

**Procurement of Fit-Out Services
(Design and Build Scheme) for the
Philippine Identification System
(PhilSys) Registry Office (PRO)
Space in ETON Centris Cyberpod 5**

**UNDER NEGOTIATED MODE OF
PROCUREMENT – TWO FAILED BIDDINGS**

ABC – PHP 128,000,000.00

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Section I. Invitation to Bid

Negotiated Procurement of Fit-Out Services (Design and Build Scheme) for the Philippine Identification System (PhilSys) Registry Office (PRO) Space in ETON Centris Cyberpod 5

1. In view of the failed biddings for the project, the Philippine Statistics Authority Bids and Awards Committee (PSA-BAC) invites interested bidders to participate in the **Negotiated Procurement of Fit-out Services (Design and Build Scheme) for the PhilSys Registry Office (PRO) Space in ETON Centris 5** with an Approved Budget for the Contract (ABC) of One Hundred Twenty-Eight Million Pesos (₱128,000,000.00) in accordance with Section 53.1 (Two Failed Biddings) as specified in the 2016 IRR of RA 9184. Bid offers received in excess of the ABC shall be automatically rejected.
2. The description of an eligible bidder is provided in Section 23.4.2.1 of the 2016 IRR of RA 9184.
3. Bidders should have completed a similar contract, conducted within the past five (5) years from the submission of bids and such contract should be equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work as follows:

The contract works shall consist of two (2) Stages:

STAGE 1: DESIGN OF FIT-OUT

- A. Pre-Design Phase** where the specific parameters, size and scope of the fit-out and its location on the building shall be established. It includes, but is not limited to:
 1. Conduct of reconnaissance, engineering surveys on wirings, chases, pipes and utilities locations, and on-site investigations of connections/tapping points; and

2. Preparation of preliminary architectural and engineering designs, layouts, outline specifications, preliminary cost estimates, value engineering/ value analysis study and specific recommendations prior to final design in coordination with ETON Centris Construction Fit-Out Guidelines & House Rules a& Regulations.
- B. Design Phase** includes preparation of final detailed plans and designs, working drawings, specifications, detailed cost estimates for construction of Fit-Out for the PRO Office Space at ETON Centris 5.
- C. Contract Documentation Phase** will cover preparation of documents required for progress reports and work accomplishment relative to the Project as well as contracts, sample approvals, variation reports, and other necessary documents for audit purposes until its completion and acceptance.

STAGE II: CONSTRUCTION OF FIT-OUT
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Stage II shall be the Fit-Out Construction Works includes the following Fit-Out Components/Works:

- a. Floor Finish Works; Ceiling Works; Wall Finish Works; Finishing (Cabinetry) Works; Doors; Electrical (Power and Lighting) Works; Agency Signage/ Logo; Roll-Up Blinds; Supply and Installation of Structured Network & Cabling Works (coordinate with ITDS); Supply and Installation of Fire Detection and Alarm System (FDAS) integrated with existing Building System; Supply, Installation, Testing and Commissioning and Warranty of Additional Air Conditioning/ Ventilation (coordinate with existing building system; Mechanical Works (where required); Auxiliary Works and Appliances (coordinate with ITDS); Plumbing and Sanitary Works; and Supply and Installation of Furniture (where required)
- b. Acquisition of all permits necessary for the construction project as required by regulatory agency;
- c. Preparation of supplementary drawings required to suit actual field conditions;
- d. Evaluation of detailed construction and as-built drawings, shop and erection drawings per submission, where required;
- e. Observe testing and commissioning of equipment and preparation of reports with recommendations thereof, where required;
- f. For post construction of Fit-Out Works, Designer/Contractor shall make a final inspection, submit a report of the completed Fit-Out

Works and submit as-built drawings of the work making sure that specific connections available for expansion works are indicated; and

- g. All other related tasks until completion and acceptance of the project.
4. Bidders should affix their signature on each page of the documents being submitted.
 5. The contract is expected to be completed Ninety (90) Calendar Days from the receipt of the Notice to Proceed (NTP). Please refer to the Schedule of Delivery attached in this project.
 6. First time bidders are enjoined to pay the applicable fee of PhP 50,000.00. However, for those bidders who have participated previously need not pay the aforementioned fee.
 7. The schedule of activities for this procurement under Negotiated Procurement-Two Failed Biddings is as follows:

Activity	Schedule	Remarks
Pre-Negotiation Conference	Monday, 14 June 2021 2:00PM	Via Zoom Platform
Last Day of Submission of Queries	Tuesday, 15 June 2021 2:00PM	
Submission of Bid Proposals	Thursday, 17 June 2021 2:00PM	Bid must be submitted physically at the 11th Flr. Centris Cyberpod One, QC

NOTE: Late bids shall not be accepted.

8. Please refer to the succeeding pages of this document for the prescribed bidding forms, Terms of Reference (TOR) and checklist of requirements for the subject procurement.
9. For further information, please refer to:

Joseph P. Cajita

Chair, BAC Secretariat

11th Floor, Cyberpod Centris One,

Eton Centris, EDSA, Diliman, Quezon City

Telephone No.: (02) 3748270

bac-secretariat@psa.gov.ph / bacsecretariat.psa@gmail.com

MINERVA ELOISA P. ESQUIVIAS

Chairperson-Bids & Awards Committee

Philippine Statistics Authority

SECTION II. SCHEDULE OF DELIVERY

DELIVERABLES	DEADLINE/TIMELINE	
STAGE I – DESIGN OF FIT-OUT		
A. PRE-DESIGN PHASE		
<p>1. Detailed program of work, approach, work plan and schedule for the implementation of the contract works.</p> <ul style="list-style-type: none"> i. The order in which it intends to carry out the work including anticipated timing for each stage of design/ detailed engineering design; ii. Periods for review of specific outputs and any other submissions and approvals; iii. General description of the design methods to be adopted; iv. Number and names of personnel to be assigned for each phase of the work; 	<p>Within Seven (7) Calendar Days from receipt of NTP</p>	<p>Within Ninety (90) Calendar Days from receipt of NTP</p>
<p>2. Reconnaissance, Engineering Surveys and On-Site Investigations.</p>		
<p>3. Preparation of Preliminary Plans, Elevations, Specification Outlines, Preliminary Cost Estimates, Value Engineering/ Value Analysis Study and other specific recommendations by the Consultant for the Fit-Out Design for Architectural/ Civil (Wall/ Partition Works Design: Detailed Connections, Doors and Windows, Ceiling Works), Sanitary/ Plumbing (Plumbing System of additional toilets and integration to main system), Electro-Mechanical (AC System location design of indoor units and integration system of what is on site, Lighting and Power System, Auxiliary Works/ Network/ Cabling/ Data System (BMS in close coordination with ITDS), Fire Detection and Alarm System (Smoke Detector and Sprinkler Location Plan), CATV System, PA/BGM System (Acoustical Design and Sound System for Media Center, Conference and Meetings Rooms), Telephone System, Security/ CCTV System, Furnishings (Furniture Design, Cabinetries, Counters),</p>	<p>Within Seven (7) Calendar Days from receipt of 1st Deliverables</p>	

<p>and Specialty Works (Shades and Curtains, Signages, etc.) for Approval before Final Design.</p>		
<p>B. DESIGN</p>		
<p>10. Submission of Final Plans of Approved Preliminary Plan for Fit-Outs and Design for Architectural/Civil, Sanitary/Plumbing, Electro-Mechanical, Network/ Cabling/ BMS, Fire Detection and Alarm System, Furnishings, Specialty Works including Working Drawings, Technical Specifications, Detailed Cost Estimates for permit purposes, wherever required, and Bid Documents.</p>	<p>Within Twenty-One (21) Calendar Days from receipt of NTP</p>	
<p>11. Approval of Final Plans duly signed and sealed by respective professionals for Fit-Outs and Design for Architectural/ Civil, Sanitary/ Plumbing, Electro-Mechanical, Network/ Cabling/ BMS, Fire Detection and Alarm System, Furnishings, Specialty Works including Working Drawings, Technical Specifications, Detailed Cost Estimates for permit purposes, wherever required, and</p>	<p>Within Twenty-Four (24) Calendar Days from receipt of NTP</p>	
<p>C. CONTRACT DOCUMENTATION PHASE</p>		
<p>12. Preparation of documents required for progress reports and work accomplishment for billing purposes relative to the Project as well as contracts, sample approvals, variation reports, and other necessary documents for audit purposes until its completion and acceptance.</p> <p>Additional contract documents relevant to the Project is required by existing laws and/or the Procuring Entity are: construction schedule and S-curve, manpower schedule, construction methodology, equipment utilization schedule, compliance with DPWH D.O. 39 (revised construction safety guidelines for the implementation of Infrastructure Projects during the COVID-19 health crisis), construction safety and health program approved by the DOLE, other acceptable tools of project scheduling.</p>	<p>Continuous until completion of Project</p>	

STAGE II – CONSTRUCTION OF FIT-OUT		
Mobilization and Site Preparation	Within Fourteen (14) Calendar Days from receipt of NTP	
General Requirements	Within Eighty (80) Calendar Days from receipt of NTP	
Mechanical Works		
Electrical Works (Data Conduit)		
Electronics / Auxiliary Works		
Fire Protection Works		
Plumbing & Sanitary Works		
Architectural & Civil Works		
Furniture and Specialty Works		
Testing and Commissioning, Punchlist and Rectification	Within ten (10) Calendar Days from receipt of NTP	
Project Acceptance and Turn-Over	Within three (3) Calendar Days from receipt of NTP	

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company: _____

Authorized Representative: _____

Signature over Printed Name Date: _____

SECTION III. TERMS OF REFERENCE

I. BACKGROUND AND OBJECTIVE

Pursuant to R.A. No. 11055, entitled "An Act Establishing the Philippine Identification System", otherwise known as the "Philippine Identification System Act (PhilSys Act)", the PSA is mandated to carry out the provisions of the Act, and to issue, in coordination with the members of the PhilSys Policy and Coordination Council (PSPCC), rules in the implementation and enhancement of the system. The PhilSys Act established the legal framework and policies that establish and promote the use of a Foundational Identification System in the Philippines. As government agencies design their data collection processes and systems specifically aligned and narrowly focused on their service objective, citizens are often asked to submit and disclose personal information across multiple government agencies. These ultimately result to increased overall opportunity costs (i.e. resulting from fragmented, slow and redundant data collection) for the citizens when transacting with multiple government agencies, increased risk of unauthorized disclosure of personal data, wastage of physical and electronic storage resources, and increased data integration complexity due to varying data quality and accessibility across government systems. PhilSys aims to be the main reference point for integrating person identities across government systems, subject to current data privacy policies and guidelines.

It is proposed that all PSA offices should be within close proximity to its command center where the Office of the National Statistician is located. It is practical that administrative and support operations offices should be located in the vicinity to facilitate cost-effective transactions.

In relation thereto, the PSA Management directed to start the process of identifying possible locations where the new office of PSA can transfer and occupy for a period of five (5) years.

Consequently, the PSA Management through the Working Group meticulously conducted the process of selecting both private and government-owned property and pursuant to the existing provisions under R.A. 9184 and identified the office space located in the 11th and 12th Floor of ETON Centris Cyberpod 5, ETON Loop A, EDSA corner Quezon Avenue, Barangay Pinyahan, Quezon City as the most viable and advantageous being the Lowest Calculated and Responsive Quotation.

II. BASIC INFORMATION

Site	: ETON Centris Cyberpod 5, ETON Loop A, Pinyahan, Quezon City
Approx. Total Floor Area (TFA) :	4,667.63 square meters
Lease Space	: 2 Floors @ 2,333.815 sqm per floor (11 th and 12 th Floors.)
Use/Occupants	: The office space will be occupied by the Office of the National Statistician and the PhilSys Registration Office (PRO) and will include facilities such as the conference rooms, training rooms, media center, and other amenities.

III. SCOPE OF SERVICES

The contract works shall consist of two (2) Stages:

STAGE 1: DESIGN OF FIT-OUT STAGE

- A. Pre-Design Phase** where the specific parameters, size and scope of the fit-out and its location on the building shall be established. It includes, but is not limited to:
- a. Conduct of reconnaissance, engineering surveys on wirings, chases, pipes and utilities locations, and on-site investigations of connections/tapping points; and
 - b. Preparation of preliminary architectural and engineering designs, layouts, outline specifications, preliminary cost estimates, value engineering/ value analysis study and specific recommendations prior to final design.
- B. Basic Design Phase** includes preparation and submission of final detailed plans and designs, working drawings, specifications, detailed cost estimates for construction of Fit-Out for the PRO Office Space at ETON Centris 5 for approval.
- C. Contract Documentation Phase** will cover preparation of tender documents required for invitations of bids relative to the Fit-Out Project as well as contracts, reports, and other necessary documents for audit purposes until its completion and acceptance.

STAGE 2: CONSTRUCTION STAGE

Stage II shall be the Fit-Out Construction Works includes the following Fit-Out Components/Works:

1. Floor Works; Ceiling Works; Wall Finish Works; Finishing (Cabinetry) Works; Doors; Electrical (Power and Lighting) Works; Agency Signage/ Logo; Roll-Up Blinds; Supply and Installation of Structured Network & Cabling Works (coordinate with ITDS); Supply and Installation of Fire Detection and Alarm System (FDAS) integrated with existing Building System; Supply, Installation, Testing and Commissioning and Warranty of Additional Air Conditioning/ Ventilation (coordinate with existing building system); Mechanical Works (where required); Auxiliary Works and Appliances (coordinate with ITDS); Plumbing and Sanitary Works; and Supply and Installation of Furniture (where required) and all other Fit-Out works required to complete the Project;
2. Acquisition of all permits necessary for the construction project as required by regulatory agency;
3. Preparation of supplementary drawings required to suit actual field conditions;
4. Evaluation of detailed construction and as-built drawings, shop and erection drawings per submission, where required;

5. Observe testing and commissioning of equipment and preparation of reports with recommendations thereof, where required;
6. For post construction of Fit-Out Works, Designer/Contractor shall make a final inspection, submit a report of the completed Fit-Out Works and submit as-built drawings of the work making sure that specific connections available for expansion works are indicated; and
7. All other related tasks until completion and acceptance of the project.

IV.DELIVERABLES AND TIMELINE:

Deliverables	Deadline/Timeline
STAGE I - DESIGN OF FIT-OUT	
A. Pre-Design Phase	
1. Detailed program of work, approach, work plan and schedule for the implementation of the contract works. <ol style="list-style-type: none"> i. The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering design; ii. Periods for review of specific outputs and any other submissions and approvals; iii. General description of the design methods to be adopted; iv. Number and names of personnel to be assigned for each phase of the work; 	Within seven (7) Calendar Days after issuance of NTP
2. Reconnaissance, Engineering Surveys and On-Site Investigations.	Within ninety (90) Calendar Days from receipt of NTP.
3. Preparation of Preliminary Plans, Elevations, Specification Outlines, Preliminary Cost Estimates, Value Engineering/ Value Analysis Study and other specific recommendations by the Consultant for the Fit-Out Design for Architectural/ Civil (Wall/ Partition Works Design: Detailed Connections, Doors and Windows, Ceiling Works), Sanitary/ Plumbing (Plumbing System of additional toilets and integration to main system), Electro-Mechanical (AC System location design of indoor units and integration system of what is on site, Lighting and Power System, Lighting Fixtures), Auxiliary Works/ Network/ Cabling/ Data System (BMS in close coordination with ITDS), Fire Detection and Alarm System (Smoke Detector and Sprinkler Location Plan), CATV System, PA/BGM System (Acoustical Design and Sound System for Media Center, Conference and Meetings Rooms), Telephone System, Security/	

<p>CCTV System integrated with BMS, Furnishings (Furniture Design, Cabinetries, Counters), and Specialty Works (Shades and Curtains, etc.) for Approval before Final Design.</p>		
<p>B. Design Phase</p>		
<p>4. Submission of Final Plans of Approved Preliminary Plan for Fit-Outs and Design for Architectural/ Civil, Sanitary/ Plumbing, Electro-Mechanical, Network/ Cabling/ BMS, Fire Detection and Alarm System, Furnishings, Specialty Works including Working Drawings, Technical Specifications, Detailed Cost Estimates for permit purposes, wherever required, and Bid Documents.</p>	<p>Within twenty-one (21) Calendar Days from receipt of NTP</p>	
<p>5. Approval of Final Plans duly signed and sealed by respective professionals for Fit-Outs and Design for Architectural/ Civil, Sanitary/ Plumbing, Electro-Mechanical, Network/ Cabling/ BMS, Fire Detection and Alarm System, Furnishings, Specialty Works including Working Drawings, Technical Specifications, Detailed Cost Estimates for permit purposes, wherever required, and</p>	<p>Within twenty-four (24) Calendar Days from receipt of NTP</p>	
<p>C. Contract Documentation Phase</p>		
<p>6. Preparation of documents required for progress reports and work accomplishment for billing purposes relative to the Project as well as contracts, sample approvals, variation reports, and other necessary documents for audit purposes until its completion and acceptance.</p> <p>Additional contract documents relevant to the Project is required by existing laws and/or the Procuring Entity are: construction schedule and S-curve, manpower schedule, construction methodology, equipment utilization schedule, compliance with DPWH D.O. 39 (revised construction safety guidelines for the implementation of Infrastructure Projects during the COVID-19 health crisis), construction safety and health program approved by the DOLE, other acceptable tools of project scheduling.</p>	<p>Continuous until completion of Project</p>	

STAGE II - CONSTRUCTION OF FIT-OUT	
Mobilization and Site Preparation	Within fourteen (14) Calendar Days after receipt of NTP
GENERAL REQUIREMENTS	Within eighty (80) Calendar Days from receipt of NTP
MECHANICAL WORKS	
ELECTRICAL WORKS (Data Conduit)	
ELECTRONICS/AUXILLIARY WORKS	
FIRE PROTECTION WORKS	
PLUMBING & SANITARY WORKS	
ARCHITECTURAL & CIVIL WORKS	
FURNITURE & SPECIALTY WORKS	
Testing and Commissioning, Punchlist and Rectification	Within ten (10) days before the completion of the project
Project Acceptance & Turn-over	Within three (3) days before the completion of the project

The date by which operating and maintenance manuals are required is ***seven (7) days before the initial request for final inspection.***

The date by which "as built" drawings are required is ***seven (7) days before the initial request for final inspection.***

V. SITE INVESTIGATION REPORTS

The site investigation reports needed for the Construction of Fit-Out.

Mechanical and Fire Protection:

1. Leak test for refrigerant piping installed.
2. Hydrotest for fire Protection system as per NFPA Standard Test.
3. Fogging Test for all duct work including air balancing as per design.
4. Testing and Commissioning of all Air-conditioning and Fan Blowers.
5. Gravity Test for Air-conditioning Waste Stock.

Plumbing/Sanitary:

1. Gravity Leak Test for Sanitary and Storm Drain
2. Flow Test Sanitary for Sanitary and Storm Drain
3. Hydro Pressure Test for Waterline

Electrical:

1. Visual Inspection Report
2. Earth Continuity Test (Grounding Test)
3. Insulation Resistance test (Megger Test)
4. Leakage Current Test
5. Load Balancing Report

VI. STANDARD OF SERVICES

The Designer/Contractor shall undertake the design and build services by utilizing its technical knowledge and best-accepted professional standards. The Designer/Contractor shall carry out the services based on sound architectural and engineering theories and practices to ensure that the final works will provide the most economical, “smart” and feasible fit-out works for the project. Further, the contractor shall provide an adequate number of personnel of known qualifications and experience.

VII. DURATION OF THE CONTRACT

The Design and Build Scheme will cover **NINETY (90) CALENDAR DAYS** or Three (3) Months or Twelve (12) Weeks.

The **Stage I – Design of Fit-out** shall be completed within **TWENTY-FOUR (24) CALENDAR DAYS** starting from receipt of the Notice to Proceed (NTP).

The **Stage II – Construction of Fit-Out** shall be completed within **SIXTY-SIX (66) CALENDAR DAYS** after completion of the first stage.

VIII. DESIGN AND BUILD SCHEME REQUIREMENTS

A local Design and Build firm with experience in Design and Build of Fit-Out particularly on Office Spaces with the following minimum qualifications:

1. Must be operational and engaged as a Designer/Contractor of Office Fit-Out at least five (5) years;
2. Must have satisfactorily completed a contract for a similar project with magnitude and complexity at least equivalent to the proposed project; and
3. The contractor must likewise pass eligibility requirements under Section 24 of Republic Act 9184, otherwise known as the Government Procurement Reform Act and its Revised Implementing Rules and Regulations (IRR).

IX. PERSONNEL QUALIFICATION REQUIREMENTS

As a minimum requirement, the Designer/Contractor shall provide licensed and professional personnel adequate technical experience in the design, implementation and supervision of contract works:

Professionals for the Stage I – Design of Fit-out:

Key Position/s	Minimum Years of experience in such position	License/Certification Required
1. Principal Architect/ Designer	Five (5) years	PRC and UAP (United Architects of the Philippines)
2. Project Manager/ Coordinator	Three (3) years	PRC and UAP or PICE (United Architects of the Philippines; Philippine Institute of Civil Engineers)

3. Licensed Interior Designer	Three (3) years	PRC and PIID (Philippine Institute of Interior Design)
4. Licensed Civil Engineer	Three (3) years	PRC and PICE (Philippine Institute of Civil Engineers)
5. Professional Electrical Engineer	Three (3) years	PRC and IIEE (Institute of Integrated Electrical Engineers)
6. Electronics Engineer	Three (3) years	PRC and IECEP (Institute of Electronics Engineers of the Philippines)
7. Professional Mechanical Engineer	Three (3) years	PRC and PSME (Philippine Society of Mechanical Engineers)
8. Licensed Sanitary Engineer / Registered Master Plumber	Three (3) years	PRC and PSSE or NAMPAP (Philippine Society of Sanitary Engineers; National Master Plumber's Association of the Philippines)
9. Network Engineer	Five (5) years	CCNA/CCNP or JNCDA/JNCDS (Cisco Certified Network Associate/Professional or Juniper Networks Certification Design Associate/ Data Center Design, Specialist)
10. CAD Draftsman	Proficient in CAD operation (Autocad release 2010 or later and Sketchup 2012) to support production of design plans/drawings and other needed documents.	Training Certificate

Manpower for Stage II – Construction of Fit-out:

1. Mechanical Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Mechanical Engineer	Three (3) years	PRC

2. Plumbing/Sanitary Works

Key Positions	Minimum Years of experience in such position	License/Certification Required
1. Licensed Sanitary Engineer/Registered Master Plumber	Three (3) years	PRC

3. Electrical Works

	Key Positions	Minimum Years of experience in such position	License/Certification Required
1.	Registered Electrical Engineer	Three (3) years	PRC and IIEE
2.	Master Electrician	Three (3) years	PRC

4. Fire Protection Works

	Key Positions	Minimum Years of experience in such position	License/Certification Required
1.	Mechanical Engineer	Three (3) years	PRC

5. Architectural/ Civil Works

	Key Positions	Minimum Years of experience in such position	License/Certification Required
1.	Professional Architect or Civil Engineer	Three (3) years	PRC

6. Network/ Electronics Works

	Key Positions	Minimum Years of experience in such position	License/Certification Required
1.	Electronics Engineer	Three (3) years	PRC
2.	Network Engineer	Three (3) years	At least CCNA (Cisco Certified Network Associate) or equivalent

The Designer/Contractor shall provide additional personnel as may be required and pertinent to the accomplishment of the project in its entirety at no additional cost to the Procuring Entity.

The Designer/Contractor shall likewise provide copies of the Professional Regulation Commission (PRC) License and updated Professional Tax Receipt (PTR) of their personnel and list of on-going and completed projects (both private and government) within the last three (3) years.

Except as otherwise agreed upon by the Procuring Entity, the personnel for the project shall consist of those indicated in the Work Plan and List of Key Personnel submitted and no changes shall be made in the key staff. In the event any employee resigns, is discharge or withdrawn, the Consultant shall provide suitable personnel of equivalent or better qualification acceptable to the Procuring Entity.

X. ESTIMATED BUDGET FOR THE CONTRACT AND TERMS OF PAYMENT

A. FEE

For and in consideration of the faithful, satisfactory and full performance of all the works and requirements under that consulting services agreement, the Procuring Entity agrees to pay the Contractor an amount not exceeding the Approved Budget for the Contract of **ONE HUNDRED TWENTY-EIGHT MILLION PESOS (P128,000,000.00)** after observance of the required procedures in compliance with the Government Procurement Reform Act (Republic Act No. 9184) and Government Accounting and Auditing Manual.

Total Approved Budget of the Contract: **One Hundred Twenty-Eight Million Pesos (P128,000,000.00).**

Breakdown:

1. Design of Fit-out Works (Stage I) : Fifty-One Million Two Hundred Thousand Pesos
(P51,200,000.00)
2. Construction of Fit-Out (Stage II) : Seventy-six Million Eight Hundred Thousand Pesos
(P76,800,000.00).

The aforesaid fee is inclusive of all applicable taxes, fees and charges.

B. ADVANCE PAYMENT

An advance payment not to exceed fifteen percent (15%) of the Contract Price in Philippine peso shall be made upon the submission of a written request per stage of work by the Contractor to cover the cost of mobilization. The advance payment shall be set off by the Procuring Entity in equal installments against the statements for the progress billings of the Services until the advance payment has been fully set off.

Advance payment shall be made only upon the submission to and acceptance by the Procuring Entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a duly licensed surety or insurance company and confirmed by the Procuring Entity.

C. TERMS OF PAYMENT

The payment scheme below shall be observed in the processing of payment in favor of the Design and Build scheme.

	Mode of Payment	Percentage
1	Down payment/Mobilization Fee	15%
2	Submission of Pre-Design Plans, Cost Estimates, Specifications, and other documents required.	15%
3	Submission of duly signed and sealed Final Approved Plans, Cost Estimates, Specifications, and other documents required for Building Permit purposes.	25%
4	Up to Fifty percent (50%) Completion of Works per Progress Billing.	20%

5	Up to Substantially Completed works of ninety-five percent (95%) of Construction of essential MEFPS and other supporting Civil Works	15%
6	Retention Fee	10%
TOTAL		100%

The following documents must be submitted to the Procuring Entity before processing of payments to the Contractor:

- a) Progress Billing
- b) Detailed Statement of Work Accomplished (SWA)
- c) Request for payment by the Contractor
- d) Photographs of works accomplished

In consideration of the payment, the Designer/Contractor agrees and undertakes to execute and complete Design and Build Services and remedy any defects therein in conformity with the provisions of the Contract.

The Designer/Contractor shall also undertake to pay taxes in full and on time and that failure to do so will entitle the government to suspend payment for any services delivered.

XI. RESPONSIBILITIES OF THE DESIGNER/CONTRACTOR

STAGE I - DESIGN OF FIT-OUT

- 1) The Designer/Contractor shall undertake all works necessary for the Design and Construction of the proposed office fit-out project;
- 2) Conduct preliminary engineering studies and activities required for the A&E Design of the proposed fit-out of the office project, in compliance with the provisions of relevant laws, ordinances, codes, rules and regulations;
- 3) Consult and verify with the Philippine Statistics Authority (PSA) to ascertain the requirements of the proposed project;
- 4) The Designer/Contractor shall provide ten (10) complete sets (including one original) of the approved plans/drawings, specifications and other tender documents normally required for purposes of bidding, permit application and building construction. However, when extra sets of plans/drawings are required, the cost of production shall be at the expense of the Procuring Entity. The Contractor shall also provide soft copy of plans/drawings, cost estimates and other documents related to the Design of the proposed fit-out for the office to the Procuring Entity;

STAGE II - CONSTRUCTION OF FIT-OUT

- 1) The Designer/Contractor shall undertake all works necessary for the fit-out works of the proposed project;
- 2) Acquire all clearances and permits necessary for the Project by providing all documentary requirements without incurring required payments of fees to the Government or Agency of the Government;

- 3) The Designer/Contractor shall verify existing drawings/plans that were the basis for the conceptual design and shall make sure that all works conform to regulatory requirements.

The Designer/Contractor shall also assist the Procuring Entity in Post-Construction Services such as but not limited to:

- a. Preparation of checklist/punch-list of the defects/deficiencies and monitor the rectification works therefore;
- b. Providing As-Built plans duly signed and sealed by the concerned engineers with his/her valid PRC license number, validity of license, and current PTR number affixed/stamped on every page/sheet of the document of the following:
 1. Mechanical Works
 2. Electrical Works
 3. Sanitary / Plumbing Works
 4. Fire Protection Works
 5. Architectural/ Civil Works
 6. Network/ Cabling Works
- c. All As-Built plans and Documents shall be delivered in sets as follows:
 1. One (1) set Original copies, applicable scale prepared in AutoCAD format, printed/plotted in Mylar paper original copies (A1).
 2. Five (5) sets of blueprint copies for each plan (A1).
 3. Two (2) sets soft copies of AutoCAD of plans/drawings and PDF format of cost estimates, specifications, PERT-CPM, S-Curve, Schedule of Timeline, and other related documents in flash drive storage device.
 4. Other documents processed and issued in favor of the PSA during the construction periods (i.e. Inspection Reports, Variation Order, Sample Approvals, Building/ Mechanical/ Electrical Permits, Fire Safety Reports, Clearances and related documents.)
- d. Consolidate project records and operating manuals and guides for easy reference;

XII.PHILIPPINE CONTRACTORS ACCREDITATION BOARD

Philippine Contractors Accreditation Board (PCAB) **License Category B, Size Range Medium A**, License and Mayor's Permit is required.

XIII.PROVISIONS FOR STORAGE AND MATERIAL HANDLING

1. The Designer/Contractor shall store his materials, equipment and tools in one place of the building. The area shall be coordinated with the BCom-TWG and ETON Centris. It shall be kept neat and clean at all times. Any damage thereto or to the surrounding area arising from any accident or damage shall be repaired and/or restored to its original condition.
2. Provisions for securing and safekeeping of stored materials, tools and equipment during the construction project shall be for the account of the Designer/Contractor.

XIV.CONTRACTOR'S MAJOR EQUIPMENT

The Contractor shall submit major equipment units which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be.

XV.CLEARING OF THE SITE

1. The Designer/Contractor shall clean the whole area by removing debris, discards, and other construction wastes and leave the entire premises free from rubbish caused by their work to the satisfaction of PSA at no extra cost.

XVI.CONSTRUCTION SAFETY GUIDELINES FOR THE IMPLEMENTATION OF INFRASTRUCTURE PROJECTS DURING THE COVID-19 PUBLIC HEALTH CRISIS.

The Designer/Contractor shall refer to the Department of Public Works and Highways (DPWH) Department Order 39, series of 2020 for the construction of fit-out including the submission of the Project Execution Plan (PEP) of the same.

XVII.RESPONSIBILITIES OF THE PROCURING ENTITY

The Procuring Entity shall:

- (1) Provide full information as to the requirements of the project;
- (2) Designate representative/s authorized to represent the Procuring Entity, if the need arises; and
- (3) Evaluate documents submitted by the Designer/Contractor and render decisions to avoid delay in the progress of the Designer/Contractor work.

XVIII.CONFIDENTIALITY

All relevant data such as maps, reports, plans, diagrams, designs, statistics, specifications, and other supporting records or materials prepared in the course of the design-and-build shall be the property of the Procuring Entity and shall not be used by the Designer/Contractor without the prior written approval. Print and electronic copies of such documents shall be turned-over to the Procuring Entity.

In addition, all data and information related to the project shall be treated with strict confidentiality and in no instance shall they be released or revealed to a third party without written consent of the Procuring Entity.

XIX.ASSIGNMENT AND/OR SUBCONTRACTING

The PSA has prescribed that **subcontracting is allowed for Stage I-Design of Fit-Out and up to 25% of Stage II-Construction of Fit-Out.**

XX.INDEPENDENT CONTRACTOR

Nothing contained herein shall be construed as establishing or creating an employer-employee or principal-agent relationship, it being understood that the position of the Procuring Entity and Contractor is that of an independent contractor.

XXI.INDEMNIFICATION

The Designer/Contractor shall hold the Procuring Entity free and harmless from all claims, liabilities, suits and actions, demands, or damages arising from death, loss, or injuries to persons, entities, or properties, in relation to the delivery of design and build scheme.

In addition, the Contractor Designer agrees to protect and defend, at its own expense, the Procuring Entity against claims and liabilities arising from acts or omissions committed by the Contractor or its staff in the performance of the services including the use of copyrighted materials, patented inventions, articles or appliances, and indemnify the Procuring Entity for any damages or liabilities that the Procuring Entity may be compelled to assume arising from said acts or omissions.

XXII.CHANGES

The Procuring Entity may at any time, by written notice to Designer/Contractor, issue additional instructions, changes, or alterations to the work with no additional cost.

XXIII.SUSPENSION AND TERMINATION OF AGREEMENT

In case of default, failure or refusal on the part of the Designer/Contractor to perform the services in such manner consistent with the results herein contracted for, or non-compliance with the Terms of Reference, the Procuring Entity may issue a Notice of Suspension of Payment and suspend payment completely or in part.

In case any of the conditions as stated above, continue for a period of fourteen (14) days after the issuance of a Notice of Suspension of Payment, the Procuring Entity may terminate the Design and Build Fit-Out services.

In any event, the Procuring Entity may terminate the Design and Build Fit-Out services upon thirty (30) days written notice to the Designer/Contractor.

XXIV.LATE SUBMISSION OF TENDER DOCUMENTS

The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required will be five percent (5%) of *Contract Price Amount*.

XXV.LIQUIDATED DAMAGES

The Designer/Contractor binds itself to pay liquidated damages in case of any breach of the provisions of the Contract. The Designer/Contractor shall be charged liquidated damages equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity shall rescind the contract, without prejudice to other courses of action or other remedies open to it.

XXVI.WARRANTIES OF THE DESIGNER/CONTRACTOR

- 1) The Designer/Contractor warrants that it shall conform strictly with the terms and conditions of the Terms of Reference.
- 2) The Designer/Contractor warrants, represents and undertakes reliability of the service and that their manpower complement is hardworking, qualified, reliable and dedicated to do the service required to the satisfaction of the Procuring Entity. It shall employ highly skilled, well-behaved and honest employees with proper identification cards displayed conspicuously while working within the compound. It shall not obtain the services of any personnel of the Procuring Entity to work in any category.
- 3) The Designer/Contractor shall comply with the laws governing employee's compensation, PhilHealth, Social Security, labor standards and other laws, rules and regulations applicable to its personnel employed on account of the contracted services.
- 4) The Designer/Contractor, in the performance of its services, shall secure and maintain at its own expense all registration, licenses or permits required by national or local laws and shall comply with the rules, regulations and directives of regulatory authorities and commissions;
- 5) The Designer/Contractor, shall coordinate with authorized and/or designated personnel of the Procuring Entity in the performance of their services;
- 6) The Designer/Contractor 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, and the Procuring Entity shall be specifically released from any responsibility arising therein;
- 7) The Designer/Contractor shall comply with all the documentation to be required by the Commission on Audit (COA) even after completion of the Project at no additional cost to the Procuring Entity;
- 8) The Designer/Contractor shall neither assign, transfer, pledge, nor subcontract any part of or interest in the design-build contract; and
- 9) The Designer/Contractor who drew up the plans and specifications for a building shall be held liable for damages within fifteen (15) years for the design of the fit-out works they designed from the completion of the structure; the same should collapse by reason of a defect in those plans and specifications, or due to the defects in the ground.

XXVII.PROJECT ACCEPTANCE AND TURNOVER

- 1) The Procuring Entity shall coordinate with BCom-TWG to ensure that the Designer/Contractor and its completed work is:
 - 1.1 In accordance with the Construction Contract documents (plans and specifications) approved by the Procuring Entity.
 - 1.2 Able to perform as expected and that the Design and Build Fit-Out services was properly constructed to allow successful testing, commissioning, and certification.

- 2) Should the Procuring Entity and BCom-TWG notice minor defects after completing the punch list, new items may be added to the list which the Designer/Contractor shall correct prior to final acceptance without cost to the Procuring Entity.
- 3) The Procuring Entity shall release the retention money upon Final Acceptance of the project.
- 4) The Warranty Security shall be returned after the completion of the construction of fit-out one (1) year after the issuance of the Certificate of Final acceptance.

XXVIII.CONFLICT OF INTEREST

The Designer/Contractor shall provide professional, objective, and impartial advice and at all times hold the Procuring Entity's interests paramount, without any consideration for future work, and strictly avoid situations where a conflict of interest shall arise with their other projects or their own interests. Designer/Contractor shall not be hired for any project that would be in conflict with their prior or current obligations to other entities, or that may place them in a position of not being able to carry out the Project in the best interest of the Procuring Entity.

Should a conflict-of-interest situation arise in the course of the implementation of this Design and Build scheme, not attributable to any act of the Designer/Contractor, the Designer/Contractor must disclose the nature and extent of the conflict within ten (10) days from notice.

ANNEX - A
Architectural Design Checklist of References

Architectural design shall conform to the following standards:

1. National Building Code of the Philippines (PD 1096) and its latest amended IRR;
2. The Architectural Act of 2004 (RA 9266) and its latest amended IRR;
3. Accessibility Law (BP 344) and its latest amended IRR;
4. Fire Code of the Philippines (RA 9514) and its latest amended IRR;
5. National Structural Code of the Philippines (NSCP) 2010;
6. National Plumbing Code of the Philippines (NPCP);
7. Sanitation Code of the Philippines;
8. Mechanical Engineering Code of the Philippines;
9. Philippine Electrical Code;
10. National Electric Code;
11. Existing Local Codes and Ordinances;
12. City Green Building Ordinance;
13. Bureau of Product Standards;
14. Energy Efficiency and Conservation Act (RA11285);
15. The Philippine Green Building Code (RA 11393)

ANNEX - B
Interior Design Checklist of References

Interior design shall conform to the following standards:

1. National Building Code of the Philippines (PD 1096) and its latest amended IRR;
2. The Architectural Act of 2004 (RA 9266) and its latest amended IRR;
3. Accessibility Law (BP 344) and its latest amended IRR;
4. Fire Code of the Philippines (RA 9514) and its latest amended IRR;
5. National Structural Code of the Philippines (NSCP) 2010;
6. National Plumbing Code of the Philippines (NPCP);
7. Sanitation Code of the Philippines;
8. Mechanical Engineering Code of the Philippines;
9. Philippine Electrical Code;
10. National Electric Code;
11. Existing Local Codes and Ordinances;
12. City Green Building Ordinance;
13. Bureau of Product Standards;
14. Energy Efficiency and Conservation Act (RA11285);
15. The Philippine Green Building Code (RA 11393)

ANNEX - C
Structural Design Checklist of References

Structural Design shall conform to the following standards:

1. National Building Code of the Philippines (PD 1096) and its latest amended IRR;
2. National Structural Code of the Philippines (NSCP) 2010;
3. Accessibility Law (BP 344) and its latest amended IRR;
4. Existing Local Codes and Ordinances;
5. City Green Building Ordinance;

Standards:

1. Bureau of Product Standards (BPS);
2. Philippine National Standards (PNS)

3. Underwriters Laboratory (UL);
4. DPWH Blue Book;
5. American Concrete Institute (ACI);
6. American Society for Testing Materials (ASTM);

ANNEX - D

Sanitary/Plumbing Design/Works Checklist of References

Sanitary/Plumbing design/works shall conform to the following standards:

Codes:

1. National Building Code of the Philippines (PD 1096) and its latest amended IRR;
2. Fire Code of the Philippines (RA 9514) and its latest amended IRR;
3. National Plumbing Code of the Philippines (NPCP);
4. Sanitation Code of the Philippines;
5. Existing Local Codes and Ordinances;
6. The Philippine Green Building Code (RA 11393)

Standards:

1. Bureau of Product Standards (BPS);
2. Philippine National Standards for Drinking Water;
3. Underwriters Laboratory (UL);
4. National Water Resources Board (NWRB);
5. National Plumbers Association of the Philippines (NAMPAP);
6. Philippine Society of Sanitary Engineers, Inc. (PSSE)

ANNEX - E

Mechanical Design/Works Checklist of References

Mechanical design/works shall conform to the following standards:

Codes:

1. National Building Code of the Philippines (PD 1096) and its latest amended IRR;
2. Fire Code of the Philippines (RA 9514) and its latest amended IRR;
3. Mechanical Engineering Code of the Philippines (ME Code);
4. Existing Local Codes and Ordinances;
5. Energy Efficiency and Conservation Act (RA11285);
6. The Philippine Green Building Code (RA 11393)

Standards:

1. Bureau of Product Standards (BPS);
2. Philippine National Standards for Drinking Water;
3. Underwriters Laboratory (UL) and Factory Manual (FM);
4. International Electro-Technical Commission (IEC) 1998;

ANNEX - F

Electrical and Electrical Auxiliaries Design/Works Checklist of References

Electrical and Electrical Auxiliaries design/works shall conform to the following standards:

Codes:

1. National Building Code of the Philippines (PD 1096) and its latest amended IRR;
2. Fire Code of the Philippines (RA 9514) and its latest amended IRR;

3. Philippine Electrical Code;
4. Existing Local Codes and Ordinances;
5. Energy Efficiency and Conservation Act (RA11285);
6. The Philippine Green Building Code (RA 11393)

Standards:

1. Bureau of Product Standards (BPS);
2. Underwriters Laboratory (UL);
3. International Electro-Technical Commission (IEC) 1998;
4. Illumination Engineering Society (IES);
5. National Electrical Manufacturer's Association (NEMA)

ANNEX - G
Fire Protection Design/Works Checklist of References

Fire Protection design/works shall conform to the following standards:

Codes:

1. National Building Code of the Philippines (PD 1096) and its latest amended IRR;
2. Fire Code of the Philippines (RA 9514) and its latest amended IRR;
3. Mechanical Engineering Code of the Philippines (ME Code);
4. National Plumbing Code of the Philippines (NPCP);
5. Existing Local Codes and Ordinances;

SECTION IV. PRESCRIBED BIDDING FORMS

CERTIFICATE OF COMPLIANCE FOR THE PROCUREMENT OF FIT-OUT SERVICES (DESIGN AND BUILD SCHEME) FOR THE PHILSYS REGISTRY OFFICE (PRO) SPACE IN ETON CENTRIS 5

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with the Invitation to Bid (ITB) for the Procurement of Fit-Out Services (Design and Build Scheme) for the Philsys Registry Office (PRO) Space in Eton Centris 5 under Negotiated Procurement – Two Failed Biddings, (*name of company*), hereby certifies that:

- a) *[Name of Designer/Contractor]* has read and examine the contents of this document, particularly the Terms of Reference (TOR) for the project; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Designer/Contractor
Address

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT
WHICH IS SIMILAR IN NATURE**

This is to certify that _____ has the completed contract as stated:

Name of Client & Address	Date of Contract	Title of the Project in the Contract	Kinds of Goods	Amount of Contract	Date of Delivery / End-user's acceptance	Date of Official Receipt(s)	Contract Duration

Name and Signature of Authorized Representative

Date: : _____

**STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name of Client & Address	Date of the Contract	Title of the Project in the Contract	Kinds of Goods	Contract Amount	Value of Outstanding Contracts	Date of Delivery	Contract Duration
<u>Government</u>							
<u>Private</u>							

Name and Signature of Authorized Representative

Date: : _____

Instructions:

- i. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- ii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

DETAIL UNIT PRICE ANALYSIS TEMPLATE

Detail Unit Price Analysis

Item No. / Descriptic :

Unit of Measuremen :

Output / per hour :

	Designation	No. of Person	No. of Hours	Hourly Rate	Amount
A	Labor				
Sub-Total for A					
	Name and Capacity	No. of Units	No. of Hours	Hourly Rate	Amount
B	Equipment				
Sub-total for B					
Total (A + B)					
Output / per Hour					
Direct Unit Cost (A + B)					
	Name and Specification	Quantity	Unit	Unit Cost	Amount
C	Materials				
Sub-total for C					
Direct Unit Cost (A + B) + C					
Overhead, Contingencies and Miscellaneous (OCM)					
Contractor's Profit					
Value Added Tax (VAT)					
Total Unit Cost					

BILL OF QUANTITIES

PROJECT : DESIGN AND BUILD FIT-OUT SERVICES
 LOCATION : ETON CENRIS CYBERPOD 5, EDSA, QUEZON CITY
 Total Area : 4687.63 sq.m.

SUMMARY (see FPF 2)

CONSULTANCY COST (STAGE 1 - DESIGN OF FIT-OUT)		
I	DESIGN OF FIT-OUT (see	
	TOTAL AMOUNT (STAGE 1)	-

BILL OF QUANTITIES SUMMARY (STAGE 2 - CONSTRUCTION OF FIT-OUT)		
Item	Description	Total Amount
I	GENERAL REQUIREMENTS	
II	ELECTRICAL WORKS	
III	MECHANICAL WORKS	
IV	ELECTRONICS/ AUXILIARY WORKS	
V	PLUMBING WORKS	
VI	ARCHITECTURAL/ CIVIL WORKS	
VII	FIRE PROTECTION WORKS	
VIII	FURNITURE & SPECIALTY WORKS	
	TOTAL AMOUNT (STAGE 2)	
	GRAND TOTAL	-

Submitted by:

Authorized Representative Name
 Company
 Date

I. GENERAL REQUIREMENTS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					OCM	PROFIT	%	VALUE				
1	2	3	4	5	6	7	8	9	10	11	12	13
								ENG-16	ENG-16	ENG-16		
I	GENERAL REQUIREMENTS/PRELIMINARIES											
1.1	Mobilization	1.00	lot									
1.2	Permits and Licenses	1.00	lot									
1.3	Temporary Facilities	3.00	months									
1.4	Temporary Utilities (Water, Electricity, Internet and Communication)	3.00	months									
1.5	Site Supervision (Site Management and Office Expenses)	3.00	months									
1.6	Safety and Security	3.00	months									
1.7	Bonds and Insurances											
	1.7.1 Surety Bond	3.00	months									
	1.7.2 Performance Bond	3.00	months									
	1.7.3 Guarantee Bond	3.00	months									
	1.7.4 Contractors All Risk Insurance	3.00	months									
	1.7.5 Contractor Employees Accident Insurance and CGL	3.00	months									
1.8	As-Built Drawings and Shop Drawings	3.00	months									
1.9	Quality Control Testing and Commissioning	1.00	lot									
1.10	Site Clearing and Demobilization	1.00	lot									
1.11	Additional Construction Safety & Health (Covid Response)	1.00	lot									

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

II. ELECTRICAL WORKS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					OCM	PROFIT	%	VALUE				
1	2	3	4	5	6	7	8	9	10	11	12	13
								ENG-16	ENG-16	ENG-16		
II	ELECTRICAL WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	I.1. POWER SUPPLY (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	II.1.1 Breakers											
	II.1.2 Wiring System											
	II.1.3 Fixtures											
	I.2. LIGHTING SYSTEM (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	II.2.1 Breakers											
	II.2.2 Wiring System											
	II.2.3 Fixtures											

note: All electrical works shall be based on specs of the designer and must be verified to comply with national/local codes, standards and ETON Centre Guidelines.

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

III. MECHANICAL WORKS (HVAC)

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					OCM	PROFIT	%	VALUE				
1	2	3	4	5	6	7	8	9	10	11	12	13
								ENG-16	ENG-16	ENG-16		
III	MECHANICAL WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	I.1. AIRCONDITIONING WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	III.1.1 Breakers											
	III.1.2 Wiring and Control Systems											
	III.1.3 Copper Piping System											
	I.2. VENTILATION WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	III.2.1 Fresh Air Ventilation System											
	III.2.2 Exhaust/Ventilation System											
	III.2.3 Toilet Exhaust System											

note: All mechanical works shall be based on specs of the designer and must be verified to comply with national/local codes, standards and ETON Centre Guidelines.

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

IV. ELECTRONICS/ AUXILIARY WORKS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					OCM	PROFIT	%	VALUE				
1	2	3	4	5	6	7	8	9	10	11	12	13
IV.	ELECTRONICS/ AUXILIARY WORKS											
IV.1.	ELECTRONICS/ AUXILIARY WORKS (Network/Structured Cabling, etc) (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
IV.2.	X-RAY MACHINES (Entrance) (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)	2.00	units									
IV.3.	THERMAL SCANNER AND MONITOR (Entrance) (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)	2.00	units									
IV.4.	LED WALLS (Entrance) (1.5m H x 2m L)(Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)	2.00	units									
IV.5.	LED WALL FOR MEDIA CENTER (2m H x 3.0m L)(Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)	1.00	units									
IV.5.	MEDIA CENTER/ TRAINING ROOM CONTROL SYSTEMS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)	1.00	units									

note: All electronic auxiliary works shall be based on specs of the designer and must be verified to comply with national/local codes, standards and ETON Centris Guidelines.

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

V. SANITARY/ PLUMBING WORKS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					OCM	PROFIT	%	VALUE				
1	2	3	4	5	6	7	8	9	10	11	12	13
V.	SANITARY/ PLUMBING WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
V.1.	TOILET (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	V.1.1. Piping System (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	V.1.2. Fixtures (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	V.1.3. Tile Works (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
V.2.	PANTRY (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	V.2.1. Piping System (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	V.2.2. Fixtures (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	V.2.3. Tile Works (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											

note: All sanitary/plumbing works shall be based on specs of the designer and must be verified to comply with national/local codes, standards and ETON Centris Guidelines.

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

VI. ARCHITECTURAL/ CIVIL WORKS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					OCM	PROFIT	%	VALUE				
1	2	3	4	5	6	7	8	9	10	11	12	13
VI.	ARCHITECTURAL/ CIVIL WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
VI.1.	FLOOR FINISHES (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
VI.2.	CEILING WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
VI.3.	WALLS/ FINISHES											
	VI.3.1. GLASS WALLS/ FINISHES (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	VI.3.2. DRY WALLS/ FINISHES (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	VI.3.3. CONCRETE WALLS/ FINISHES (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
VI.4.	CABINETRY (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
VI.5.	AGENCY SIGNAGE/LOGO (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
VI.6.	DOORS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
VI.7.	AGENCY SIGNAGE/LOGO											

note: All architectural/civil works shall be based on specs of the designer and must be verified to comply with national/local codes, standards and ETON Centris Guidelines.

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

VII. FIRE PROTECTION WORKS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					CON	PROFIT	%	VALUE				
1	2		4		5	7	8	9	10 5%*(5+7)	11 9+10	12 5+11	13 12+9
VII	FIRE PROTECTION WORKS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)											
	VII.1 BI Piping System											
	VII.2 Installation of Additional Sprinklers											

note: All fire protection works shall be based on specs of the designer and must be verified to comply with national/focal codes, standards and ETON Centris Guidelines.

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

VIII. FURNITURE & SPECIALTY WORKS

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	UNIT COST	TOTAL COST
					CON	PROFIT	%	VALUE				
1	2		4		5	7	8	9	10 5%*(5+7)	11 9+10	12 5+11	13 12+9
VIII	FURNITURE & SPECIALTY WORKS											
	VIII.1 WORKSTATIONS 1	23.00	units									
	VIII.2 WORKSTATIONS 2	261.00	units									
	VIII.3 LOOSE FURNITURE/DECOR (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)	1.00	lot									
	VIII.4 BLINDS (Provide Detailed Estimates with Detailed Unit Price Analysis (DUPA) for each item)	1.00	lot									

note: All furniture and specialty works shall be based on specs of the designer and must be verified to comply with national/focal codes, standards and ETON Centris Guidelines.

TOTAL

Submitted by:

Authorized Representative Name
Company
Date

SECTION V. CHECKLIST OF REQUIREMENTS FOR THE PROJECT

A. Eligibility Requirements

a. Legal Documents

- i. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **or**
- ii. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; **and**
- iii. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **and**
- iv. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

b. Technical Documents

- i. Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ii. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- iii. Philippine Contractors Accreditation Board (PCAB) License

c. Financial Documents

- i. Original of duly signed and accomplished Financial Bid Form; **and**
- ii. Original of duly signed Bid Prices in the Bill of Quantities; **and**
- iii. Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid (Detailed Unit Price Analysis [DUPA]); **and**
- iv. Cash Flow by Quarter.

B. Additional requirements

a. Personnel Qualification Requirements

- i. Curriculum Vitae, Licenses/ Certifications for the Key Personnel involved in the following stages for the Project (see Terms of Reference, Section VIII):

STAGE I – DESIGN OF FIT-OUT

<i>Key Position/s</i>	<i>License/Certification Required</i>
Principal Architect/Designer	PRC & UAP
Project Manager/Coordinator	PRC & UAP or PICE
Licensed Interior Design	PRC & PIID
Licensed Civil Engineer	PRC & PICE
Professional Electrical Engineer	PRC & IIEE
Electronics Engineer	PRC & IECEP
Professional Mechanical Engineer	PRC & PSME
Licensed Sanitary Engineer / Registered Master Plumber	PRC & PSSE or NAMPAP
Network Engineer	CCNA/CCNP or JNCDA/JNCDS
CAD Draftsman	Training Certificate

STAGE II – CONSTRUCTION OF FIT-OUT

<i>Key Position/s</i>	<i>License/Certification Required</i>
Mechanical Works	
Mechanical Engineer	PRC
Plumbing/Sanitary Works	
Licensed Sanitary Engineer / Registered Master Plumber	PRC
Electrical Works	
Registered Electrical Engineer	PRC and IIEE
Master Electrician	PRC
Fire Protection Works	
Mechanical Engineer	PRC
Architectural / Civil Works	
Professional Architect or Civil Engineer	PRC
Network / Electronic Works	
Electronics Engineer	PRC
Network Engineer	Atleast CCNA

- b. Additional Project Requirements
 - i. Design and construction methods
 - ii. Value engineering analysis of design and construction method
 - iii. Preliminary Conceptual Design Plans
 - iv. List of contractor's key personnel for each stage of the project

- Bidders are encouraged to follow the key positions as stated in the Terms of Reference. That is, contractors must list down the names of the proposed personnel for the project.

For example:

Key Position/s	Name of Personnel	Requirements
Principal Architect/Designer	Juan Dela Cruz	Attached are the CV, PRC & UAP Certification of Mr. Dela Cruz

- v. List of contractor's major equipment units which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be.

For this case, the Minimum Equipment:

- a. Grinder
 - b. Hammer Drill
 - c. Pipe Bender
 - d. Tester/Megger
 - e. Cutting Machine
 - f. Coring Machine
 - g. Fusion Machine
 - h. Metal Drill
 - i. Hydrostatic Test Pump
 - j. Threading Machine
- vi. construction schedule and S-curve, manpower schedule, construction methodology, equipment utilization schedule, construction safety and health program approved by the DOLE, other acceptable tools of project scheduling.