

ANNEX A

1. Office Space Area Allocation

PARTICULARS	Location	MAXIMUM SPACE REQUIREMENTS (in sq.m.)	Total
A. OFFICE OF THE DIRECTOR	3F		
Director		24.00	24.00
Toilet/Bathroom		4.00	4.00
Storage		4.00	4.00
Board Room		25.00	25.00
B. LEGAL	3F		
Personnel		4.00-6.00/ pax ¹	18.00
SC II			
SC I			
SC IO			
Board Room		25.00	25.00
Storage Room		2.00/pax	6.00
C. EXAMINERS			
Personnel		4.00-6.00/ pax ¹	30.00
SS III	3F		
SS II	3F		
SS II	2F		
SS I	2F		

Terms of Reference and Other Requirements

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

SC CA III	3F		
Storage Room		2.00/pax	10.00
Reception Area	3F	10.00	10.00
D. FINANCING & LENDING	2F		
SS II		4.00-6.00/ pax ¹	6.00
Storage Room		2.00/pax	2.00
E. INVESTOR EDUCATION	2F		
IO II		4.00-6.00/ pax ¹	6.00
Storage Room		4.00	4.00
F. ACCOUNTING	2F		
AO IV		4.00-6.00/ pax ¹	6.00
Storage Room		6.00	6.00
G. RECEIVING	2F		
Personnel		4.00-6.00/ pax ¹	30.00
AA II			
AA II			
AA I			
COS			
COS			
Storage Area		2.00/ pax	10.00

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Reception Area (includes PWD and Senior provision)		10.00	10.00
H. RECORDS	2F		
AO II		4.00-6.00/ pax	6.00
Storage Room		2.00/pax	2.00
Records Room ²		50.00	50.00
I. UTILITY PERSONNEL			
Personnel	2F	4.00/ pax	20.00
Utility-Maintenance			
Utility-Maintenance			
Utility-Maintenance			
Utility-Maintenance			
Electrician			
Plumber			
Storage		6.00	6.00
J. SECURITY PERSONNEL	2F		
Security (3 pax)		2.40/ pax	2.40
Storage		2.00/ pax	2.00
K. OFFICE-LEVEL FACILITIES			
Pantry	3F	15.00	15.00

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Conference/ Training Room (30 pax capacity)	3F	2.40 / pax including aisles and service area such as storage production room and toilet staff	72.00
Multipurpose Hall	4F	2.40 / pax including aisles and service area such as storage production room and toilet staff	200.00
Clinic	2F	10.00	10.00
Lactation Room	2F	6.00	6.00
Security/ Server Room	2F	15.00	15.00
Parking with Guard House	GF	200.00	200.00
Generator Set Room	GF	20.00	20.00
Water Pump Room	GF	10.00	10.00
Fire Pump Room	GF	6.00	6.00
EE and Aux Room	All levels	6/level	24.00
L. Toilet Facilities ²		1.50 per one water closet (wc) enclosure	
For Agencies providing frontline services (for public use)	GF	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	6.00
Toilet (For employees)	(2)GF, (1)3F,(1)4F (2)GF, (1)3F,(1)4F	Ø 4.00 / Male Ø 4.00/ Female	8.00
M. Main Lobby	GF	0.25/ pax minimum for lobby as waiting /standing room	12.50

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GAD Corner/ Information Booth	GF	2.00	2.00
TOTAL			930.90

¹ Includes circulatory area

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

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2. Existing Office Building



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3. Location Map



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