																								
<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 its 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="196 864 1161 1973"> <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>Contracts Manager</td> <td>Prepares specifications, contracts and other legal documents required for the execution of the project.</td> <td>Architect/ Engineer/ Lawyer with at least five (5) years' experience in procurement of engineering and design services and/or project and contract administration of infrastructure projects and general condition of contracts. Preferably with experience in school/university building projects.</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> <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</p>	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.	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<p>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> <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.</p> <table border="1" data-bbox="196 510 1161 1128"> <thead> <tr> <th>Project Support Personnel *</th> <th>Responsibilities</th> </tr> </thead> <tbody> <tr> <td>Senior Draftsman (1 personnel)</td> <td>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.</td> </tr> <tr> <td>Junior Draftsmen (1 personnel)</td> <td>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.</td> </tr> <tr> <td>Cost and Quantity Estimator (1 personnel)</td> <td>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.</td> </tr> <tr> <td>Specification Writers (1 personnel)</td> <td>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.</td> </tr> </tbody> </table> <p>* To be named in the Bidder's Proposal</p> <p>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:</p> <ol style="list-style-type: none"> 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. 	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.			
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<p>RETENTION PAYMENT</p> <p>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.</p>	YES	NO	REMARKS										
<p>LIQUIDATED DAMAGES</p> <p>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.</p> <p><i>Example:</i> <u>Delay in Final Submission in the Review Phase:</u></p> <p>A = Approved Budget of Contract: Php 20,000,000.00 B = Review Phase: 20% x A: Php 4,000,000.00</p>	YES	NO	REMARKS										

<p>C = Liquidated damages per day of delay: $1/10 \times 1\% B = \text{Php } 4,000.00 \text{ per day}$</p> <p>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 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>	YES	NO	REMARKS
<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>	YES	NO	REMARKS
<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:</p> <p>One Million Pesos (Php 1,000,000.00)</p>	<p>Total Offered Quotation: <i>(Inclusive of all taxes and incidental expenses)</i></p>
	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Company/Business Name:</p> <p>_____</p> <p>_____</p>	<p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es