

**DESIGN AND BUILD  
OF THE TWO-STOREY BUILDING  
WITH COVERED ROOF TOP AND  
OPEN BASEMENT PARKING  
Puerto Princesa City, Palawan**

**TERMS OF REFERENCE  
DESIGN AND BUILD**

## **PART I. GENERAL PROJECT INFORMATION**

### **I. PROJECT DESCRIPTION**

1. Project Title: Design and Build of the Two-Storey Building with Covered Roof Top and Open Basement Parking
2. General Description:

The project shall cover the design and construction of the Two-Storey Building with Covered Roof Top and Open Basement Parking, which will serve as the office of the SHFC Visayas Hub and Palawan Branch. It is located within the Government Center and Nature's Park situated at Brgy. Sta. Monica, Puerto Princesa City, Palawan with a gross area of approximately 1,165 square meters. The site shall be developed to accommodate the standard requirements of an Office as prescribed by the National Building Code of the Philippines and other generally-accepted design standards for such facility.

The plans and designs shall be in accordance with the Schematic Design Plans and the General Site Development and Building Design Specifications as prescribed in this Terms of Reference (TOR) approved by SHFC. The project shall have an Approved Budget for the Contract (ABC) of Sixteen Million Pesos (Php 16,000,000.00). The proposed Two-Storey Building with Covered Roof Top and Open Basement will include office space that can accommodate around 150 persons, conference rooms, storage rooms, an activity area and open space basement intended for parking.

3. Project Components

The project shall have the following basic components:

- a. Preliminary Conceptual Architectural/Engineering Design including site development plan, floor plans and perspectives.

Such plans, designs and specifications shall be subject to review and recommendation by the Technical Working Group, the Department of Engineering and approval by the Head of Procuring Entity (HOPE). The Architectural and Engineering Design Development and the Contract Documents (CD) phases shall continue after the bid is awarded.

- b. Construction of a Two-Storey Building with Covered Roof Top and Open Basement Parking.

### **II. PROCUREMENT MODE**

The Design and Build scheme of procurement was recommended, endorsed and adopted pursuant to the guidelines provided in Guidelines for the Procurement and Implementation of Contracts for Design and Build Infrastructure Projects of the IRR of RA 9184.

### **III. PROCUREMENT OBJECTIVES**

1. To prepare complete Architecture & Engineering Plans and related studies/investigations that consider the following:
  - a. Optimal benefits for all stakeholders, which include the procuring entity, the direct users and the Palaweños.
  - b. Construct a building that conform to relevant laws, design standards and legal procedures.
2. To build a Two-Storey Building with Covered Roof Top and Open Basement that is consistent with the following principles:
  - a. Minimizing adverse impacts on the natural environment.
  - b. Comprehensive Architecture & Engineering Plans concepts including:
    - i. Energy savings through day lighting, night-time setbacks, and monitoring of power consumption
    - ii. Natural ventilation and thermal comfort concepts;
    - iii. Addressing occupational hazards and environmental health concepts;
  - c. Site development and building design that will be resilient, flexible and can accommodate technological change
3. To implement a turnover procedure in accordance with Project Acceptance and Turnover.

### **IV. GENERAL SCOPE OF WORK**

1. Design Phase
  - a. Geodetic Survey
  - b. Soil Foundation Investigation
  - c. Architecture & Engineering (A&E) Design Development Plans, Elevations and Sections
  - d. Detailed Architectural Designs and Plans including exterior glass, curtain wall details for energy savings, thermal and moisture protection.
  - e. Detailed Architectural Interior Designs and Plans
  - f. Detailed Site/Civil Landscape Architectural Designs and Plans
  - g. Detailed Site and Building Engineering Designs and Plans
    - i. Structural
    - ii. Sanitary/Plumbing
    - iii. Electrical
    - iv. Electrical Auxiliaries
    - v. Mechanical Room,
    - vi. Architectural
  - h. Detailed Estimates, Bill of Quantities
  - i. Proposed Design and Construction Schedule
  - j. Occupational Health and Safety Program for the Construction Phase



2. Construction Phase
  - a. General Requirements
    - i. Permit to Construct
      - Building Permit, Electrical Permit, Sanitary Permit, Mechanical Permit, Zoning Permit, Fire Safety Permit, etc.)
    - ii. Project Billboard
  - b. Temporary Facilities
  - c. Earth works
  - d. Structural Works
  - e. Site and Landscape Architectural Works
  - f. Sanitary/Plumbing Works
  - g. Electrical Works
  - h. Electrical Auxiliaries Works
  - i. Architectural Interior Design Works
  - j. Provision for Engineered Mechanical Building Utilities and Ventilation Systems
  - k. Provision for Data and Voice Facility

## **PART II. DETAILED PROJECT REFERENCE**

### **I. ELIGIBILITY AND QUALIFICATION PROCESS**

1. All submittals and attendances required for this bidding and enumerated in the Invitation to Bid must be strictly complied with, without exemption to the place, date and time unless otherwise modified with proper notification thru Bid Bulletin by SHFC.
  - a. The eligibility requirements shall be in accordance with the provisions of Section 23 of RA 9184 and the Guidelines for the Procurement and Implementation of Contracts for design and Build Infrastructure Projects.

### **II. CONCEPTUAL DESIGN**

The Bidder shall submit a Preliminary Conceptual Design Plans for the Office Building in accordance to the Terms of Reference (TOR).

The bidder shall abide by the criteria and parameters in the Bid Data Sheet (BDS) for the Design and construction the SHFC Office in Puerto Princesa City, Palawan

1. Classification:
  - a. Ownership: SHFC
  - b. Type: Two-Storey Building with Covered Roof Top and Open Basement Parking
2. Background for Program

The bidder shall consider in their proposal the following space requirements for the Office building:



## SPACE REQUIREMENTS

Proposed Two Storey Building with covered roof top and open basement parking:

Basement (Open Space for Parking)

Ground Floor: (Palawan Office)

- Front Deck with waiting area
- Mini Conference Room (6-8 persons)
- Pantry with sink
- Lactation Room with sink
- Storage Room / Records Room
- \*CR (Male) (w/ Toilet Bowl, Urinal and sink (2cubicle))
- \*CR (Female) (w/ Toilet Bowl and sink (2cubicle))
- Managers Room (with CR)

2<sup>nd</sup> Floor: (Visayas Hub)

- Front Deck with waiting area
- Conference Room (15-20 persons)
- Pantry with sink
- Storage/Records Room
- Supply Room
- Mini Conference Room
- \*CR (Male) (w/ Toilet Bowl, Urinal and sink (2cubicle))
- \*CR (Female) (w/ Toilet Bowl and sink (2cubicle))
- VP Room (with CR)

Covered Roof Top:

- Conference Rooms
- Activity Area
- \*CR (Male) (w/ Toilet Bowl, Urinal and sink (2cubicle))
- \*CR (Female) (w/ Toilet Bowl and sink (2cubicle))
- \*PWD friendly

### 3. Exterior Elements

The bidder shall consider in their proposal the following supplemental physical requirements:

- a. Security
  - i. CCTV Security Systems
- b. Vehicular and Pedestrian Access System
  - i. Entrance and Exit Access (Stairs, ramps, and the like)
  - ii. Parking Spaces
- c. Universal Design Access Systems
  - i. Ramps
  - ii. Clear accessible widths
  - iii. Universal design for toilet rooms

#### 4. Site Development

- a. Site components shall consist of building, driveway, ample parking, green areas and other landscape elements.
- b. Lot Occupancy, Building Shape and Orientation:
  - i. To allow for efficient traffic circulation between buildings and to provide adequate ventilation, individual building footprint shall not cover more than 20% of its allocated lot (building to block ratio).
  - ii. Minimum building setbacks shall be as specified in the recommended drawings and plans provided by PD 1096 or National Building Code (NBC) and current amendments and other applicable laws.
- c. Circulation
  - i. Minimum number of entry points and total width shall follow the National Building Code (NBC) and Fire Code provisions and other applicable laws.
  - ii. Detailed designs shall provide for pedestrian and vehicular traffic for the projected user population.
  - iii. The circulation system shall identify emergency routes

### III. ARCHITECTURAL AND ENGINEERING (A&E ) DESIGN PARAMETERS

#### 1. General A&E Design Parameters

- a. Use of Appropriate Building Design and Technology
- b. The architectural character of the building should appropriately project the image of a low rise office, under the National Building Code of the Philippines.
  - i. Detailed design of interior spaces should accommodate the building program
  - ii. Building systems shall adopt energy-efficient and user-friendly technologies. Day lighting shall be interfaced with energy-efficient electric lighting. Passive cooling and thermal comfort systems and monitoring of power consumption shall be incorporated.
  - iii. Building envelope, materials and finishes shall be specified in accordance with green building principles. Use of renewable and recyclable materials should be maximized
  - iv. Addressing occupational hazards and environmental health concepts;
- c. Compliance with Relevant Laws and Design Standards

PD 1096 or National Building Code of the Philippines and its Latest and Amended IRR  
BP 344 or Accessibility Law and its Latest and Amended IRR  
RA 9514 or Fire Code of the Philippines and its Latest and Amended IRR  
National Structural Code of the Philippines (NSCP) 2010  
National Plumbing Code of the Philippines (NPCP)  
Sanitation Code of the Philippines  
Mechanical Engineering Code of the Philippines  
Philippine Electrical Code  
National Electrical Code  
TIA-942 Telecommunications Infrastructure Standard for Data Centers



### Other Applicable Laws

#### 2. Building Project Life Safety Features:

- a. Fire sprinklers
- b. Fire Extinguishers and Extinguisher Cabinets within 80 feet.
- c. Wet Pipe System Fire Hose Valve all floors
- d. Smoke and Heat detectors all rooms
- e. Doors open in the direction of egress. No doors or equipment access less than 960 mm wide.
- f. Egress stairs (fire exits) shall comply with requirements for high-rise new construction and provide Areas of Rescue / Areas of Refuge (2009 International Building Code)
- g. Lightning protection is to be provided by electrical.
- h. If underground, parking garage will have natural ventilation to outdoors using shafts to avoid carbon monoxide poisoning. (National Building Code)

## **PART III. DETAILED ARCHITECTURAL AND ENGINEERING DESIGN**

### **I. DETAILED ARCHITECTURAL DESIGN PLANS AND SPECIFICATIONS**

1. The Contractor shall prepare and submit a complete set of detailed architectural design and specifications of the building.
2. Minimum Qualifications Required:
  - a. The individual or the designated principal of the firm must be a licensed Architect/Engineer with at least five (5) year experience and solid background in Architecture and Engineering Design.
  - b. The Designer(s) shall be an architect, with expertise in structures and facilities belonging to mixed occupancies under the National Building Code of the Philippines and latest amendments.

### **II. DETAILED ENGINEERING DESIGN PLANS AND SPECIFICATIONS**

1. The Contractor shall prepare and submit a complete set of detailed engineering drawings/plans and specifications for the below cited engineering discipline.
  - a. Structural Designs
  - b. Sanitary/Plumbing Designs
  - c. Electrical Designs
  - d. Electrical Auxiliaries
  - e. Mechanical
  - f. Data and Voice Designs
  - g. Architectural Design



## **PART IV. DETAILED ESTIMATES**

### **I. PROJECT COST ESTIMATES**

1. The bidder shall prepare and submit for the purpose of the Bill of Quantities (BOQ) in this contract, a detailed cost estimate in accordance with the limit of the available Approved Budget for the Contract and following the sequence of priorities below:
  - a. Design Development Phase. The detailed costing for the design development phase is for the preparation, submittal and approval of the following:
    - i. Preliminary Surveys/Studies, including:
      - Geodetic Survey of the Lot
      - Soil Foundation Investigation
      - Location and Invert Elevations of Existing Utilities
    - ii. Architecture & Engineering (A&E) Site Design Development Plans and Sections
    - iii. Detailed Architectural Plans, Elevations and Sections
    - iv. Detailed Architectural Interior Designs, Finish Plans and Sample Boards
    - v. Detailed Site/Civil Landscape Architectural Designs and Plans
    - vi. Detailed Site and Building Engineering Designs and Plans
      - Structural
      - Sanitary/Plumbing/ Fire Protection
      - Electrical
      - Electrical Auxiliaries
      - Mechanical Ventilation
      - Data and Voice
    - vii. Detailed Estimates, Bill of Quantities
    - viii. Scope of Works and Technical Specifications
    - ix. Proposed Design and Construction Schedule
    - x. Health and Safety Program for the Construction Phase
  - b. Construction Phase
    - i. General Requirements
      - Permits (including Building Permit, Electrical Permit, Sanitary Permit, Mechanical Permit, Zoning Permit, Fire Safety Permit, etc.)
      - Project Billboard
    - ii. Temporary Facilities and Facilities for the Engineer Staff and Meeting Room
    - iii. Earth Works
    - iv. Structural Works
    - v. Architectural Works and Finishes
    - vi. Sanitary/Plumbing Works and Finishes
    - vii. Electrical Works and Finishes
    - viii. Electrical Auxiliaries Works and Finishes
    - ix. Architectural Interior Works
    - x. Engineered Mechanical Building Utilities and Ventilation Systems
    - xi. Site and Landscape Architectural Works

xii. Provision for data and voice facility

## **II. COST ESTIMATE GUIDELINES**

1. In the preparation of all detailed cost estimates, the bidder shall be guided by the Cost Estimate Form (Section 00470) in Project Manual Volume 1 Philippine Bidding Documents.
2. The labor component of the cost estimates shall follow the ranges provided in the ordinance and the latest wage order of Department of Labor and Employment (DOLE) MIMAROPA.

## **III. PROPOSED DESIGN AND CONSTRUCTION SCHEDULE**

The target number of days to complete the Project TWO-STOREY BUILDING WITH COVERED ROOF TOP AND OPEN BASEMENT PARKING is ONE YEAR, reckoned from seven (7) calendar days upon receipt by the Contractor of the Notice to Proceed.

## **PART V. CONSTRUCTION PHASE**

### **I. PERMITS AND CLEARANCES**

1. The contractor shall pay for any and all expenses necessary to be able to secure the following:
  - a. Permit to Construct (PTC);
  - b. Environmental Clearance Certificate (ECC), including the corresponding Tree Cutting Permit from the concerned government agencies, if necessary;
  - c. Building Permit, Zoning Permit, Electrical Permit, Fire Safety Permit.
  - d. Other statutory permits
2. The contractor shall, upon authorization by the City Government, make representation with the concerned government agencies to expedite the release of the same

### **II. TEMPORARY STRUCTURES AND FACILITIES**

1. The contractor shall provide and maintain the following:
  - a. Temporary office and/or quarters with water, light, telephone and toilet facilities for the contractor's project team personnel.
  - b. Temporary bunkhouses/quarters for the contractor's work force complete with toilet and bath facilities.
2. The contractor shall also prepare and implement a plan for egress upon completion of the project

### **III. MOBILIZATION**

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 his efficient undertaking of the project.



#### **IV. CONSTRUCTION SUPERVISION**

The contractor shall execute all the works under the contract in strict accord with standard engineering methodology and procedures and shall be responsible for maintaining cleanliness and orderliness, health and safety of workers and general public in the project area throughout the duration of the contract.

#### **V. ELECTRIFICATION**

The contractor shall pay for expenses for the acquisition of the power connection to the local electric utility/cooperative for the temporary lighting of the work area and temporary facilities.

#### **VI. QUALITY CONTROL**

The contractor shall adhere to the submitted and approved Minimum Material Testing Plan.

##### **1. Special Inspection and Testing Requirement**

Contractor shall provide quality assurance for the construction of the seismic force resistance system designed by the Structural Engineer of Record by recording periodic inspections and testing of structural components in a timely manner during construction. The system may include structural elements such as a steel intermediate moment resistance frame and concrete shear walls, and additional systems such as anchorage of equipment and exhaust ducts containing hazardous materials, anchorage of piping systems and mechanical units containing flammable, corrosive or toxic materials, anchorage or electrical equipment used for emergency and standby equipment.

See the section in Division 1 for a full description of the special tests that are required with no exception.

##### **2. Building Commissioning**

Contractor shall comply with commissioning requirements as documented in Division 1 specifications and coordinate requirements with SHFC.

#### **VII. MINIMUM CONSTRUCTION SAFETY AND HEALTH PROGRAM**

The contractor shall abide with the following minimum safety and health program:

##### **1. SAFETY PROGRAM**

- a. Contractor provides skull guards, raincoats, working shades, and boots to employees who are assigned to hazardous areas;
- b. Operators, drivers, and other employees who handle equipment must thoroughly check their equipment, lubricate and handle them properly and should be cautious, extra careful at all times to avoid accidents while on duty;
- c. Wires, nails, bolts and other pointed objects should be eradicated in the working areas to avoid possible injuries/accidents;
- d. Seat belts are provided in every truck/vehicle that is being used in the project site;
- e. Fire extinguishers are to be placed in equipment such as fuel truck; and



- f. Employees are advised on the use of cigarettes, candles and other flammable materials to avoid occurrence of fire

## **2. HEALTH PROGRAM**

- a. Upon entrance as construction site employees, the Contractor will provide that every construction employee automatically becomes a member of SSS, Pag-ibig, and PhilHealth Corporation;
- b. A cabinet which contains over the counter drugs and other first aid supplies are ready for use in case of sickness or accidents that occur. In case of serious incidence, they are immediately brought to the emergency room of the nearest hospital;
- c. Strictly no drinking liquor during working hours to ensure safety and for health purposes;
- d. At the Contractor's and subcontractors' discretion, construction employees found to engage in unsafe construction site services shall receive two warnings and training prior to termination;
- e. SHFC has zero tolerance for unsafe behaviour that may cause harm to the workers and other members of the community

## **VIII. AS-BUILT PLANS**

The contractor shall prepare and submit as-built plans duly signed and sealed by a civil engineer/architect in the same sheet size and scale as the original drawings in two (2) reproducible copies. Electronic copies of the as-built contract drawings shall also be submitted in native files for use with the Autodesk software Autocad and Revit. The \*.PDF format files shall be delivered with the CAD or BIM files.

## **IX. COORDINATION WORK WITH CONSTRUCTION MANAGEMENT TEAM**

The Owner and Implementing Agency (Social Housing Finance Corporation – Palawan) will designate a Construction Monitoring Team who will work with the contractor during design, construction, and post-construction.

## **PART VI. APPROVED BUDGET FOR THE CONTRACT**

### **I. APPROVED BUDGET AND PROJECT DURATION**

1. The Approved Budget for the Contract (ABC) is Sixteen Million Pesos (Php 16,000,000.00).
2. The Approved Period for the design and construction is one year starting seven (7) calendar days from the receipt by the Contractor of the Notice to Proceed.

### **II. TERMS OF PAYMENT**

1. 1<sup>st</sup> Release: Fifteen percent (15%) of the above fee representing mobilization fund. The contractor shall submit written request after the Notice to Proceed is released to the contractor, including the LGU approved plans, cost estimates/bill of quantities, drawdown site development/building construction, Building permit/Development permit, electrical permit/plumbing permit, and performance bonds;

2. 2<sup>nd</sup> Release: Percentage accomplishment must be at least 20 %. The contractor shall submit the following:
  - a. Statement of work accomplishment (SWA) indicating the percentage of work progress signed by the contractor.
  - b. Pictures of the project together with color coded plans showing actual progress; and
  - c. Billing cost
  - d. Updated Work Schedule (target vs accomplishment)
  - e. Validated Accomplishment Report by SHFC
3. 3<sup>rd</sup> Release: Percentage accomplishment must be at least 60 %. The contractor shall submit the following:
  - a. Statement of work accomplishment (SWA) indicating the percentage of work progress signed by the contractor
  - b. Pictures of the project together with color coded plans showing actual progress; and
  - c. Billing cost
  - d. Updated Work Schedule (target vs accomplishment)
  - e. Validated Accomplishment Report by SHFC
4. 4<sup>th</sup> Release; Percentage accomplishment must be 100%. The contractor shall submit the following:
  - a. Statement of work accomplishment (SWA) indicating the percentage of work progress signed by the contractor
  - b. Pictures of the project together with color coded plans showing actual progress; and
  - c. Billing cost
  - d. Updated Work Schedule (target vs accomplishment)
  - e. Certification issued by the contractor stating that the Project has been completed in accordance with the approved plans.
  - f. Validated Accomplishment Report by SHFC
5. 10% Retention Fee: to be deducted from every progress billing and to be released upon issuance of Certificate of Completion and Acceptance by SHFC.



## PART VII. BIDDER'S RESPONSIBILITIES

### I. BIDDING

1. The prospective Bidder shall be responsible for taking the necessary steps to carefully examine all documents. It also rests upon the Bidder to acknowledge all conditions, local or otherwise, affecting the carrying out of the contract works, and arrived at an estimate of the facilities available and needed for the project. Failure to do so shall be at the proponent's/bidder's risk.
2. It shall be the sole responsibility of the Bidder to determine and suit himself by such means as he considers necessary or desirable as to all matters pertaining to the project, including the location and nature of work, climatic conditions, nature and condition of the terrain, geological conditions at the site; transportation and communication facilities, requirement and availability of materials, labor, water, electrical power and roads; location and extent of aggregate source; and other factors that may affect the cost, duration and execution of the work. The Proponent/Bidder, by the act of submitting his proposal, acknowledge that he has inspected the site and determined the general characteristics of the project and the conditions indicated above. SHFC requires an affidavit, duly notarized, of such site inspection from the Proponent/Bidder.
3. Prior to submittal of proposals, it is assumed that the Proponent/Bidder is already familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines, which may affect or apply to the operations and activities of the contractor. However, in the case where the cost of the awarded contract is affected by applicable new laws, decrees, ordinances, regulations and other acts of government promulgated after the date of submission of proposals, a contract price adjustment may be made or appropriate relief be applied on a no loss – no gain basis provided such is not covered by the provisions on price escalation hereof and subject further to the availability of funds.

### II. BID SECURITY

1. The bidder shall submit a Bid Securing Declaration, or any form of Bid Security, in an amount not less than the required percentage of the ABC in accordance with the following schedule;

Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.	Two percent (2%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i>	



<p>That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>		
<p>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>		Five percent (5%)

### III. PERFORMANCE SECURITY

- The performance security shall be in amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
<p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	Goods and Consulting Services – Five percent (5%)
<p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: <i>Provided, however,</i> That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	Infrastructure Projects – Ten percent (10%)
<p>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Thirty percent (30%)

#### **IV. PLANNING AND DESIGN PHASE**

1. The proponent/bidder is expected to have visited the project site, familiarized themselves of the terrain, climatic conditions, availability of local manpower and construction materials, and local statutes that have direct bearing on the project.
2. The bidder is required to submit the proposed relocation map/plan of affected utilities.
3. The proponent/bidder is required to submit a Preliminary Conceptual Design in accordance with the degree of detail specified in this Terms of Reference (TOR). Prior to the award of the contract, the preliminary designs shall be rectified for errors in the interpretation of the specified conceptual design specifications and parameters.

#### **PART VIII. RESPONSIBILITIES OF THE SHFC PALAWAN**

##### **I. RIGHT-OF-WAY**

SHFC shall secure the necessary Right-of-Way and access to the site from the date of contract award until building construction and site work is completed.

##### **II. ENVIRONMENTAL CERTIFICATE CLEARANCE**

SHFC shall assist the contractor in securing the necessary Environmental Clearance Certificate (ECC). It shall be the responsibility of the contractor to pay for any and all expenses necessary in the preparation of Environmental Impact Statement and to secure such and to make representation and follow-ups to expedite the release of the same.

##### **III. ELECTRICAL FACILITIES**

SHFC shall assist in securing the electrical facilities in the project by filing the application with the local electric utility. It shall be the responsibility of the contractor to pay for any and all expenses necessary in the acquisition of the electrical facilities.

#### **PART IX. PROJECT ACCEPTANCE AND TURN-OVER**

- I. A Construction Monitoring Team shall be created by SHFC to ensure that completed work is:
  1. In accordance with the SHFC approved Construction contract documents and plans and specifications approved by the Local Government Unit (LGU).
  2. Able to perform as expected and was constructed in a way to allow successful testing, commissioning, and certification.
- II. Should the Construction Monitoring Team members notice defects after completing the punchlist, new items may be added to the list which the contractor shall correct prior to final acceptance.
- III. Upon final acceptance of the project, the retention money for the project shall be released accordingly, upon the request and posting of the required one (1) year guarantee bond for the contract.



## PART X. ANNEXES

### ANNEX 1: VICINITY PLAN (PHOTO)

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation  
*Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)*

Project : **TWO-STOREY BUILDING WITH COVERED ROOF TOP  
AND OPEN BASEMENT PARKING**

Location : **PUERTO PRINCESA CITY, PALAWAN**

Sht. No.	SHEET CONTENTS	REMARKS*
1	<b>ARCHITECTURAL DRAWINGS</b> (as applicable)	
1-a.	Perspective, Site Development Plan, Vicinity Map/Location Plan (2.00 kms. Radius), Table of Contents	
1-b.	Floor Plans (scale 1:100m minimum) including furniture layout when necessary	
1-c.	Four (4) Elevations (scale 1:100m minimum)	
1-d.	Two (2) Sections (scale 1:100m minimum) including spot details when necessary	
1-e.	Roof Plan/s showing downspouts (scale 1:100m minimum), including detail of gutter, downspout, etc.	
1-f.	Reflected Ceiling Plan/s (scale 1:100m minimum), including details	
1-g.	Details of Stairs, fire escapes/exits, accessible ramps, etc. (scale 1:50m), including details of railings, treads, risers, etc., in the form of plans, elevation/section	
1-h.	Details of Toilets (1:50 m) including accessible toilets in the form of plans, elevation/section	
1-i.	Details of specialized design features (scale 1:50 m) such as exterior glass curtain walls, partitions, cabinets, etc. and accessible design features	
1-j.	Detailed plan and section of auditorium seating layout and stage (scale 1:50 m)	
1-k.	Detailed plan and section of covered roof deck construction (scale 1:50m)	
1-l.	Detail of typical bay section from lower basement to roof (scale 1:50 m)	
1-m.	Schedule of doors, gates, emergency exits, etc. (scale 1:50 m), including specifications for materials and hardware	
1-n.	Schedule of windows (scale 1:50 m), including specifications for materials and hardware	
1-o.	Schedule of finishes for interior and exterior floors, walls, ceilings	
	Architectural Technical Specifications	
	Architectural Scope of Works	
	Architectural Bill of Quantities	



## ANNEX 2: CHECKLIST OF REQUIREMENTS – DETAILED ARCHITECTURAL INTERIOR DESIGN

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation

*Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)*

Project : **TWO-STOREY BUILDING WITH COVERED ROOF TOP  
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SHEET No.	SHEET CONTENTS	REMARKS*
2.a	Floor Plans showing layout of floor finishes (scale 1:100m minimum)	
2.b	Interior Elevations and Sections showing wall patterns, ceiling sections, etc. (scale 1:100m minimum)	
2.c	Schedule of Finishes and Details	
2.d	Details of Partitions, Ceiling and other Interior Design Features (scale 1:100 minimum)	
2.f	Paint Color Swatch Combinations	
2.g	Architectural Interior Perspective/s	
	Architectural Interior Design Technical Specifications	
	Architectural Interior Design Scope of Works	
	Architectural Interior Design Bill of Quantities	

**ANNEX 3: CHECKLIST OF REQUIREMENTS – DETAILED  
LANDSCAPE ARCHITECTURE DESIGN**

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation

*Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)*

Project : **TWO-STOREY BUILDING WITH COVERED ROOF TOP AND OPEN  
BASEMENT PARKING**

Location : **PUERTO PRINCESA CITY, PALAWAN**

<b>SHEET No.</b>	<b>SHEET CONTENTS</b>		<b>REMARKS*</b>
	<b>LANDSCAPE ARCHITECTURE DRAWINGS</b> (as applicable)		
3.a	Exterior Lighting Plan and Details		
3.b	Exterior Building Lighting and Details		
3.c			
3.d	Schedule of Landscape Exterior Finishes and Details		
3.e	Landscape Architectural Perspective/s		
3.f	Planting Schedule and Plant Identification		
3.g	Utilities for connection to the New Building.		
	Landscape Architecture Design Technical Specifications		
	Landscape Architecture Design Scope of Works,		
	Landscape Architecture Design Bill of Quantities		

#### ANNEX 4: CHECKLIST OF REQUIREMENTS – STRUCTURAL DESIGN

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation

*Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)*

Project : **TWO-STOREY SHFC  
OFFICE WITH ROOF TOP AND OPEN BASEMENT PARKING**

Location : **PUERTO PRINCESA CITY, PALAWAN**

SHEET No.	SHEET CONTENTS	REMARKS*
	<b>STRUCTURAL DRAWINGS</b> (as applicable)	
4.a	General Notes and Construction Standards	
4.b	Site Development Plan	
4.c	Foundation Plan/s (scale 1:100m minimum)	
4.d	Floor Framing Plan/s (scale 1:100m minimum)	
4.e	Roof Framing Plan (scale 1:100m minimum)	
4.f	Schedule and Detail of Footings, Columns and Shear Walls	
4.g	Schedule and Detail of FTB's, Girders, Beams and Floor Slabs	
4.h	Detail of Trusses	
4.i	Details of Stairs, Ramps, Fire Exits	
4.j	Other Spot details	
	Structural Analysis and Design	
	Boring and Land Test Results	
	Seismic Analysis	
	Structural Technical Specifications	
	Structural Scope of Works	
	Structural Bill of Quantities	



## ANNEX 5: CHECKLIST OF REQUIREMENTS – SANITARY/PLUMBING DESIGN

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation

*Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)*

Project : **TWO-STOREY BUILDING WITH COVERED ROOF TOP AND OPEN BASEMENT PARKING**

Location : **PUERTO PRINCESA CITY, PALAWAN**

SHEET No.	SHEET CONTENTS	REMARKS*
	<b>PLUMBING/SANITARY DRAWINGS</b> (as applicable)	
5.a	General Notes and Legends	
5.b	Location and Site Plan	
5.c	Storm Water Drainage Layout (scale 1:100m minimum) including actual length of tapping line to Main Drainage Line	
5.d	Water Line Layout (scale 1:100m minimum) including actual length of tapping line from main source when applicable	
5.e	Sewer line and Vent line layout (scale 1:100m minimum) including actual length of tapping line to septic tank or existing sewer line	
5.f	Isometric Layout, showing Waterline, sewer line and drainage line	
5.g	Detail of connections, catch basins, downspouts, etc.	
5.h	Detail of Cistern: Schedule of Pumps	
5.i	Detail of Septic Tank/Sewer Treatment Plant	
5.j	Details Water Tank (scale 1:50m)	
	Design Analysis	
	Sanitary Technical Specifications	
	Sanitary Scope of Works	
	Sanitary Bill of Quantities	

## ANNEX 6: CHECKLIST OF REQUIREMENTS – ELECTRICAL DESIGN

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation

*Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)*

Project : **TWO-STOREY BUILDING WITH COVERED ROOF TOP AND OPEN BASEMENT PARKING**

Location : **PUERTO PRINCESA CITY, PALAWAN**

SHEET No.	SHEET CONTENTS	REMARKS*
	<b>ELECTRICAL DRAWINGS</b> (as applicable)	
6.a	General Notes and/or specifications	
	Legends or Symbols	
6.b	Location and Site Plan	
6.c	Lighting and Receptacle Outlets Layout (scale 1:100m minimum) and details including Schedule of Lighting Fixtures and Control Devices	
6.d	Power Layout (scale 1:100m minimum) and details including Schedule of Panels	
6.e	Fire Detection and Alarm Circuits Layout (scale 1:100m minimum) and details including Schedule of Equipment	
6.f	Emergency alarm, lighting Layout for Exits and Hallways (scale 1:100m minimum) and details including Schedule of Emergency Lighting Fixtures and Signages	
6.g	Schedules, Detail breakdown of Loads	
6.h	One Line Diagrams	
6.i	Other Details including and not restricted to wiring penetrations through fire-rated walls, section details of devices and wall plates located in exterior areas, containment areas, animal care areas, and office areas.	
	Electrical Computations/ calculations	
	Design Analysis	
	Electrical Scope of Works	
	Electrical Bill of Quantities	



## ANNEX 7: CHECKLIST OF REQUIREMENTS – ELECTRICAL AUXILIARIES DESIGN

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation

*Reference:* : **TWO-STOREY BUILDING WITH COVERED ROOF TOP AND OPEN BASEMENT PARKING**  
*Revised*  
*Implementing*  
*Rules and*  
*Regulations*  
*of the*  
*National*  
*Building*  
*Code of the*  
*Philippines*  
*(PD 1096)*

*Location* : **PUERTO PRINCESA CITY, PALAWAN**

SHEET No.	SHEET CONTENTS	REMARKS*
	<b>ELECTRICAL AUXILIARIES DRAWINGS</b> (as applicable)	
7.a	General Notes and/or specifications	
	Legends or Symbols	
7.b	Location and Site Plan	
7.c	Telephone, Data and Wi-Fi Systems Layout, One Line Diagram (scale 1:100m minimum) and details including Schedule of Equipment	
7.d	Mass Notification System Layout, One Line Diagram (scale 1:100m minimum) and details including Schedule of Equipment	
7.e	Wi-Fi Layout, One Line Diagram (scale 1:100m minimum) and details including Schedule of Equipment	
7.f	Cable TV, Master Antenna TV and CCTV Layout, One Line Diagram (scale 1:100m minimum) and details including Schedule of Equipment	
7.g	Building section details showing cable tray and wiring in pathways relation to the work of other trades	
7.h	Other Details including and not restricted to wiring penetrations through fire-rated walls, section details for devices located in exterior areas, containment areas, animal care areas, and office areas.	
	Electrical Auxiliaries Scope of Works	
	Electrical Auxiliaries Bill of Quantities	

## ANNEX 8: CHECKLIST OF REQUIREMENTS – MECHANICAL DESIGN

Checklist of Drawing Requirements in the preparation/evaluation/approval of Detailed Architectural and Engineering Plans and other Documents for New Construction Project Implementation

*Reference: Revised Implementing Rules and Regulations of the National Building Code of the Philippines (PD 1096)*

Project : **TWO-STOREY BUILDING WITH COVERED ROOF TOP AND OPEN BASEMENT PARKING**

Location : **PUERTO PRINCESA CITY, PALAWAN**

SHEET No.	SHEET CONTENTS	REMARKS*
	<b>MECHANICAL DRAWINGS</b> (as applicable)	
8.a	General Notes and Legends	
8.b	Location and Site Plan	
8.c	Floor Plans/Isometric Drawings (scale 1:100m minimum) showing Fire Suppression Systems including sprinkler system, and other installations	
8.d	Detail of Other Machinery/Equipment (scale 1:50)	
8.e	Longitudinal and Transverse Section of Building (scale 1:100m) showing manner of support of machines/equipment	
8.f	Other Details including and not restricted to wiring penetrations through fire- rated walls, section details for devices located in exterior areas, containment areas, and office areas.	
8.g	Schedules including valves, air handling units, air-conditioning units	
	Mechanical Technical Specifications	
	Mechanical Scope of Works	
	Mechanical Bill of Quantities	

### REQUIRED ELIGIBILITY DOCUMENTS:

#### A. LEGAL

1. Contractors Data (registered name, address, telephone and fax numbers, email address). Person managing affairs of the firm (name, designation and phone numbers), authorized liaison officer/s (name, designation and phone numbers).
2. Three (3) signature specimen of authorized signatory of the firm
3. Registration Certificate from SEC supported with Articles of Incorporation, Amendments and increase in capitalization.



4. Mayor's permit issued by the city or municipality where principal place of business of the prospective bidder is located supported by an official receipt (OR) including payment for the latest applicable quarter or whole year of 2019.
5. Valid Certificate of PhilGEPS Registration
6. Omnibus Sworn Statement for
  - a. Ownership/corporation
  - b. Authority of Signatory
  - c. Not "blacklisted" or barred from bidding
  - d. Authenticity of documents
  - e. Authority to SHFC to verify all documents submitted
  - f. Disclosure of no relationship
  - g. Compliance with existing labor laws and standards
  - h. Bidders responsibility

## **B. TECHNICAL DOCUMENTS**

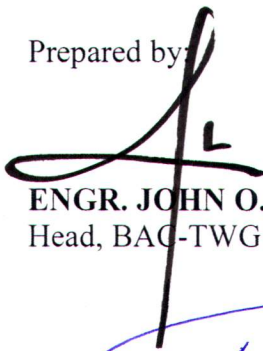
7. Statement of all its COMPLETED government and private contracts. The statement shall include, for each contract, the following (with forms):
  - a. Name of the contract;
  - b. Date of the contract;
  - c. Contract duration;
  - d. Owner's name and address;
  - e. Nature of work;
  - f. Contractor's role (whether sole contractor, subcontractor, or partners in a Joint Venture) and percentage of participation;
  - g. Total contract value at award;
  - h. Date of completion;
  - i. Total contract value at completion;
  - j. Contracts/Agreement, Notices of Award and Notices to Proceed issued by the owners; and
  - k. Constructors Performance Evaluation System (CPES) Final Rating Sheets, and/or Certificates of Completion and Owner's Acceptance
8. Statement of all its ON-GOING government and private contracts that includes contracts awarded but not yet started. The statement shall include, for each contract, the following: (with forms)
  - a. Name of the contract;
  - b. Date of the contract;
  - c. Contract duration;
  - d. Owner's name and address;
  - e. Nature of work;
  - f. Contractor's role (whether sole contractor, subcontractor, or a partner in a Joint Venture) and percentage of participation;
  - g. Total contract value at award;
  - h. Date of completion;
  - i. Total contract value at completion; and

- j. Copies of Contract Agreements, Notices of Award (NOAs) and/or Notices to Proceeds (NTPs) issued by the owners
- 9. Organizational Chart of the Firm
- 10. List of contractors personal (with forms)
- 11. List of contractors equipment units, owned, leased and/or under purchase agreement (with forms)
- 12. Valid "AA" (at least) Philippine Contractors Accreditation Board (PCAB) license and registration.

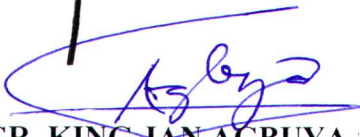
### C. FINANCIAL DOCUMENTS

- 13. Audited Financial Statements of the contractor
- 14. NFCC Computation
- 15. Business Tax Return thru Electronic Filing and Payment System (EFPS)
- 16. Tax Clearance current year issued by BIR
- 17. TIN – Taxpayers Identification Number
- 18. Certificate of Value Added Tax (VAT) Registration

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