

ANNEX A

1. Office Space Area Allocation

PARTICULARS	MAXIMUM SPACE REQUIREMENTS (in sq.m.)	Total
A. OFFICE OF THE DIRECTOR		
Director	24.00	24.00
Toilet/Bathroom	4.00	4.00
Storage	4.00	4.00
B. LEGAL	4.00-6.00/pax ¹	
Personnel		24.00
P1	6.00	
P2	6.00	
P3	6.00	
P4	6.00	
Board Room	10.00	10.00
Storage Room	2.00/pax	8.00
C. EXAMINERS		
Personnel	4.00-6.00/pax ¹	18.00
P1	6.00	
P2	6.00	
P3	6.00	
Storage Room	2.00/pax	6.00
Reception Area	5.00	5.00
D. INVESTOR EDUCATION	4.00-6.00/pax ¹	6.00

Scope of Works and Other Requirements

Project: Design-and-Build for the Construction of SEC-ZAMEO Building

P1	6.00	
Storage Area	2.00	2.00
E. ACCOUNTING	4.00-6.00/pax ¹	6.00
P1	6.00	
Storage Area	2.00	2.00
F. RECEIVING		
Personnel	4.00-6.00/pax ¹	18.00
P1	6.00	
P2	6.00	
P3	6.00	
Storage Area	2.00/ pax	6.00
Reception Area (includes PWD and Senior provision)	5.00	5.00
G. RECORDS	4.00-6.00/pax ¹	12.00
P1	6.00	
P2	6.00	
Storage Room	2.00/pax	4.00
Records Room ²	30.00	30.00
H. UTILITY PERSONNEL		
Personnel	4.00-6.00/pax ¹	8.00
UP1	4.00	
UP2	4.00	
Storage	6.00	6.00

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I. SECURITY PERSONNEL	2.40/pax	2.40
SP1	2.40	
Storage	2.00/ pax	2.00
J. OFFICE-LEVEL FACILITIES		
Pantry	15.00	15.00
Conference/ Training Room (30 pax capacity)	2.40 / pax including aisles and service area such as storage production room and toilet staff	90.00
Clinic/Lactation Room	6.00	6.00
Parking with Guard House	150.00	150.00
Generator Set Room	10.00	10.00
Water Pump Room	10.00	10.00
Fire Pump Room	6.00	6.00
EE and Aux Room	6.00	6.00
Circulation	56.6	56.6
Document Management System/Telco Room	10.00	10.00
K. Toilet Facilities ²	1.50 per one water closet (wc) enclosure	
For Agencies providing frontline services (for public use)	Ø 1 WC/ 1-100 for female Ø 1 WC/1-200 for male Ø 1 urinal/ 1-100 for male Ø 1 lavatory/ 2 WC	8.00
Toilet (For employees)	Ø 4.00 / Male Ø 4.00/ Female	8.00
L. Main Lobby	0.25/ pax minimum for lobby as waiting /standing room	10.00

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GAD Corner/ Information Booth	2.00	2.00
TOTAL		600.00

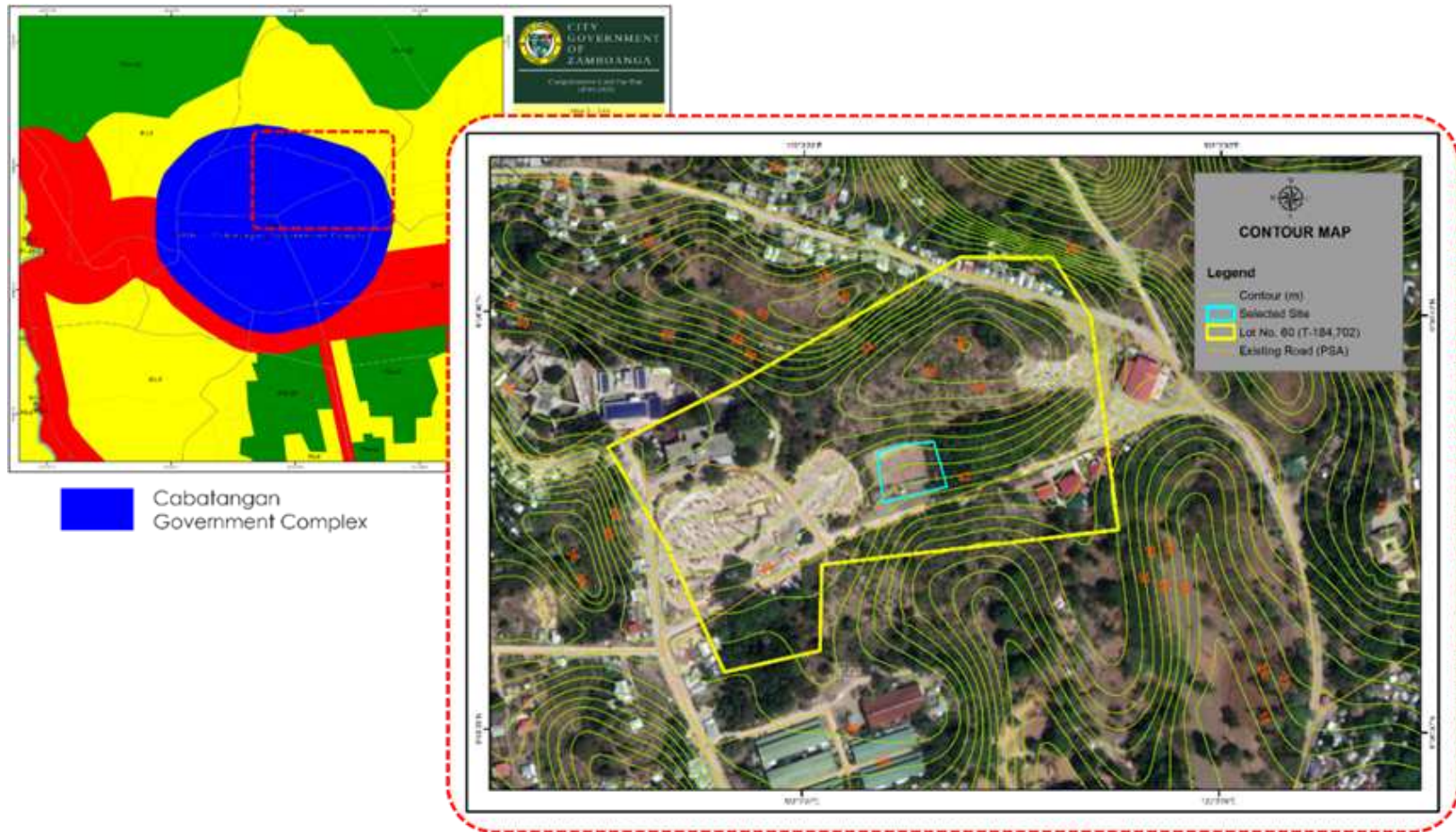
¹ Includes circulatory area

² Based on the Revised National Plumbing Code of the Philippines
(Republic Act No. 1378)

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2. Site Location



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3. Site Photo



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