



TERMS OF REFERENCE AND OTHER REQUIREMENTS

DESIGN-AND-BUILD FOR THE CONSTRUCTION OF THE SECURITIES AND EXCHANGE COMMISSION (SEC) ILOILO EXTENSION OFFICE (ILOEO) BUILDING

I. PROJECT TITLE

The Project shall be "Design-and-Build for the Construction of the Securities and Exchange Commission (SEC) Iloilo Extension Office (ILOEO) Building".

II. OBJECTIVE OF THE PROJECT

To design and construct a modern, efficient, and functional office building that provides appropriate workspaces for the officials and employees of the Securities and Exchange Commission – Iloilo Extension Office (SEC ILOEO). The facility shall be tailored to meet the operational needs of the organization while ensuring a conducive working environment that promotes productivity, safety, and well-being.

Furthermore, the office building shall be designed to accommodate and facilitate the needs of the transacting public by incorporating user-friendly spaces, accessible amenities, and streamlined service areas. All phases of planning, design, and construction shall be undertaken in full compliance with applicable laws, standards, and regulations, including but not limited to those relating to building codes, environmental sustainability, accessibility, health and safety, and government procurement procedures.

The end goal is to establish a secure, inclusive, service-oriented and sustainable facility that reflects the mandate of the SEC and supports its mission to foster good governance and investor protection in the region.

III. APPROVED BUDGET OF THE CONTRACT

The Approved Budget for the Contract (ABC) is **Seventy Million Pesos (Php70,000,000.00)**. This is the ceiling for eligible, acceptable bids for all works. The bidder shall submit only one total cost for all works. Bids higher than the ABC shall be automatically rejected.

IV. CONTRACT DURATION AND PROJECT IMPLEMENTATION

The duration of the project is seven hundred thirty (730) calendar days and shall commence seven (7) days upon receipt of the Notice to Proceed (NTP).

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V. SITE DESCRIPTION

5.1 Location

SEC Building, Ramon L. Muzones St., Brgy. General Hughes, Iloilo City, Province of Iloilo

5.2 Floor Area

Approximate Total Gross Floor Area= 1,000 square meters

Approximate Total Construction Floor Area= 1,200 square meters

Approximate Total Lot Area= 440 square meters

The area requirements, location map, and photograph of the existing office building is attached as "**Annex A**".

VI. SCOPE OF SERVICES

6.1 The guidelines for the procurement and implementation of contracts for design-and-build infrastructure projects shall be governed by the Implementing Rules and Regulations of Republic Act 12009 otherwise known as the "New Government Procurement Reform Act" and other pertinent procurement laws. The following shall be included in the scope of services:

1. The project shall cover the demolition of the existing building and the Design-and-Build of the new SEC-ILOEO building;
2. With respect to the construction of the buildings and other structures, the design and specifications shall conform to the standards set by:
 - a. National Building Code of the Philippines (NBCP);
 - b. National Structural Code of the Philippines (NSCP);
 - c. Philippine Green Building Code (PGBC);
 - d. Accessibility Law;
 - e. Fire Code of the Philippines (FCP);
 - f. Philippine Mechanical, Electrical and Electronics Codes;
 - g. Other pertinent laws, rules and regulations;
3. Technical analysis on structural, mechanical, and electrical engineering including actual test or site investigations shall be required;
4. A complete set of Civil / Structural, Architectural, Electrical, Mechanical, Plumbing / Sanitary and Electronics plans in appropriate scales indicating all necessary details in order that the structures can be set out and constructed in accordance with guidelines and

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standards of NBCP, NSCP, PGBC, FCP, and other Referral Codes, shall be furnished by the Contractor;

5. The Contractor shall be responsible to deliver the expected outputs within the bounds of the approved project design and construction schedule upon receipt of Notice to Proceed;
6. The Contractor shall include in his proposal the related research, surveys, and technical studies and test or site investigation required, to come up with the design;
7. The Contractor shall then proceed with the construction of the project under the terms and conditions set forth herein; and
8. Upon Project Completion and Acceptance in accordance with the terms and conditions set forth herein, the Contractor shall turnover the completed project to the procuring entity for proper disposition.

6.2 The Contractor, by submitting their bid, represents that:

1. They have thoroughly read and examined carefully understands fully all the bid documents and their bid will be in accordance therewith;
2. The bid is based upon the conditions and requirements of the bid documents without exception;
3. They had visited and inspected the Site of Works and its surroundings and satisfied themselves as to all matters pertaining to the project, including the location and the nature of the work; climatic conditions; the nature and condition of the site; transportation and communication facilities; the requirement and the availability of materials, labor, water, electric power and roads; the locations and extent of aggregate sources, and other factors that may affect the cost, duration and execution of the work; that he has determined the general characteristics of the project and the conditions indicated above; and
4. They are aware that the project shall be 730 calendar days reckoned seven (7) days from the date of the Notice to Proceed.

6.3 Mode of Procurement

The procurement shall be undertaken through Competitive Bidding pursuant to the Implementing Rules and Regulations of Republic Act 12009 and shall be evaluated using the **Most Economically Advantageous Responsive Bid (MEARB)** procedure.

The technical proposal shall carry Seventy percent (70%) weight while the financial proposal shall carry Thirty percent (30%) weight in the evaluation. Criteria for evaluation is attached as "**Annex C**".

6.4 General Requirements

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1. The work covered under this contract consists of the furnishing all materials, labor, equipment, transportation, incidentals, facilities, and superintendence necessary to complete the project;
2. The Contractor is expected and required to attend the important phases of the bidding process of the said project. All concerns and questions shall be discussed on the Pre-Bid Phase;
3. The Contractor shall be responsible for carefully examining, comparing and verifying the data furnished by the plans and specifications, the Contractor shall submit the matter to SEC or authorized representative for the proper explanation or necessary correction, before any adjustment shall be made. Any adjustment by the Contractor without such determination shall be at his risk and expense;
4. Omitted or wrongly described details of work, which are manifestly necessary to carry out the true intent of the drawings and specifications, shall be performed as if fully and correctly set forth and described in the drawings and specifications. In the event of any discrepancies between the detailed drawings, technical specifications, and the Bill of Quantities, the detailed drawings shall prevail;
5. The Contractor shall comply with the laws, City or Municipal Ordinances and all government specifications and regulations in so far as they are binding upon or affecting the portion the work hereto. The Contractor shall obtain all necessary licenses and permits and pay all taxes or fees, which may be encountered in connection with the prosecution of the work. They shall also be responsible for all damages to persons or property that may occur;
6. Unless otherwise specified, all materials shall be new and free from defects and imperfection. The quality of materials shall be of the best grade of their respective kinds for the purpose. The work shall be performed in the best and acceptable manner in strict accordance with the requirements of the plans and specifications. Preference will be given to articles or materials that are locally manufactured, conditions of quality and price being equal;
7. When called for, the Contractor shall furnish, for approval, full information and satisfactory evidence as to the kind and quality of materials or articles to be incorporated in the work. The Contractor shall furnish, for SEC's approval, all samples when so directed;
8. The work shall be in accordance with approved samples. Materials and articles installed or used without such approval shall be at the risk of subsequent rejection. Any failure on the part of the Contractor to conform to use materials that are not specified herein shall be under subsequent rejection, unless subject for approval;
9. Any alteration or revision of material usage without approval from SEC shall make the Contractor responsible and liable in terms of guarantee, workmanship and defects;

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10. Workmanship shall be in accordance with the best standard practices and all operations required under any and all parts of the Specification shall be undertaken in a neat, workman-like manner. Only skilled personnel with sufficient experience in similar operations shall be allowed to undertake the same;
11. Any alteration or revision on the execution of drawings without approval from SEC shall be under subsequent rejection and shall make the Contractor responsible and liable for any workmanship and execution defects;
12. Defective workmanship shall be remedied by the Contractor, at their expense. They shall not be entitled to any payment hereunder until defective workmanship has been remedied;
13. The Contractor shall provide and maintain adequate weather-tight facilities with water, light, and toilet facilities and shall keep such places clean. They shall remove all connections and appliances connected there with prior to the completion of the Contract and leave the premises perfectly clean;
14. The Contractor shall furnish all temporary water, lights and power and shall pay all expenses in connection therewith. Furthermore, the Contractor shall provide and pay for all utility expenses for building purposes that are required by all trades; and
15. The Contractor shall put up safety measures and continuously maintain adequate protection of all his work from damage and shall protect the property. They shall make good any such damage, injury or loss.

6.5 Site Inspection and Survey

1. The Contractor shall conduct preliminary detailed engineering survey and said survey shall determine the topography, contours, elevation and surveys of existing structures at the project site;
2. The Contractor shall include the testing and analyses of soil samples and soil boring tests as basis for structural foundations of the building. All costs shall be borne by the Contractor.

6.6 Site Preparation

1. The Contractor shall furnish equipment and perform labor required to complete demolition of the existing structures, removal of salvaged materials, and disposal of resulting trash, waste, and the like;
2. The Contractor shall visit the site of the work and examine the premises to fully understand all existing conditions relative to the work. No increase in cost or extension of performance time will be considered from failure to verify and know actual site conditions;
3. The Contractor shall secure and pay for all necessary permits needed for the work;

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4. The Contractor shall protect adjacent properties, persons, shrubs, trees, lawns, structures, and utilities against harm or damage;
5. All salvageable material shall remain in the property unless disposal is instructed by SEC;
6. All debris and other materials resulting from demolition work shall be immediately removed from the premises and dumped at sites provided by the Contractor; and
7. The Contractor shall coordinate with adjacent property owners regarding the details of the works related to the Project and shall also facilitate coordination with local authorities until final acceptance.

6.7 Demolition

1. The Contractor shall complete this scope of work according to the schedule submitted, specifically within the indicated commencement and completion dates;
2. The Contractor shall supply all labor, material and equipment, including scaffolding, motorized lifts equipment to complete the demolition scope of work as specified by the tender documentation and this detailed scope of work;
3. The Contractor shall enforce any precautionary measures required to ensure that demolition work is safe and protected. They shall provide for all required protections and if applicable covering of any previous work completed by others;
4. Prior to permitting employees to start demolition operations, an engineering survey shall be made, by a competent person, of the structure to determine the condition of the framing, floors, and walls, and possibility of unplanned collapse of any portion of the structure. Any adjacent structure where employees may be exposed shall also be similarly checked.
5. A demolition plan containing specifics on which demolition methods to use in each part of the building along with the sequence of how it should be carried out shall be submitted for SEC's reference.
6. All electric, gas, water, steam, sewer, and other service lines shall be shut off, capped, or otherwise controlled, outside the building line before demolition work is started. In each case, any utility company which is involved shall be notified in advance. The Contractor shall be responsible for all actions necessary to ensure compliance;
7. If it is necessary to maintain any power, water or other utilities during demolition, such lines shall be temporarily relocated, as necessary, and protected;
8. It shall also be determined if any type of hazardous chemicals, gases, explosives, flammable materials, or similarly dangerous substances have been used in any pipes, tanks, or other equipment on the property. When the presence of any such substances is apparent or suspected, testing and purging shall be performed and the hazard eliminated before demolition is started;

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9. The Contractor shall also keep the site clean and shall be responsible for the regular disposal of debris.

6.8 Permits and Clearances

1. All necessary permits, licenses and other pertinent documents, required for the construction of the Works shall be secured by the Contractor as necessary;
2. The Contractor shall be responsible for application of both temporary and permanent connection for utilities if necessary. The cost of the application, connection and installation shall be paid by the Contractor. The application for permanent connection shall be named after the SEC.
3. The Contractor shall cover and all expenses necessary and incidental for the project and shall be able to secure the necessary permits for the project. The Contractor shall obtain and pay the corresponding fees for all necessary approvals, permits, certificates and clearances, such as the following, whenever necessary:
 - a. Demolition Permit
 - b. Building Permit and other Ancillary Permits
 - c. Fire Safety Evaluation Clearance
 - d. Fire Safety Inspection Certificate
 - e. All other permits, as may be required for the construction.

6.9 Temporary Structures and Facilities

The Contractor shall provide and maintain the following:

1. Temporary office and/or quarters for the Contractor's project team personnel with water, light, telephone and facilities;
2. Temporary bunkhouse/quarters for the Contractor's workforce complete with toilet and bath facilities. These temporary facilities are to be used exclusively by the Contractor's personnel;
3. Cost of power and water shall be shouldered by the Contractor; and
4. Safety and security for the project implementation shall be enforced by the Contractor and must be in conformity to the respective zones' safety, security, and house rules and regulation. Costs for security services shall be on the account of the Contractor;
5. The Contractor shall submit their house rules and regulations for approval by the SEC.

6.10 Mobilization and Construction

1. The Contractor shall mobilize all the required project team personnel, equipment, tools and manpower with the required skills and in sufficient number as may be necessary for the efficient undertaking of the project;

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2. All materials and plant equipment should be delivered to site and stored in as secure place, in a manner acceptable to owner;
3. Outside storage of materials and equipment subject to degradation by the elements shall be in weather tight enclosures provided by the Contractor;
4. The Contractor shall maintain complete and accurate records available for SEC's inspection of all materials and plant equipment received, stored and issued for use in the performance of the Contract;
5. The Contractor shall execute all the works under the contract in strict accordance with standard engineering methodology and procedures and shall be responsible for maintaining cleanliness and orderliness in the project area throughout the duration of the contract; and
6. The Contractor shall be responsible for processing and obtaining all necessary permits for deliveries, hauling, and other related activities.

6.11 Minimum Requirements for Construction Safety and Health Program

1. The Contractor should fully comply with the specifications of OSHS, Procedural Guidelines D.O. 13 of DOLE during construction and operation of STP. Adequate provision shall be made to effectively protect workers, operators and visitors from hazards. The following shall be provided as a minimum:
 - a. Handrails and guards around tanks, trenches, pits, stairwells, and other hazardous structures;
 - b. First aid equipment;
 - c. Protective clothing and safety equipment, such as air pack, goggles, gloves, hardhats, safety harnesses, safety belt, lanyard, tripod with winch, SCBA, chemical suit and full-face shield with canister and gas monitor; compliant with PPE-I requirement of Bureau of Working Conditions of the Procedural Guideline D.O.13;
 - d. Portable blower and sufficient hoses if required; and
 - e. Appropriately placed warning signs for slippery areas, non-potable water fixtures, low head clearance areas, open service manholes, hazardous chemical storage areas, flammable fuel storage areas, no smoking signs in hazardous areas, etc. Where required, the associated operational and health and safety issues resulting from the enclosed treatment process and operational site shall be incorporated into the design, including temperature, noise, lighting, ventilation and confined space requirements. This should comply with specifications of OSHS.
2. Every effort shall be made at the design stage to minimize health and safety issues during the construction, operation and ultimate demolition of the treatment plant, and 'designing-out' hazards wherever reasonably practicable. When handling mechanical equipment, the

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Contractor must comply with EHS Instruction and Guidelines Manual on Handling Tools and Equipment and OSHS Rule 1200 on Machine Guarding.

3. Walkways, Stairs and Access Platforms
 - a. Walkways and stairs of adequate width shall be provided for safe access to the STP for monitoring, inspection and maintenance;
 - b. Access platforms shall be provided for major plant components, which cannot be operated or maintained from floor level. Access routes shall be provided for the removal of large plant components on trolleys or similar handling appliances. Stairways shall be provided for access.
 - c. For areas where stairways are not practical, cat ladders or other means shall be provided for access.
 - d. The design of stairways and ladders shall include safety provisions i.e. safety cage for cat ladders. Enclosures shall be for approval of the owner.
 - e. Special arrangements for handicapped persons in accordance with OSHS Rule 1060 on Premises on Establishment.
4. The Contractor shall ensure that all construction activities are undertaken in accordance with the Procedural Guideline D.O. 13 of DOLE. This should apply, but not be limited to provision of the suitable access means SUCH as walkways, stairs, platforms, roads, pathways, signage, lighting, and fire protection and lifting.
5. Use of Cranes should comply with the Crane Inspection checklist (Annex CHE-I) stated in D.O. 13. The heavy equipment operator must undergo training provided by a DOLE accredited training organization. Heavy equipment must undergo a 3rd party certification by DOLE Accredited testing organization. The general constructor must provide additional construction safety and health officers for every ten units of heavy equipment assigned to the project site.
6. Dry chemical ABC, 10 pounds type portable fire extinguishers shall be provided for immediate use. Quantity shall be determined based on the requirement set by the BFP.
7. Emergency light and photo luminescent exit signs shall be provided in areas where operators will be working. Hose reels shall be provided at accessible locations.

6.12 Signage

All signage required for the safe and efficient operation of the Works shall be provided including but not limited to internal signage and labeling of rooms, chemical storage area, and equipment as well as external labeling of buildings, road signage and road marking. This shall also include provision of the signage noting the presence of the on-going construction, associated traffic

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routes and pedestrian routes on the public highway. The signage shall follow owner corporate branding requirements, signage content and location shall be agreed with the owner before implementation.

6.13 Leadership in Energy and Environmental Design (LEED) Certification

The Contractor shall be responsible for managing and executing all tasks required to obtain Leadership in Energy and Environmental Design (LEED) certification for the building. This includes, but is not limited to, coordinating with the design team and LEED Accredited Professionals (LEED APs), collecting and submitting all required documentation to the U.S. Green Building Council (USGBC) or relevant certifying body, ensuring that all construction activities comply with LEED prerequisites and credit requirements, and facilitating required inspections, testing, and commissioning processes. The Contractor shall also track progress toward certification, respond to requests for clarification or additional information from the certifying authority, and take corrective actions as necessary to meet the targeted LEED certification level (e.g., Certified, Silver, Gold, or Platinum). All associated administrative costs, consultant coordination, and fees related to the LEED certification process shall be borne by the Contractor, unless otherwise specified in the contract.

VII. DETAILED SCOPE OF WORKS

The Contractor shall provide all the necessary industry standard practice of quality materials, necessary equipment and high quality of workmanship, equipment, consumables and other items required for the total completion of the project and shall be responsible for all necessary permits and clearances.

7.1 Design of the New SEC ILOEO Building

Using the conceptual design as preliminary basis, the Contractor shall prepare and submit the plans, bill of quantities, technical specifications of materials, fixtures, furniture and furnishings, as well as PERT-CPM, project supervision and monitoring and all other documents necessary to complete the project. The Designer / Contractor shall design the SEC ILOEO Building. The detailed design will include among others, the Demolition Work Program, Civil / Structural, Architectural, Electrical, Mechanical, Electronics designs necessary to construct the new building. Further, the design of the project shall incorporate green-building components in the design and implementation of the project in compliance with environmental laws and other applicable codes. The detailed design should be signed and sealed by respective professionals and should conform to the provisions of the latest applicable national and local codes (Philippine National Building Code, Philippine Mechanical, Electrical and Electronics Codes, BP 344 (PWD Law) Fire Code of the

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Philippines) and DOLE Occupational Safety and Health Standards. Further, the design of the building shall be based on the design standards set by the SEC (**Annex "B"**).

Once the review and design of the SEC ILOEO Building is accepted and approved by SEC through the submitted plans, specifications and bill of quantities, the Contractor shall continue to provide the necessary project supervision and project monitoring during the mobilization and other preparatory procedure during the pre-construction phase.

1. The Contractor shall be the one to process the plans and other documents to be submitted in preparing the Building Permits, Certificate of Occupancy, and all other necessary permits and clearances required for the completion of the project, whenever necessary;
2. These shall include, among others, information on existing site conditions that shall be used to define project design criteria, to set the basis for any change in conditions and establish preliminary project cost estimates;
3. The Contractor shall arrange to obtain a copy of the documents from SEC;
4. The Contractor, immediately upon receipt thereof, shall check all such owner furnished information and shall promptly notify owner of any omissions or discrepancies in such project, drawings or specifications; and
5. The Contractor is responsible for the design under this Contract, including the proposed layout of office furniture. Designer / Contractor shall be held accountable for any design failure that will be incurred in the future.

7.2 Demolition of the Existing Office Building

The demolition works include the dismantling, razing and hauling of debris for the current SEC-ILOEO building. The following shall be included, but not limited to:

1. General Requirements
 - a. Site Assessment / Surveying
 - b. Demolition Plan
 - c. Hauling of debris
2. Demolition of Interior / Exterior Systems
 - a. Utilities
 - i. Electrical
 - ii. Mechanical
 - b. Architectural
 - i. Windows
 - ii. Doors
 - iii. Architectural finishes
 - iv. Drywall partitions

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3. Demolition of Roof
 - a. Roof covers
 - b. Roof truss
4. Masonry Demolition
 - a. Exterior and interior walls
 - b. Foundation
5. All other infrastructure located within the premises not stipulated above shall be subject to demolition as directed by the SEC.

7.3 Construction of the New SEC-ILOEO Building

The Contractor shall proceed to the construction using the detailed plans and specifications as basis which was submitted by the Contractor duly approved by the SEC. The following shall be included, but not limited to:

1. General Requirements
 - a. Mobilization / Demobilization
 - b. Occupational Safety and Health Program, PPEs, billboards / signages
 - c. Provision for temporary facilities
 - d. Permits and clearances
2. Earthworks / Site Preparation
 - a. Excavation
 - b. Hauling of excavated materials and debris
3. Civil Works
 - a. Foundation
 - b. Concreting works
 - c. Masonry works
 - d. Roofing works
4. Architectural Works
 - a. Drywall partitions
 - b. Ceiling works
 - c. Floor finishing works
 - d. Painting
 - e. Supply and installation of doors and door hardware
 - f. Supply and installation of windows and window hardware
5. Plumbing / Sanitary Works
 - a. Piping works
 - b. Supply and installation of Septic Tank
 - c. Supply and installation of fixtures

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- d. Construction of Material Recovery Facility (MRF)
- e. Construction of rainwater harvesting system
- f. Supply and installation of water depository (overhead water tanks)
- 6. Electrical Works
 - a. Roughing-ins
 - b. Electrical System (including provision for Data Center Panel Boards)
 - c. Lighting System
 - d. Emergency System
 - e. Automatic Transfer Switch (for Generator Set)
 - f. Provision for Solar PV system
- 7. Mechanical Works
 - a. Supply and installation of Airconditioning Units
 - b. Supply and installation of Elevator/Lift (4-8 person capacity)
 - c. Supply and installation of Generator Set
 - d. Installation of Fire Protection System
 - e. Mechanical roughing-ins / piping works
- 8. Electronic Works
 - a. Supply and installation of CCTVs
 - b. Supply and installation of Fire Detection and Alarm System
 - c. Supply and installation of PA System
 - d. Supply and installation of structured cablings and active components of internet supplies (fiber)
- 9. All other works necessary to complete the project.

In no circumstances shall the Contractor install / construct any features of the project which is not in conformity with the approved plans, specifications including quantities thereof. All other construction works not mentioned in the proposed plans and / or the above works shall be deemed included and it is the responsibility of the contractor not to exceed their submitted project cost.

7.4 Application for LEED Certification

The Contractor shall be responsible for managing and executing all tasks required to obtain Leadership in Energy and Environmental Design (LEED) certification for the building. This includes, but is not limited to, coordinating with the design team and LEED Accredited Professionals (LEED APs), collecting and submitting all required documentation to the U.S. Green

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Building Council (USGBC) or relevant certifying body, ensuring that all construction activities comply with LEED prerequisites and credit requirements, and facilitating required inspections, testing, and commissioning processes. The Contractor shall also track progress toward certification, respond to requests for clarification or additional information from the certifying authority, and take corrective actions as necessary to meet the targeted LEED certification level (e.g., Certified, Silver, Gold, or Platinum). All associated administrative costs, consultant coordination, and fees related to the LEED certification process shall be borne by the Contractor, unless otherwise specified in the contract.

7.5 Supply, Delivery and Installation of Office Furniture and Fixtures

The Contractor shall be responsible for the supply, delivery and installation of office furniture and fixtures including but not limited to the following:

1. Office workstations
2. Office chairs
3. Executive table and chair (Director's Office)
4. Pedestal cabinets
5. Lateral filing cabinets
6. Sofa (Director's Office, main lobby and receiving areas)

Office workstations, office chairs and pedestal cabinets shall be based on the plantilla positions of SEC ILOEO as indicated in Annex A.

VIII. COST OF THE PROJECT

8.1 Direct Cost

1. Materials
 - a. Cost of Materials to be used in doing the work item called for
 - b. Cost of source, including processing, crushing, stockpiling, loading, local taxes, construction and/or maintenance of haul roads, etc.
 - c. Expenses for hauling to project site
 - d. Handling expenses
 - e. Storage expenses
 - f. Allowance for waste and/or losses, not to exceed 5% of materials requirement.
2. Labor
 - a. Salaries and wages as authorized by the Department of Labor and Employment

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- b. Fringe benefits, such as vacation and sick leaves, benefits under the Workmen's Compensation Act, GSIS and/or SSS contributions, allowances, 13th month pay, bonuses, etc.
- 3. Equipment
 - a. Rental of equipment which shall be based on the prevailing "Associated Construction Equipment Lessors, Inc." For simplicity in computation, the operated rental rates are preferred over the bare rental rates as the former includes operator's wages, fringe benefits, fuel, oil, lubricants and equipment maintenance. The make, model and capacity of the equipment should be indicated in the detailed unit cost analysis.
 - b. Mobilization and demobilization shall be treated as a separate pay item. It shall be computed based on the equipment requirements of the project stipulated in the proposal and contract booklet. Mobilization and demobilization shall not exceed 1% of the Estimated Direct Cost (EDC) of the civil works items.
- 4. Permits and Clearances
 - a. Cost for Permits, Clearances and other Government Taxes (i.e. LGU Permits, Bureau of Fire Protection Clearance, etc.) shall be included in the cost under Program of Works (POW) and estimate / ABC.

8.2 Indirect Cost

- 1. Overhead Expenses shall be 7% of the EDC, which includes the following:
 - a. Engineering and Administrative Supervision.
 - b. Transportation allowances.
 - c. Office Expenses, e.g., for office equipment and supplies, power and water consumption, communication and maintenance.
 - d. Premium on Contractor's All Risk Insurance (CARI).
 - e. Financing Cost.
 - i. Premium on Bid Security
 - ii. Premium on Performance Security
 - iii. Premium on Surety for Advance Payment
 - iv. Premium on Warranty Bond (one year)
- 2. Contingencies (0.5% of the EDC)

These include expenses for meetings, coordination with other stakeholders, billboards (excluding Project Billboard which is a pay item under the General Requirements), stages during ground breaking, inauguration ceremonies, and other unforeseen events.
- 3. Miscellaneous Expenses (1% of the EDC)

These include laboratory tests for quality control and plan preparation.

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4. Contractor's Profit Margin (Shall be maximum of 8% of the EDC)
5. VAT Component (Shall be 5% of the sum of the EDC, OCM and Profit)
6. The following items shall not be subjected to OCM and Profit mark-up:
 - a. Mobilization and demobilization
 - b. Provision of Service Vehicle
 - c. Permits and Clearances
7. The following non-civil works items shall not be subjected to OCM mark-up:
 - a. Field Office and Living Quarters (Rental Basis)
 - b. Furnishing of Furniture, Survey Equipment and Consumables
 - c. Assistance to the Engineers
 - d. Photographs
 - e. Health and Safety
 - f. Traffic Management
 - g. Environmental Compliance
 - h. Communication Equipment, etc.

8.3 Design Cost

The design cost shall not be greater than the **3%** of the total contract cost and shall cover all design-related activities as required for the project.

IX. PROJECT REQUIREMENTS

9.1 Eligibility Requirements

The eligibility requirements for the Design and Build Scheme shall comply with the applicable provisions of RA 12009 and other pertinent procurement rules and regulations. Furthermore, the Contractor must possess a valid Philippine Contractors Accreditation Board (PCAB) License, with a minimum classification of Category B.

The Contractor must have a minimum of ten (10) years of relevant experience in vertical construction and shall have successfully completed at least one (1) Design-and-Build project of a similar nature and scope.

9.2 Staff Requirements

The Contractor shall provide an adequate number of qualified professionals, support and administrative staffs to perform the services described herein. The key personnel to be assigned should possess the adequate experience in his/her field of specialization in the completion of this project. The general qualifications of the minimum key personnel are as follows:

- a. Project Manager

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- i. Must have wide experience in the direction, coordination and administration of related projects particularly from design to construction of the project.
 - ii. Should be knowledgeable and familiar with all required code provisions. Either Civil Engineer or Architect who has a clear grasp of the various disciplines involved in the design, construction, installation and material cost savings for related projects, familiar with national and local code provisions and a decisive project implementer.
 - iii. With at least five (5) years' work-related experience.
- b. Architect / Civil Engineer, Electrical Engineer, Mechanical Engineer, Electronics Engineer and other professionals
 - i. Should be involved in the design and / or execution of this project
 - ii. Must have been involved in the design and construction of other similar projects
 - iii. Should have at least 3 years work related experience
 - iv. Should be professional engineers and / or architects and should be able to sign and seal all necessary reports, design analysis / computations, plans and specifications, etc.
- c. Materials Engineer / Quality Controller
 - i. Should have the expertise to conduct material evaluation and must source out suppliers necessary to ensure good quality workmanship
 - ii. Should have at least three (3) years' work-related experience
- d. Quantity Surveyor / Cost Analyst
 - i. Should have the experience as quantity surveyor / cost analyst to ensure that the project is within the approved budget
 - ii. Will be in-charged of preparing the bill of quantity
 - iii. Must ensure that the project schedule is being attained
 - iv. Should have at least three (3) years' work-related experience
- e. Draftsman
 - i. Should have the experience in the preparation of drawings / plans using the latest design software
 - ii. Should know how to prepare 3D perspectives with rendering for presentation purposes
- f. Construction Foreman
 - i. Should have extensive experience as construction foreman and could provide commanding presence during construction
 - ii. Should have at least five (5) years' work-related experience

Design

Terms of Reference and Other Requirements

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

Key Personnel	Relevant Experience
Architect	5 years
Civil Engineer	5 years
Structural Engineer	5 years
Master Plumber / Sanitary Engineer	5 years
Electrical Engineer	5 years
Mechanical Engineer	5 years
Electronics Engineer	5 years
Draftsman	1 year

Demolition / Construction

Key Personnel	Relevant Experience
Project Manager	10 years
Safety Officer	5 years
Quality Controller	3 years
Quality Surveyor / Cost Analyst	3 years
Foreman	10 years
Draftsman	1 year
Skilled Worker	3 years
Helper	1 year

X. REQUIRED SUBMITTALS

10.1 Upon Submission of Bids

Terms of Reference and Other Requirements

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



Upon the submission of bids, the Contractor shall provide the following documents as part of the technical requirements to be included in the evaluation:

1. Demolition Plan
2. Design narrative
3. Conceptual drawings
 - a. Site Development Plan
 - b. Architectural Plans
 - i. Floor Plans
 - ii. Elevations
 - iii. Sections
 - c. Perspectives
 - i. Interior Perspectives (ie. common areas, lobby, conference rooms, restrooms, office)
 - ii. Exterior Perspectives
 - d. Program of Works (in the same format of "Attachment A" of DPWH Department Order No. 197, series of 2016)
 - e. Gantt Chart

10.2 Upon Award of Contract

Upon the award of contract / Notice of Award (NOA), the Contractor shall provide the design concept and other plans for SEC's approval. The following minimum submittals and corresponding quantities shall be provided:

1. Conceptual design
2. 3D interior and exterior perspectives
3. Complete and detailed design of the proposed SEC ILOEO Building
4. Bill of Quantities
5. Program of Works and Detailed Unit Price Analysis (DUPA)
6. Technical specifications / Material specifications

All submittals shall be subject to review and approval by the SEC within the following timelines: one (1) working day for simple clarificatory questions; three (3) working days for highly technical inquiries; and five (5) working days for complex or multi-disciplinary issues.

Upon SEC's approval, the Contractor shall finalize plans, technical specifications and bill of materials. Whenever necessary, the Contractor shall be responsible for the production and facilitation of the requirements for the above-mentioned permits.

Submittals for approval of the end user include the following, but not limited to:

Terms of Reference and Other Requirements

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

- a. Civil / Architectural Plans (not smaller than 1:200)
 - i. Foundation Plans
 - ii. Setting-out Plans
 - iii. Structural Plans
 - iv. Structural Analysis
 - v. Floor Plans
 - vi. Proposed Furniture Layout Plans
 - vii. Roofing Plans
 - viii. Floor Finish Plans
 - ix. Reflected Ceiling Plans
 - x. Elevations
 - xi. Sections
 - xii. Schedule of Doors and Windows
 - xiii. Spot Details
 - xiv. Material specifications
 - xv. 3D Interior Perspectives
 - xvi. 3D Exterior Perspectives
- b. Electrical Plans (not smaller than 1:200)
 - i. Power Layout
 - ii. Lighting Layouts
 - iii. Schedule of Load
 - iv. Load Analysis
 - v. Single Line Diagrams
- c. Mechanical Plans (not smaller than 1:200)
 - i. Air-Conditioning Plans
 - ii. Ventilation Plans
 - iii. Equipment Schedule
 - iv. Fire Protection Plan
- d. Electronics Plans (not smaller than 1:200)
 - i. Structured Cabling System
 - ii. CCTV System
 - iii. Fire Detection and Alarm System
- e. Plumbing and Sanitary Plans (not smaller than 1:200)
 - i. Water Line System
 - ii. Sanitary System
 - iii. Storm Drainage System

Terms of Reference and Other Requirements

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

10.3 Upon Project Completion

Prior to SEC's acceptance and prior to the request of final billing, the Contractor shall finalize as-built plans, Certificate of Completion, Fire Safety Evacuation plans and other required documents. The Contractor shall be responsible for the production and facilitation of the requirements for the above-mentioned certificates.

The Contractor shall prepare the eight (8) copies of the following documents (hard copies, soft copies and CAD files):

- a. Civil / Architectural As-built Plans (not smaller than 1:200)
 - i. Foundation Plans
 - ii. Setting-out Plans
 - iii. Structural Plans
 - iv. Structural Analysis
 - v. Floor Plans
 - vi. Roofing Plans
 - vii. Floor Finish Plans
 - viii. Reflected Ceiling Plans
 - ix. Elevations
 - x. Sections
 - xi. Schedule of Doors and Windows
 - xii. Furniture specifications
 - xiii. 3D Interior Perspectives
 - xiv. 3D Exterior Perspectives
- b. Electrical As-built Plans (not smaller than 1:200)
 - i. Power Layout
 - ii. Lighting Layout
 - iii. Emergency System Layout
 - iv. Schedule of Load
 - v. Single Line Diagrams
 - vi. Testing and Commissioning Certificates
 - vii. Manufacturer's product data sheets for all equipment installed
- c. Mechanical As-built Plans (not smaller than 1:200)
 - i. Air-Conditioning Plans
 - ii. Ventilation Plans
 - iii. Equipment Schedule
 - iv. Fire Protection Plan
 - v. Testing and Commissioning Certificates

Terms of Reference and Other Requirements

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

- vi. Manufacturer's product data sheets for all equipment installed
- d. Electronics As-built Plans (not smaller than 1:200)
 - i. Structured Cabling System
 - ii. CCTV System
 - iii. Fire Detection and Alarm System
 - iv. Testing and Commissioning Certificates
 - v. Manufacturer's product data sheets for all equipment installed
- e. Plumbing and Sanitary As-built Plans (not smaller than 1:200)
 - i. Water Line System
 - ii. Sanitary System
 - iii. Storm Drainage System
 - iv. Manufacturer's product data sheets for all equipment installed.

XI. DATA AND ASSISTANCE PROVIDED BY SEC

SEC shall provide the space allocation, minimum specifications and/or other necessary information which will guide the Contractor for the design and construction of the SEC ILOEO Building.