



SCOPE OF WORK

COMPLETION OF ADMINISTRATION BUILDING

OF

PHILIPPINE SCIENCE HIGH SCHOOL – ZAMBOANGA PENINSULA REGION CAMPUS BRGY. COGON, DIPOLOG CITY

I. BACKGROUND

The Philippine Science High School-Zamboanga Peninsula Region Campus (PSHS-ZRC)'s Administration Building was constructed under the design and build scheme but is yet to be completed. The demand for it to already utilize is high considering that full in-person classes are in full swing and the rooms that are temporarily used as offices by those who are to occupy the Administration Building are already to be used for what they are intended for. However, there are necessary items that are yet to construct, install, fix and/or provide for this building to be functional and usable. This project will address to some of these necessities. The utilization of the building will benefit both the female and male students, personnel, stakeholders and visitors of PSHS-ZRC.

II. PROJECT DESCRIPTION AND LOCATION

The **Completion of Administration Building** project shall cover the building's primary needs so that it can be occupied and used when done. The works to implement are for the whole three (3) floors of the building that include mechanical, electrical, air-conditioning, plumbing, carpentry and a little bit of architectural and masonry.

PSHS-ZRC intends to procure through public bidding the **Completion of Academic Building** project with an Approved Budget for the Contract (ABC) of **FIVE MILLION PESOS (₱ 5,000,000.00)** based on the National Expenditure Program (NEP) for FY 2023, including all applicable taxes, permits, certificates and clearances. **The project duration is 120 calendar days.** This is for Early Procurement Activity (EPA).

III. SCOPE OF WORK

The bidder shall prepare and submit:

- ❖ Bill of Quantities (BOQ) and Detailed Cost Estimates of the scope of work for the whole project.

Note:

- The labor component of the cost estimates shall follow the ranges provided in the latest wage order of DOLE Region IX.
- The Contractor shall provide itemized breakdown of the units in lots/Lump sums given in the BOQ.

1) General Requirements

- Mobilization and Demobilization
- Project Billboard – See attached format.
- Temporary Facilities

- ❖ The Contractor shall provide temporary office and bunkhouse/quarters with water, electricity and toilet facilities. Upon completion of this project, the structures made shall be torn down and the area has to be cleaned, the recovered usable materials shall be turned over to the procuring entity and the unusable ones shall be disposed of.
- ❖ The Contractor shall pay for the installation of/acquisition of separate connections for electricity and water and the monthly bills for these during the construction phase.
- Permits and Clearances
 - ❖ The Contractor is responsible in completing the building permit application started by the prior Contractor. It shall also coordinate and work with the proper offices/agencies for the completion of the permit.
 - ❖ Upon completion of the project, the Contractor shall also be responsible in securing the occupancy permit.
- Design Services
 - ❖ The As-Built Plan and revised plans (if any) should be prepared, signed, and sealed by the respective registered professionals.
- Construction Safety and Health
 - ❖ Personal Protective Equipment, Medicines, First Aid Kit, and others.

2) Fire Sprinkler System

- Supply and installation of *fire sprinkler system and standpipe and hose system*. (**see Annex A**)
- Water will be pumped from the cistern tank of the Academic Building 2. With this, the standpipe rise will be transferred to the left wing of the Administration Building. (**see Campus Master Plan**)
- For additional design in the plan and provision, each floor shall have two (2) Fire Hose Cabinets and Fire Hose Valves.
- Construction of this system should be compliant to Republic Act No. 9514 Fire Code of the Philippines.
- Hydrostatic Testing, Commissioning and Final Inspection
- Contractor has to request the Bureau of Fire Protection to witness the testing and approve the setup made as part of the requirements of the project.
- **All fire protection works and installation shall be supervised by a licensed mechanical engineer.**

3) Fire Detection and Alarm System (see Annex B)

- Supply and installation of *fire detection and alarm system*, wires, conduits, hangers, and supports. Laying of wires/conduits is mainly laid behind the ceiling or embedded in the walls. If wall embedding is required, the Contractor shall take necessary measures to prevent any damage to the building structure.
- Include testing and commissioning.
- For additional design in the plan and provision, each floor shall have at least two (2) manual pull stations, alarm bell, and horn/strobe.
- Shall be in accordance with the NFPA 72, National Fire Alarm and Signaling Code, or latest edition of Philippine Electronics Code and Philippine Electrical Code (PEC).
- Fire alarm control panel should have tagging which reflects the actual zoning of the devices.

4) Exhaust Ventilation System

- Supply and installation of ceiling mounted exhaust fans for all toilets in the building (**See Annex F**).
- Installed exhaust fans should have duct connection to an outdoor vent.
- Vent size/ventilation rate should be at least one (1) cubic feet per minute (CFM) per square foot of toilet area.
- Ceiling mounted exhaust fan should be connected to the lighting switch.
- **See annex D for typical detail**

5) Air-Conditioning Unit (ACU) System

- Rewiring at the 3rd floor to be intended for split-type ACU (Conference Room) and ceiling-mounted ACU (Office of the Campus Director), including circuit breaker and outlets.
- Rewiring shall be completed and functional upon installation of ACUs.
- Supply and installation of Dual Inverter ACUs in specified areas (encircled in the plan) in the Ground, 2nd and 3rd Floors:

AC Unit	QTY (Set with complete Accessories)
1.0 HP Split Type Aircon	3
1.5 HP Split Type Aircon	6
2.0 HP Split Type Aircon	3
3 TR Ceiling Mounted	1

- Supply and installation of two (2) units of 18-inch ceiling-mounted orbit electric fan in each of the Discipline Officer (DO) and Union Office.
- **See attached** previous Electrical and Mechanical Plan (**Annex D**) and revised ACU layout. (**Annex E**)

Note: Actual site condition may differ from the plan. Perform actual site assessment for accuracy.

6) Electrical Works

- Review the electrical system within the building and determine and fix electrical outlets that do not have power supply and other electrical concerns that include, but not limited to, the repair of existing electrical fixtures and supply and installation of missing electrical fixtures).
- Complete the diagrams of electrical panel boards that are currently installed, and identify the lines where the wires are connected to and properly tag each of these wires.
(See Annex D for reference)

Note: The electrical plan attached maybe made as reference by the Contractor but some items in the plan do not reflect their actual current statuses or locations. The Contractor is therefore required to have an actual site assessment of the building's electrical system to be able to determine the scope of work involved.

- In addition to the existing design, the building shall be connected to the generator set in the campus (**See Campus Master Plan**). The power and lighting should be fully functional from both the electric utility source and the generator source.

7) Plumbing Works

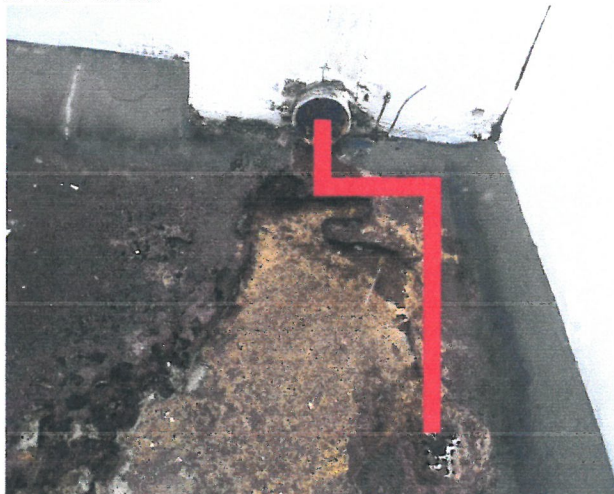
- Review the water system within the building and determine and fix defects concerning plumbing works that include, but not limited to, leaking on the roof, roof deck, gutter and glass windows.
- Supply and install/construct the following:
 - a) Duplex Pressure pump (at least 2Hp) with tank (605 liters) - complete accessories
 - b) Booster Pump (complete accessories) – at least 2Hp
 - c) Overhead Steel Tank (1 unit with 2000 liters capacity)
 - d) Pump house and safety breaker/control panel

Note: The design specifications of this system should be presented to the procuring entity prior to procurement.

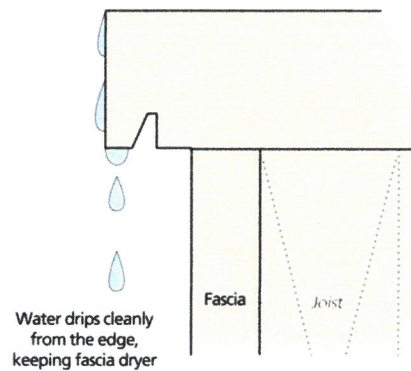
- Complete application of waterproofing membrane (4mm thick) at roof deck along with its ¼ of the sidings including plaster and anti-algae top coat paint (preferably white).



- Six (6) existing floor drains at the roof deck but not reflected in the plan. To prevent the rainwater from building up on the roof deck, connect the outlet of the downspout from roof to the inlet drain of the roof deck.



- Design and construction of drip inducer on all canopies to interrupt and break the flow of rainwater.



(Example Only)

- Reapplication of sealant on fixed tempered glass windows to prevent water leaking.

8) Architectural Works

8.1.) **Replacement of Fixed Tempered Glass** - Supply and installation of 10 units - ¼" x 1.2m x 2.2m tempered glass panel. Should have the same shade as to existing glass panel.



(Shade may vary due to lighting)

8.2.) **Ceiling Works** – Note: Existing ceiling is made of cement fiber board. (See Annex F for ceiling plan)

- Remove ceiling for the installation of fire protection. Removed ceiling will be reused, so ensure least damage on this.
- Prior to re-installing the ceilings, check and ensure that ceiling hangers are safe, undamaged and reinforced (if necessary).
- Redesign the aesthetics of the ceilings and the lighting fixtures at the Campus Director's Office, and Conference Room (3rd Floor) during the re-installation of the ceilings. The rest of the rooms should follow the designs as planned.

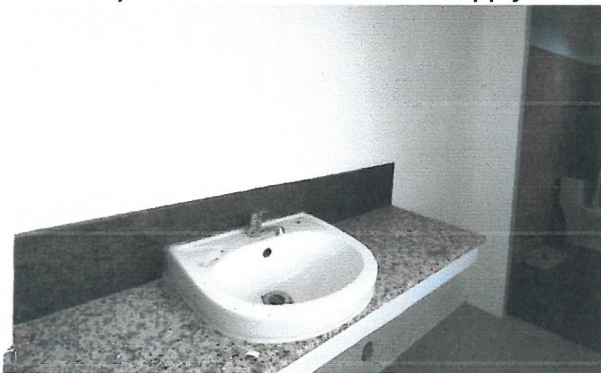


Campus Director's Office



Conference Room

8.3.) **Toilet Wall Mirror** – Supply and installation of the following:



Three (3) units of 0.60m x 0.60m removable wall mirror above the lavatory.



Two (2) sets of fixed mirror with approximate dimensions: *(Verify for Actual at Women's Toilet)*
Length = 1.70m, Height = 0.60m (Left); Length = 1.50m, Height = 0.60m (Right)



Two (2) sets of fixed mirror with approximate dimensions: *(Verify for Actual at Men's Toilet)*
Length = 1.55m, Height = 0.60m

8.4.) **Cabinetry Works**

- Design and construction of storage cabinets (appropriate for toilet areas) under the sink.



Two (2) sets of cabinetry with approximate dimensions: *(Verify for Actual)*
Length = 3.70m, Height = 0.75m, Width = 0.50m



Two (2) sets of cabinetry with approximate dimensions: (Verify for Actual)
Length = 1.70m, Height = 0.75m, Width = 0.50m

8.5.) Ramp & Stairs – Continuation of ramp going to the road side and additional one step for entrance stairs.



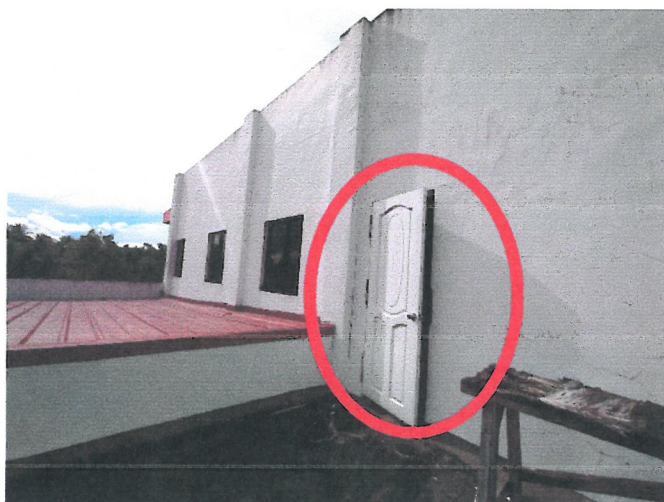
Length = 2.60m, Height = 0.50m, Width = 2.55m (Verify for Actual)



Approximate Length = 8.70m (Verify for Actual)

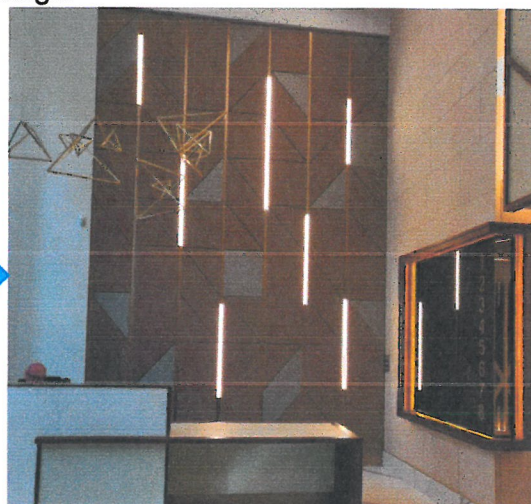
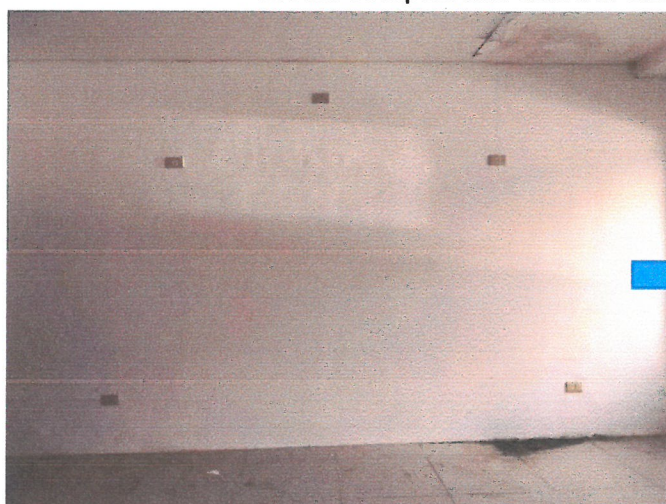
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- 8.6.) **Repair of Doors and Windows and Provision of Locks and/or Keys –** Realignment/repair of doors (including those of toilet partitions) and windows that cannot be closed. Provide locks to and/or at least two (2) keys of each door in the building that need these.
- 8.7.) **Rust Proof Steel Door –** Replace existing door (encircled below) with Rust Proof Steel Door.



8.8.) **Wall Panel Design and Floor Carpet**

- Design and construct wall panels on one (1) side of the walls at the Campus Director's Office and Conference Room that are aesthetically appropriate for an office, including the design and installation of lightings. The design of the wall panel should complement with the ceiling design.



(Example only)

- Provision of Rug Carpet for Campus Director's Office only covering an area of 24 square meters. Dimension/cutting of the carpet will be determined after finalization of furniture placement.

9) **Masonry Works**

- Renovation of electrical room (floor dimension =1.0 m x 2.1 m).
- Demolition of existing plywood material wall (two sides interior wall).
- Reinforced CHB wall laying with plastering and painting.
- Installation of Flush Door

BILL OF QUANTITIES GUIDE

ITEM NO.	DESCRIPTION	Unit	Qty	Unit Cost	Amount
1.0.	General Requirements				
1.1.	Mobilization and Demobilization		lot		
1.2.	Project Billboard		lot		
1.3.	Temporary Facilities		lot		
1.4.	Permits and Clearances		lot		
1.5.	Design Services		lot		
1.6.	Construction Safety Health		lot		
2.0.	Fire Sprinkler System		lot		
3.0.	Fire Detection and Alarm System		lot		
4.0.	Exhaust Ventilation System		lot		
5.0.	Air-conditioning System		lot		
6.0.	Electrical Works		lot		
7.0.	Plumbing Works		lot		
8.0.	Architectural Works				
8.1.	Replacement of Fixed Tempered Glass		units		
8.2.	Ceiling Works		sq.m.		
8.3.	Toilet Wall Mirror		units		
8.4.	Cabinetry Works		sq.m.		
8.5.	Ramp & Stairs		lot		
8.6.	Repair of Doors & Windows and Provision of Keys		lot		
8.7.	Rust Proof Steel Door		lot		
8.8.	Wall Panel Design and Floor Carpet		lot		
9.0.	Masonry Works		sq.m.		
TOTAL					

Note:

- *The scope of work of this project is not limited to the items listed in the table. The Contractor may include items that are required in their proposed design.*
- *The Contractor is required to perform an actual site assessment for accurate quantification of materials and span of works. Any item deficiency on the bidding documents submitted as against the actual requirement in site will be to the account of the Contractor and not be subject for variation order.*

IV. SELECTION OF DESIGN AND BUILD CONTRACTOR

The procurement and implementation shall be in accordance with the provisions of RA 9184, specifically, its Annex G. Bidding shall be conducted by the Bids and Awards Committee (BAC) constituted to conduct the procurement of the project. The TWG shall prepare the design brief and performance specifications and parameters, review the detailed engineering design, and assist the BAC in the evaluation of technical proposals in accordance with the criteria set.

A. Eligibility Requirements

a. Eligibility Documents

Class "A" Documents

- i. PhilGEPS Certificate of Registration and Membership (Platinum)
- ii. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located;



- iii. Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- iv. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
- v. Statement of all on-going, completed, awarded but not yet started design/design and build related contracts
- vi. Single Largest Completed Contracts (SLCCs) similar to the project to be bid that must be at least fifty percent (50%) of the ABC to be bid (in a joint venture/consortia, one should have at least one similar project, both in design and construction, with at least 50% of the cost)
 SLCC must be supported by any of the following documents:
 -Owner's Certificate of Final Acceptance issued by the project owner other than the Contractor
 - Final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). *In case of contracts with the private sector, an equivalent document shall be submitted.*
- vii. PCAB licenses and registration for the type and cost of the contract for this project; **(Classification: General Building; License Category: C&D; Size Range: Small B)**
- viii. Audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- ix. NFCC computation

$$\text{NFCC} = [(\text{Current assets minus current liabilities}) (15)] \text{ minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.}$$

Class " B " Documents

- i. Joint Venture agreement, if applicable.
- ii. Special PCAB license in case of a Joint Venture.

b. Technical Documents

- i. Bid Security (in any form)
- ii. Project Requirements
 - ii.1. Organizational Chart
 - ii.2. List of Contractor's Personnel (design and construction) with complete qualification and experience data (with valid licenses issued by the PRC)
 - ii.3. List of Contractor's major equipment units, which are owned, leased and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from equipment lessor/vendor for the duration of the project.
- iii. Omnibus Sworn Statement
- iii. Preliminary Conceptual Design Plan (Schematic Drawings) in accordance with the degree of details specified under Section III SCOPE OF WORK – DESIGN

These drawings shall be scaled presentation comprising, but not limited to:

- necessary details on illustrating the size, dimensions, materials intended to be used and specifications indicated in the Scope of Work. These shall be printed on A3-sized sheets.
- Another complete set of the drawings should be printed on A4-sizes sheets bound and submitted together with the other technical documents.

- iv. Design and Construction Methods
 - v. Value Engineering analysis of design and construction method
- Prospective bidders shall prepare a value engineering analysis report of their proposed design and construction method to be applied for the project. Importance shall be made on the following criteria:
- Cost-saving, measured on a per square meter average figure
 - Time-saving in design and construction duration, measured using the HOPE and approved PERT-CPM of the project.
 - Operational efficiency

c. Financial Component

- i. Financial Bid Form
- ii. Bill of Quantities
- iii. Detailed Cost Estimates
- iv. Summary Sheet indicating the unit prices of materials, labor rates and equipment rental
- v. Payment Schedule

Three (3) sets of documents [i.e., one (1) original and two (2) photocopies] – each set containing the eligibility, technical and financial components shall be submitted. These sets of documents should be hard-bound or soft-bound or ring-bound, provided with bookmarks on the side corresponding to the table of contents.

B. Eligibility Criteria

- a. The eligibility of design and build Contractors shall be based on the legal, technical and financial requirements above-mentioned. In the technical requirements, the design and build Contractor (as solo or in joint venture/consortia) should be able to comply with the experience requirements under the IRR of RA 9184, where one of the parties (in a joint venture/consortia) should have at least one similar project, both in design and construction, with at least 50% of the cost of the Approved Budget for the Contract (ABC).
- b. If the bidder has no experience in design and build projects on its own, it may enter into subcontracting, partnerships or joint venture with design or engineering firms for the design portion of the contract.
- c. The relevant provisions under Section 23.5. of the IRR of RA 9184 on eligibility criteria shall be observed.

V. DESIGN / CONSTRUCTION PERSONNEL

The key professionals and the respective qualifications of the **DESIGN / CONSTRUCTION PERSONNEL** shall be as follows:

1. Project Engineer

The Project Engineer shall be a licensed civil engineer with at least two (2) years of experience in building construction and civil works.

2. Foreman

The Foreman must be duly accredited with at least two (2) years of experience in building construction and civil works.

3. Safety Officer

The Safety Officer must be an accredited safety practitioner by the Department of Labor and Employment (DOLE) and has undergone the prescribed 40-hour Construction Safety and Health Training (COSH).

4. Electrical Engineer

The Electrical Engineer must be a registered Professional Electrical Engineer with at least five (3) years of experience in the design of lighting, power distribution and preferably knowledgeable in developments in emergent efficient lighting technologies and energy management.

5. Master Plumber

The Sanitary Engineer or Master Plumber must be duly-licensed with at least three (3) years of experience in similar and comparable projects in Drainage Systems and Waste Water Management Systems and preferably knowledgeable in emergent, alternative effluent collection and treatment systems.

6. Mechanical Engineer

The Mechanical Engineer must be a Professional Mechanical Engineer with at least three (3) years of experience in HVAC and fire protection systems and preferably knowledgeable in emergent, alternative energy-efficient HVAC technologies.

7. Electronics and Communication Engineer

The Electronics and Communication Engineer must be a registered Professional Electronics Engineer with at least three (3) years of experience in the related field and knowledgeable in fire detection system.

The above key personnel listed are required. The CONTRACTOR may, as needed and at its own expense, add additional professionals and/or support personnel for the optimal performance of all Construction Services, as stipulated in this Scope of Work, for the PROJECT. Prospective bidders shall attach each individual's resume and PRC license (if applicable), proof of qualifications, and related documents as necessary.

VI. DETAILED ENGINEERING REQUIREMENT

1. Upon award of the design and build contract, the winning bidder shall be responsible for the preparation and submission of all necessary detailed engineering investigations, surveys and designs in accordance with the provisions of Annex "A" of this IRR (with the exception of the Bidding Documents and the ABC).
2. The procuring entity shall ensure that all necessary schedules with regards to the submission, confirmation and approval of the detailed engineering design and the details of the construction methods and procedures shall be included in the contract documents.
3. The procuring entity shall review, order rectifications, and approved or disapprove – for implementation only – the submitted plans within these schedules. All instructions for rectification shall be in writing stating the reasons for such rectification. The design and build Contractor shall be solely responsible for the integrity of the detailed engineering design and the performance of the structure irrespective of the approval/confirmation by the procuring entity.

VII. PROJECT IMPLEMENTATION

As a rule, contract implementation guidelines for the procurement of infrastructure projects shall comply with Annex "E" of the IRR of RA 9184.

In compliance with the design and build Terms of Reference, the DESIGN AND BUILD CONTRACTOR shall submit a detailed program of work within ten (10) calendar days after the issuance of the Notice to Proceed for approval by the procuring entity that shall include, among others:



- a. The order in which it intends to carry out the work including anticipated timing for each stage of construction;
- b. Periods for review of specific outputs and any other submissions and approvals;
- c. Sequence of timing for inspections and tests as specified in the contract documents;
- d. General description of the construction methods to be adopted;
- e. Number and names of personnel to be assigned for each stage of the work;
- f. List of equipment required on site for each major stage of the work;
- g. Description of the quality control system to be utilized for the project.
- h. Provide value engineering analysis on all prepared construction documents.
- i. Prepare from the approved schematic design documents, the complete construction drawings and detailed technical specifications, cost estimates and the bill of quantities, setting forth in detail the work required for the architectural, structural, electrical, plumbing/sanitary, mechanical and other service-connected equipment, utilities, site planning aspects and related works, electronic and communications and the site development plan of the PROJECT's immediate environs.
- k. Prepare the scope of work for construction based on the prepared bill of quantities and cost estimates while fitting within the approved budget.
- l. Coordinate with all offices and agencies concerned, within and outside the Campus regarding utility connections, permits and other requirements needed.
- m. Periodically coordinate and present the status of the design phase to the Head of Procuring Entity and the PSHS Design & Build Committee.

All drawings included in the contract documents should be plotted on 20" x 30" sheets. All other textual submittals shall be printed and ring-bound on A4-sized sheets.

Where required, design components shall be designed in coordination with the agencies concerned (e.g., coordinate with electric company for power lines and concerned company/agency for water and sewage lines).

Partial and earlier submission of the construction drawings, such as those affecting the preliminary stages of construction (site works, foundation works, etc.) shall be allowed. The DESIGN & BUILD CONTRACTOR may only proceed with the CONSTRUCTION PHASE after the approval of PSHS Design & Build (D&B) Committee of the drawings, designs and bill of estimates as recommended by the Technical Working Group (TWG) and upon accomplishing all necessary PRE-CONSTRUCTION tasks.

A. Pre-Construction

- a) Secures all necessary building permits prior to construction. All incidental fees shall be included in the cost estimate of the building.
- b) Prepares of the PERT-CPM of the construction phase.
- c) Provides all other necessary documents that shall be required by the Design & Build Committee.

B. Construction Phase

- a) Implement all works indicated in the approved construction drawings and specifications.
- b) Preparation of shop-drawings for construction guide.
- c) Report and coordinate with the D&B Committee regarding scheduling of inspection, mock-ups and construction issues.
- d) Conduct all necessary tests (to be required by D&B Committee) and issue reports of results.
- e) Rectification of punch-listing works issued by the TWG/Inspectorate Team.
- f) Provide all other necessary documents that shall be required by the D&B Committee.

C. Post Construction Phase

- a) Final Inspection to be conducted by TWG-Infrastructure and the Contractor's Representative/Project Engineer.
- b) Turn-over of all manuals, certificates and warranties of installed items.
- c) Secures building certificate of occupancy and fire safety inspection certificate.

D. Variation Orders

Any errors, omissions, inconsistencies, inadequacies or failure submitted by the Contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the Contractor's cost. If the Contractor wishes to modify any design or document which has been previously submitted, reviewed and approved, the Contractor shall notify the procuring entity within a reasonable period of time and shall shoulder the cost of such changes.

As a rule, changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following guidelines shall govern approval for change or variation orders:

- i. Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the Contractor shall be implemented by the Contractor at no additional cost to the procuring entity.
- ii. Provided that the Contractor suffers delay and/or incurs costs due to changes or errors in the procuring entity's performance specifications and parameters, he shall be entitled to either one of the following:
 - a. an extension of time for any such delays under Section 10 of Annex "E"; or
 - b. payment for such costs as specified in the contract documents, provided, that the cumulative amount of the variation order does not exceed ten percent (10%) of the original contract.

E. Defects and Liability

- a. All design and build projects shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice, however, to the liabilities imposed upon the engineer/architect who drew up the plans and specification for a building sanctioned under Section 1723 of the New Civil Code of the Philippines.
- b. The Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty periods specified in Section 62.2.3.217 of the IRR.

VIII. OVERALL PROJECT TIME SCHEDULE

The DESIGN & BUILD CONTRACTOR shall propose the most reasonable time schedule for the completion of the project. **It is expected that this period will not exceed ONE HUNDRED TWENTY (120) CALENDAR DAYS from the date of the issuance of the Notice to Proceed (NTP).**

IX. THE IMPLEMENTING AGENCY'S GENERAL RESPONSIBILITY

The implementing agency for the project is the PSHS-ZRC with final approval for all decisions and actions from the Campus Director through FAD Chief and the TWG on Infrastructure. The TWG on Infrastructure shall:

- a) Prepare the design brief for the project in accordance with PSHS Systems' policies, existing codes, traditions, standards, and the conditions and design criteria enumerated in the SCOPE OF WORK.
- b) Coordinate with DESIGN & BUILD CONTRACTOR pertaining to issues during the construction.
- c) Assist in the coordination of the DESIGN & BUILD CONTRACTOR with various utility agencies during the detailed design and implementation phases of the project.

- d) Conduct regular coordination meetings between the DESIGN & BUILD CONTRACTOR and the end-user to facilitate the implementation of the project.

X. THE CONTRACTOR'S GENERAL RESPONSIBILITY

- a) The CONTRACTOR shall certify that he has, at his own expense, inspected and examined the proposed project site, its surroundings and existing infrastructure and facilities related to the execution of the work and has obtained all the pieces of information that are considered necessary for the proper execution of the work covered under these Terms of Reference.
- b) The CONTRACTOR shall ensure that all works at the stages of design, construction, restoration of affected areas, and testing and commissioning shall be carried out efficiently and effectively.
- c) The CONTRACTOR shall provide the school with complete reports such as technical analysis and details regarding the existing conditions and proposed improvements within the site.
- d) The CONTRACTOR shall consider the academic calendar and critical dates and occasions within the School, in order to align his work schedule with the academic calendar of the school to avoid unnecessary disruption of school activities due to construction activities such as closure of water and power supply and non-usage of the existing roads.
- e) The CONTRACTOR shall inform the school of critical events during construction, especially when such events can potentially disrupt school activities.
- f) The CONTRACTOR shall be PCAB-accredited and shall have a Construction Safety and Health Program approved by DOLE and designed specifically for this project.
- g) The CONTRACTOR shall be held accountable for accidents that might occur during the execution of the project. The DESIGN & BUILD CONTRACTOR is required to install warning signs and barriers for the safety of the general public and the avoidance of any accidents and provide appropriate and approved type personal protective equipment for their construction personnel.
- h) The CONTRACTOR shall be professionally liable for the design and shall submit a signed and sealed copy of the approved construction documents to form part of the Contract Documents.
- i) Only the plans approved by the Head of Procuring Entity (HOPE) shall be signed and sealed by the CONTRACTOR, and thereafter shall be the plans used for construction.
- j) All works designed and constructed should be guaranteed to seamlessly fit into the overall system general design standards of the PSHS System.

XI. PROJECTED SUBMITTALS DURING THE PROJECT

The following submittals and accomplished documents shall be duly completed and turned-over by the CONTRACTOR for the project:

- a) Building Permit
- b) Technical specifications (3 sets hard copy and soft copy)
- c) Detailed cost estimate (3 sets hard copy and soft copy)
- d) Bill of quantities (3 sets hard copy and soft copy)
- e) Shop Drawing (hard copy and soft copy)
- f) PERT-CPM

- g) As-built plans (signed and sealed in one (1) original and two (2) reproducible copies)
Electronic copies shall also be submitted in native files Autodesk software and pdf.
- h) Secures building certificate of occupancy and fire safety inspection certificate
- i) Guarantees, warranties and other certificates
- j) Operation and Maintenance Manual if applicable

XII. CODES AND STANDARDS

The project shall be designed, engineered, installed, tested and handed over in conformity with the Building and Design Standards of the PSHS System and with the latest editions of the National Building Code of the Philippines, the National Structural Code of the Philippines, the Philippine Electrical Code, Philippine Mechanical Code, the National Plumbing Code of the Philippines, National Fire Code of the Philippines and other relevant codes and standards.

XIII. INSTALLATION AND WORKMANSHIP

Personnel of the CONTRACTOR should be specialists highly skilled in their respective trades, performing all labor according to first-class standards. A full time Project Engineer/Civil Engineer shall be assigned by the CONTRACTOR at the job site during the construction of the project.

All works to be subcontracted shall be declared by the CONTRACTOR and shall be approved by the Campus Director of PSHS-ZRC and its respective technical offices.

Any errors, omissions, inconsistencies, inadequacies or failure submitted by the CONTRACTOR that do not comply with the requirements shall be rectified, resubmitted and reviewed at the CONTRACTOR'S cost. If the CONTRACTOR wishes to modify any design or document which has been previously submitted, reviewed and approved, the CONTRACTOR shall notify the procuring entity within a reasonable period of time and shall shoulder the cost of such changes.

XIV. MATERIALS

All materials and equipment shall be standard products of manufacturers engaged in the production of such materials and equipment and shall be the manufacturer's latest standard design.

The materials and workmanship supplied shall be of the best grade and constructed and/or installed in a practical and first class manner. It will be completed in operation, nothing being omitted in the way of labor and materials required and it will be delivered and turned over in good condition, complete and perfect in every respect.

All materials shall be in conformance with the latest standards and with inspection and approval from D&B Committee.

XV. MODE OF PAYMENT

- a) The PSHS-ZRC shall pay the winning CONTRACTOR progress payments based on billings for actual works accomplished, as certified by D&B Committee of the PSHS System. In no case shall progress billing be made more than once every thirty (30) calendar days. Materials or equipment delivered on the site but not completely put in place or used in the project shall not be included for payment.
- b) All progress payment shall be subject to retention of ten percent (10%) based on the amount due to the winning CONTRACTOR prior to any deduction. The total retention money shall be released only upon Final Acceptance of the Project. The winning CONTRACTOR may,


however, request for its release prior to Final Acceptance subject to the guidelines set forth in R.A. 9184 and its Implementing Rules and Regulations.

- c) The CONTRACTOR may request in writing, which must be submitted to form part of the Contract Documents, for an advance payment equivalent to fifteen percent (15%) of the total Contract Price. The advance payment shall be made once the CONTRACTOR issues its irrevocable standby letter of credit from a reputable bank acceptable to the PSHS System, or GSIS Surety Bond of equivalent value, within fifteen (15) days from the signing of the Contract Agreement to cover said advance payment.
- d) First Payment/Billing shall have an accomplishment of at least 20%.
- e) The following documents must be submitted to the D&B Committee before processing of payments to the CONTRACTOR can be made:
 - i. Progress Billing
 - ii. Request for payment by the CONTRACTOR
 - iii. Pictures/photographs of original site conditions (for First Billing only)
 - iv. Pictures/photographs of work accomplished
 - v. Accomplishment Report
 - vi. Material Testing Results
 - vii. Payment of utilities (power and water consumption)
 - viii. CONTRACTOR's affidavit (if accomplishment is more than 60%)


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