



Republic of the Philippines
Department of Education
 Administrative Services – Education Facilities Division

Annex C

INFRASTRUCTURE PROJECT
TERMS OF REFERENCE

PROJECT TITLE: REPAIR, REHABILITATION AND RETROFITTING OF VARIOUS DEPED CENTRAL OFFICE BUILDINGS (Lot 1: Rizal & Alonzo Buildings; Lot 2: Bonifacio Building)

DESCRIPTION	TERMS OF REFERENCE
RATIONALE / OVERVIEW	<p>The purpose of the project is to provide modern and pleasant environment and facilities for the employees and guests of the Department of Education (DepEd). The project shall improve and/or replace existing architectural components, i.e., roofing, ceiling, painting (interior and exterior), conform to the latest industry standards and comply with current laws, codes, and ordinances.</p> <p>The project involves the Repair, Rehabilitation and Retrofitting of Rizal and Alonzo Building, and Bonifacio Building of the Department of Education – Central Office.</p>
OBJECTIVE	<p>The objectives of the project are:</p> <ol style="list-style-type: none"> 1. To improve and/or provide a more efficient spatial organization of the existing buildings included in the project; 2. To remove and replace existing architectural elements of the buildings and covered elevated walkway (connecting bridge) such as but not limited to, roofing, ceiling, floor topping and finishes, interior/exterior walls and finishes, doors and windows in toilets; 3. To remove and replace existing building systems such as electrical and plumbing systems to comply with the latest industry standards and applicable laws/codes/ordinances; 4. To provide a rain water harvesting system;
SCOPE OF WORKS	<p>Construction Phase</p> <p>The Contractor or his/her authorized representative/s shall:</p> <ul style="list-style-type: none"> ○ Prepare PERT-CPM and Gantt Charts and Health and Safety Program for the Construction Phase ○ Attend Pre-Construction and progress meetings to be organized by the DepEd Project In-Charge ○ Construct a temporary office within the project site displaying the samples of approved materials that will be used for the construction, Construction Schedule, and the list of personnel to be assigned for the specific project. ○ Follow construction safety protocols as stipulated in DepEd Order No.9, 2020 (Construction Safety Guidelines for the Implementation of DepEd Infrastructure Projects during COVID-19 Public Health

Crisis), DOLE Order No. 13 s. 1998 (Guidelines Governing Occupational Safety and Health in the Construction Industry), and DPWH Order No. 56 s. 2005 (Guidelines on the Implementation of DOLE Order No. 13 s. 1998).

- Ensure the quality of work and that the construction is proceeding in accordance with the Contract Documents.
- Inform the DepEd Project In-Charge of any disputes or problems that may arise during the construction.
- Inform or suggest to the DepEd Project In-Charge of any changes or variations, through written letter of request, on the Contract Documents, as may be necessary.
- Conduct the necessary testing of materials and systems needed to be witnessed by the DepEd Project In-Charge or his/her authorized representative.
- Acquire all necessary licenses and permits from relevant government agencies to begin the project construction
- Below are the expected deliverables/outputs for the Construction:

Lot 1 – Rizal and Alonzo Building (Repair and Rehabilitation Works)

General Requirements

- Permit to construct
- Permits (building permit, electrical permit, sanitary permit, Mechanical permit, zoning permit, fire safety permit, etc.)
- Project billboard
- Temporary facilities and facilities for the architect/engineer
- Equipment and materials staging area
- Electrical and water utilities
- Safety and health requirements
- Mobilization and demobilization
- Site preparation works
- Removal of obstructions that may affect the construction progress
- Installation of safety fence, lighting, construction net, scaffolding, and other safety equipment

Removal Works

- Removal of existing cement tile roofing (tegula) & roofing sheets
- Removal of existing wooden batten support
- Removal of existing 1/2" thick plyboard backing
- Removal of damaged trusses and members
- Removal of existing ceiling and frames
 - Rizal and alonzo eaves,
 - Porte cochere (rizal & alonzo building),
 - Footbridge,
 - Alonzo common comfort rooms (ground & second floor),

- Alonzo hallways/lobby including at stairs (ground & second floor),
- Rizal hallway along Finance strand (second floor)
- Rizal lobby,
- Offices at alonzo (ground & second floor),
- Rizal building' offices at ground & second floor (Refer to Reflected Ceiling Plan for areas not included),
- Comfort room at OD-AS office and ICO office (located at alonzo bldg) and at Field operations, HROD and Legislative affairs (located at rizal bldg)
- Removal of existing drainage (e.g. downspouts and existing catch basin).
- Removal of existing gutter, ridge roll and flashing
- Removal of existing tiles, vinyl/laminated & pebble washout
 - Alonzo common comfort rooms (ground & second floor),
 - Alonzo hallways at ground & second floor (Refer to floor finishes),
 - Rizal hallways at ground and second floor (Refer to floor finishes),
 - Footbridge including stairs
 - Alonzo building' offices at ground & second floor (Refer to floor finishes),
 - Rizal building' offices at ground & second floor (Refer to floor finishes),
 - Comfort room @ OD-AS office and ICO office (located at alonzo bldg) and at Field operations, HROD and Legislative affairs (located at rizal bldg).
- Removal of existing railing at footbridge
- Removal of existing dry wall partition/CHB at offices (Refer to demolition plan and proposed new layout)
- Removal of existing sanitary fixtures, sewer line and waterline (common comfort rooms of alonzo building – Ground and Second floor, individual comfort rooms of ICO, OD-Admin service, field operations, HROD and legislative affairs)

Clearing Works

- Clearing and hauling of debris (usable and non-usable materials)

Steel Works

- Fabrication and installation of new railings to be installed at footbridge

Roofing Works

- Installation of long-span metal roofing and shingles including ridge roll, flashing, gutter, roof Insulation, etc.

Earthworks

- Excavation for new layout of concrete hollow blocks

Concreting Works

- Concreting of wall footing

Rebar Works

- Installation of reinforcing steel bars for wall footing

Masonry Works

- Installation and plastering of new masonry wall

Doors and Windows

- Installation of new doors at offices (as per new layout of offices)
- Refurbishment/Repair of damaged exterior windows and entrance/exit glass doors of alonzo and rizal building

Carpentry Works

- Installation of new ceiling at Rizal and Alonzo eaves
- Installation of new ceiling at Rizal and Alonzo Porte Cochere
- Installation of new ceiling at Footbridge
- Installation of new ceiling at common comfort rooms of alonzo building
- Installation of new ceiling at individual comfort rooms at Rizal and Alonzo building, ground and second floor (Refer to plan for the layout of individual comfort rooms)
- Installation of new ceiling at alonzo hallways/lobby including at stairs (ground & second floor)
- Installation of new ceiling at rizal hallways, ground & second floor (Refer to reflected ceiling plan)
- Repair/Improvement of ceiling at rizal lobby
- Installation of new ceiling at alonzo offices (ground & second floor), refer to ceiling plan
- Installation of new ceiling at rizal offices (ground & second floor), refer to ceiling plan
- Installation of new partition walls (refer to layout plan)

Electrical Works

- Installation of new conduit, boxes and fittings
- Installation of new wires and wiring devices
- Installation of new lighting fixture/fixture

Drainage line Works

- Installation of new downspout
- Installation of L-bar support for hanging pipes
- Installation of new catch basin
- Installation of new drainage line

Sanitary Works

- Installation of new sewer line

Plumbing Works

- Installation of new water line
- Installation of new sanitary fixtures (e.g. water closet, urinal, slop sink etc.)

Doors and Partition

- Installation of phenolic toilet partition
- Installation of urinal partition
- Installation of metal doors @ comfort rooms

Painting Works

- Re-painting of exterior walls of rizal and alonzo building. Existing paint will be scrape off.

- Re-painting/painting of interior walls of rizal and alonzo hallway/lobby (ground & second floor). Existing paint will be scrape off.
- Re-painting/painting of interior walls of alonzo offices (ground & second floor). Existing paint will be scrape off.
- Re-painting/painting of interior walls of rizal offices (ground & second flr). Existing paint will be scrape off.
- Painting of ceiling of rizal and alonzo hallways (ground & second floor)
- Painting of ceiling of alonzo offices (ground & second floor)
- Painting of ceiling of rizal offices (ground & second floor)
- Painting of ceiling at alonzo common comfort rooms, and individual comfort rooms of offices
- Painting of ceiling of rizal and alonzo lobby & porte cocheres
- Application of primer at existing steel trusses and purlins
- Assemble/Disassemble of scaffolding

Tile Works

- Installation of new floor tiles and wall tiles at alonzo common comfort rooms (ground & second floor), including individual comfort rooms (Rizal and Alonzo, ground and second floor)
- Installation of new floor tiles at footbridge
- Installation of new floor tiles at alonzo hallways (ground & second floor)
- Installation of new floor tiles at rizal hallways (ground & second floor)
- Installation of new floor tiles/vinyl at alonzo offices (ground & second floor), refer to floor finishes plan
- Installation of new floor tiles/vinyl at rizal offices (ground & second floor), refer to floor finishes plan
- Installation of new floor tiles at stairs of alonzo building
- Provision of new pebble washout at stairs of footbridge
- Restoration of existing clay/brick tile and pebble washout floor finish at rizal and alonzo lobby
- Application of waterproofing at footbridge Application of waterproofing at alonzo common comfort rooms, and individual comfort rooms (Rizal and Alonzo, ground and second floor)

Miscellaneous

- Supply of appropriate fire extinguisher (10 pcs) at BNK
- Installation of new airconditioning unit (5 pcs - 3 Tr Inverter Type ACU, Floor Mounted) at BNK

VIP Lounge

Removal Works

- Removal of existing walls
- Removal of existing ceiling
- Removal of old sanitary fixtures (e.g. water closet etc.)
- Removal of existing sewer and water line

- Removal of existing Tiles

Earthworks

- Excavation works for new foundation
- Excavation works for new layout of concrete hollow blocks

Concreting Works

- Concreting for new foundation, columns, beams, slab on grade and wall footing

Rebar Works

- Installation of reinforcing steel bars for new foundation, columns, beams, slab on grade and wall footing

Formworks

- Installation of formworks prior to concreting of new columns and beams

Masonry Works

- Installation of new masonry wall
- Plastering of new masonry wall

Doors and Windows

- Installation of new doors
- Installation of new window

Steel Works

- Installation of truss

Roofing Works

- Installation of long-span metal roofing

Carpentry Works

- Installation of new interior ceiling

Electrical Works

- Installation of new conduit, boxes and fittings
- Installation of new wires and wiring devices
- Installation of new lighting fixture/fixture
- Installation of Exhaust Fan

Plumbing Works

- Installation of new water line
- Installation of new sanitary fixtures (e.g. water closet, lavatory etc.)

Sanitary Works

- Installation of new sewer line

Painting Works

- Painting of interior and exterior walls
- Painting of ceiling
- Painting of steel (anti-rust)

Tile Works

- Installation of new floor tiles

Waterproofing

- Application of waterproofing at comfort room

Miscellaneous

- Supply of appropriate fire extinguisher (3 pcs)
- Installation of new airconditioning unit (2 pcs - 3 Tr Inverter Type ACU, Floor Mounted)

Interior Finishes

- Installation of wall paper (natural fiber or synthetic textured)
- Installation of wainscoting in built-up wood moldings on narra ply backing in polyurethane stain finish
- Area rugs/carpet at floor area

Retrofitting Works (Rizal and Alonzo building)

Dismantling, Restoration / Re-installation works

- Dismantling and re-installation upon completion of the affected ceilings, floor and wall finishes, CHB/Partition/Glass Partition, whichever are applicable, at the following:
 - Ground Floor

Earthworks

- Excavation of Column footing

Surface Preparation

Concreting and Plastering

- Concreting for existing foundations
- Including plastering

Rebar Works

- Installation of reinforcing steel bars at foundations
- Application of structural epoxy anchoring adhesive

Form Works

Retrofitting of Columns by the application of Steel Jacketing

- Ground Floor (from top of column footing to bottom of second floor beam)

Retrofitting of Beams by the application of Steel Jacketing

- Second Floor Beam

Retrofitting of Steel Trusses

- Additional Steel Plates and Bracing on Steel Trusses and Additional Support on Column-Truss Joint Connection

Lot 2 – Bonifacio Building (Repair and Rehabilitation Works)

General Requirements

- Permit to construct.
- Permits (building permit, electrical permit, sanitary permit, mechanical permit, zoning permit, fire safety permit, etc. any applicable)
- Project billboard
- Temporary facilities and facilities for the architect/engineer
- Equipment and materials staging area
- Electrical and water utilities
- Safety and health requirements
- Mobilization and demobilization
- Site preparation works
- Removal of obstructions that may affect the construction progress
- Installation of safety fence, lighting, construction net, scaffolding, and other safety equipment

Removal Works

- Removal of existing roofing sheets (damaged portion), flashing, gutter and fascia board.
- Removal of existing ceiling and frames at eaves, and at corridor of 5th floor, common comfort rooms from ground to 5th floor, and at 4th floor ceiling (offices)
- Removal of existing trench drain
- Removal of existing tiles at common comfort rooms (ground to 5th floor) and at offices (ground to 5th floor)
- Removal of fixtures and pipes at common comfort rooms from ground to 5th floor
- Removal of existing walls/dry walls @ common comfort rooms
- Removal of existing flooring (5th floor) and damaged floor joist
- Removal of existing windows (Grd-5th floor)

Clearing Works

- Clearing and hauling of debris (usable and non-usable materials)

Roofing Works

- Installation of long-span metal roofing (at damaged portion only), flashing, gutter and fascia board.
- Installation of long-span metal roofing at utility deck
- Application of roof sealant.

Steel Works

- Steel Truss of Utility Deck (Including provision of access)

Carpentry Works

- Installation of new ceiling and frames at eaves, and at corridor of 5th floor.
- Installation of new ceiling and frames at 4th floor offices
- Installation of new ceiling and frames at common comfort rooms from ground to 5th floor

Notes: For the area of Bureau of Alternative Education (BAE) offices on the 5th floor, the contractor's scope is labor only for the installation of materials for carpentry works. Materials are provided by DepEd.

Repair of Flooring

- Installation of new flooring (3/4" marine plywood) at 5th floor
- Installation of Vinyl tiles at 5th floor
- Removal and replacement of damaged floor joist at 5th floor

Notes: For the area of Bureau of Alternative Education (BAE) offices on the 5th floor, the contractor's scope is labor only for the installation of materials for floor finishes. Materials are provided by DepEd.

Electrical Works

- Installation of new conduit, boxes and fittings
- Installation of new wires and wiring devices

- Installation of new lighting fixture/fixture

Notes: For the area of Bureau of Alternative Education (BAE) offices on the 5th floor, the contractor's scope is labor only for the installation of materials for electrical works. Materials are provided by DepEd.

Plumbing and Sanitary Works

- Drainage Line Works
 - Installation of new downspout
 - Installation of new trench drain
 - Installation of new catch basin
- Plumbing Works
 - Installation of new water line of common comfort rooms from ground to fifth floor
 - Installation of new sanitary fixtures (e.g. water closet, urinal, slop sink etc.)
- Sanitary Works
 - Installation of new sewer line of common comfort rooms from ground to fifth floor
- Doors and Partition
 - Installation of phenolic toilet partition at common comfort rooms from ground to fifth floor
 - Installation of urinal partition at common comfort rooms from ground to fifth floor
 - Installation of metal doors at common comfort rooms from ground to fifth floor
- Rain Water Collector
 - Installation of Rain Water Collector

Windows

- Installation of new windows (Grd-5th floor)

Painting Works

- Painting of corridor ceiling at 5th floor
- Painting of ceiling and walls at common comfort rooms from ground to fifth floor
- Re-painting of existing roofing.
- Painting of 4th floor ceiling offices
- Re-painting of exterior walls (ground to 5th floor)
- Re-painting of interior walls (ground to 5th floor)
- Re-painting of 5th floor ceiling offices
- Re-painting of railings (ground to 5th floor)
- Re-painting of ceiling and all affected by the retrofitting
- Application of anti rust at steel trusses and steel column of utility deck

Notes: For the area of Bureau of Alternative Education (BAE) offices on the 5th floor, the contractor's scope is labor only for the installation of materials for painting works. Materials are provided by DepEd.

Tile Works

- Installation of new floor tiles and wall tiles at common comfort rooms from ground to 5th floor
- Installation of new floor tiles of offices from ground to 4th floor
- Application of waterproofing at common comfort rooms from ground to 5th floor

Retrofitting Works (Bonifacio building)

Dismantling, Restoration / Re-installation works

- Dismantling and re-installation upon completion of the affected ceilings, floor and wall finishes, CHB/Partition/Glass Partition, whichever are applicable, at the following:
 - Ground Floor
 - Second Floor
 - Third Floor
 - Fourth Floor
 - Fifth Floor
- Surface Preparation for repair of cracks and spalling concrete
- Repair of cracks (Plastering with paint finish)
 - Slab (Concrete epoxy)
 - Walls
- Spalling Concrete Slab (Canopy) and Beam
- CHB/Partition/Glass Partition to be Chipped off (Totally Wrapped CFRP) - Grd, 2nd, 3rd and 4th floor
- Chipping-off concrete slab/CHB wall to expose existing rebars/plaster (Grd to 4th floor)

Retrofitting of Columns by the application of Carbon Fiber Reinforcement (thickness =0.33mm, unit weight = 600gsm) including surface preparation at the following:

- Ground Floor
 - 2 layer – 97.20 sqm
 - 3 layer – 189.54 sqm
 - 4 layer – 4.86 sqm
- Second Floor
 - 1 layer – 247.86 sqm
 - 2 layer – 53.46 sqm
- Third Floor
 - 1 layer – 280.80 sqm
 - 2 layer – 4.68 sqm
- Fourth Floor
 - 1 layer - 168.48 sqm
 - 2 layer – 99.36 sqm
- And, application of steel jacketing (Fy=248Mpa) at ground floor
 - Installation of steel plates
 - 5mm thk (459.30 kgs)
 - Application of Concrete Grout/Epoxy Binder
 - 16mm chem. Bolt

➤ Injectable Mortar

Retrofitting of beams and girders by the application of Carbon Fiber Reinforcement (thickness =0.33mm, unit weight = 600gsm) including surface preparation at the following:

- Second Floor
 - 1 layer – 350.97 sqm
 - 2 layer – 137.32 sqm
 - 3 layer – 20.47 sqm
 - 4 layer – 23.14 sqm
- Third Floor
 - 1 layer – 428.65 sqm
 - 2 layer – 61.96 sqm
 - 3 layer – 6.80 sqm
 - 4 layer – 24.50 sqm
- Fourth Floor
 - 1 layer – 401.29 sqm
 - 2 layer – 28.72 sqm
 - 3 layer – 16.23 sqm
 - 4 layer – 50.48 sqm
- Fifth Floor
 - 1 layer – 272.12 sqm
- And, application of steel jacketing (Fy=248Mpa) at:
 - Second Floor
 - Installation of steel plates
 - 5mm thk (7,474.54 kgs)
 - 10mm thk (2,333.61 kgs)
 - 12mm thk (8,887.68 kgs)
 - 16mm thk (8,834.68 kgs)
 - Application of Concrete Grout/Epoxy Binder
 - Stud Anchors
 - Injectable Mortar
 - Third Floor
 - Installation of steel plates
 - 5mm thk (6,264.63 kgs)
 - 10mm thk (4,079.56 kgs)
 - 12mm thk (6,363.72 kgs)
 - 16mm thk (5,436.73 kgs)
 - Application of Concrete Grout/Epoxy Binder
 - Stud Anchors
 - Injectable Mortar
 - Fourth Floor
 - Installation of steel plates
 - 5mm thk (4,709.54 kgs),
 - 10mm thk (4,845.32 kgs),
 - 12mm thk (5,354.13 kgs);

- Application of Concrete Grout/Epoxy Binder
- Stud Anchors
- Injectable Mortar

Retrofitting of Slab

- Additional support for flooring system of 5th floor
 - C 15 x 40 (13,433.95 kgs)
 - C 15 x 50 (2,795.72 kgs)
 - 16mm thk end plate (1,538.13 kgs)

Retrofitting of I-Beams

- Additional Steel Plates for I-beams
 - 2 mm thk (206.56 kgs)
 - 3 mm thk (54.66 kgs)
 - 5 mm thk (10,111.24 kgs)
 - 10 mm thk (5,159.29 kgs)

Retrofitting of Column Footing

- Surface Preparation
- Excavation, Backfilling and Compaction
- Additional concrete and steel reinforcement
- Injectable Mortar

Repair of Fire Exits and Damaged Railings

- Repair of Fire Exits
 - Removal of concrete railing
 - Repair of exposed rebars (bottom of stair slab)
 - Repair of cracks (plastering with paint finish)
 - Slab (concrete epoxy)
 - Installation of new steel railing
- Repair of damaged railing at corridors (Grd-5th floor)

Scaffolding

- Assemble and disassemble

2.0 Implementation Arrangement

2.1 Contact Persons

DepED representative(s) name, address and contact nos. of technical staff and Director's Office Concerned

ROBERT M. AGUSTIN

Director IV, Administrative Service

Department of Education

Ground floor, Alonzo Bldg, DepEd complex, Meralco Avenue, Pasig City.

Tel.: 633-7223 & 635-0552

3.0 Roles and Responsibilities

3.1 Department of Education- Office of the Director (Admin Service)

shall:

- Be responsible for the timely provision of all resources, access, information, and decision-making under its control which are necessary for the project. Any delays that are not within the control of the Contractor may result to an appropriate extension of the time for operational acceptance of accomplishments/conclusion of the project as agreed by both parties.
- Ensure the accuracy of all information and/or data to be supplied to the Contractor, except when otherwise expressly stated in the Contract.
- Provide sufficient, properly qualified operating and technical personnel, as required by the Contractor to properly carry out the project at or before the time specified in the Terms of Reference, and/or Updated Project Plan.
- Designate appropriate staff for an efficient logistical arrangement, if necessary.
- Assign personnel to assume primary responsibility for the acceptance of deliverables or outputs.
- Conduct prompt reviews and revision of the work produced and presented by the Contractor in all phases of the projects.

3.2 Contractor shall:

- Conduct all activities in accordance with the contract and with the skill and care expected of a competent provider of the services required.
- Be responsible for the timely provision of all resources, information and decision making under its control that are necessary to reach a mutually agreed Updated Project Plan within the time schedule specified in the Terms of Reference. Failure to provide such resources, information and decision making may constitute grounds for termination.
- Identify risks and problems during project implementation and submit to EFD and Office of Director of Administrative Service the report with proposed solutions.
- Provide the operational modules (if applicable) and/or documents to support the project.
- Abide by all the terms and conditions stipulated in the project contract.
- Report progress of the project as agreed.
- Submit to EFD and Office of Director of Administrative Service the final materials, reports and documents as specified in the contract and terms of reference.
- CAD files, 3D visualization files (3D max, sketchup, V-Ray etc), documentation and other outputs (soft copies) developed by the Contractor shall be the sole and exclusive property of the DepEd.
- For the purpose of review and approval of documents and other outputs by the DepEd, the following are the arrangement:

	<ul style="list-style-type: none"> ➤ The Contractor shall prepare and submit the materials or documents for the DepEd's approval or review through the DepEd Project In-Charge. ➤ The DepEd Project In-Charge shall review the outputs submitted by the Contractor within ten (10) working days from the receipt of documents. ➤ Any part of the Project covered by or related to the documents to be approved by the DepEd shall be executed only after the approval of the documents. Likewise, all supporting documents for payment(s) shall have to go through the same process. ➤ Within ten (10) working days after receipt by the DepEd Project In-Charge of any documents requiring DepEd's approval, he/she shall either return one copy to the Contractor with its approval endorsed on the output/document or shall notify the Contractor in writing of its disapproval of the document and the reasons disapproval and the modifications required. ➤ Any document shall not be disapproved except on the grounds that the document does not comply with specified provision of the contract or that it is contrary to good industry practice, such as, but not limited to: <ul style="list-style-type: none"> ▪ Non-compliance with the Terms of Reference ▪ Inconsistencies with the provisions of the Contract ▪ Practice/s that may endanger the lives of DepEd clientele and personnel. ▪ Practice/s that may damage the facilities and property of the DepEd which are not included in the Contract. ➤ If the DepEd disapproves the document/output, the Contractor shall modify the document/Output and resubmit it for approval. ➤ If any dispute or difference occurs between the DepEd and the Contractor that cannot be settled between the parties within a reasonable period, then, such dispute may be referred to the heads of the End-user's office and the responsible Contractor's Adjudicator for determination. The End-user's approval, with or without modification of the document/output/material furnished by the Contractor, shall not relieve the Contractor of any responsibility or liability imposed upon it by any provisions of the Contract except to the extent that any subsequent failure results from modifications required by the DepEd's Project In-Charge or inaccurate information furnished in writing to the Contractor by or on behalf of the DepEd. ➤ The Contractor shall finish the project on or before the contract duration
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	<p>➤ The Contractor must comply the approved plans and specifications</p>								
<p>MINIMUM MANPOWER REQUIREMENTS</p>	<p>The Construction Firm should have sufficient expertise, capability and experience in repair, rehabilitation and retrofitting of buildings and/or any vertical structures.</p> <p>Minimum Qualification of the Contractor:</p> <p>For Lots 1 & 2 – Rizal and Alonzo building & Bonifacio building</p> <table border="1" data-bbox="580 629 1423 1845"> <tr> <td data-bbox="580 629 1002 813">1. Expertise required</td> <td data-bbox="1002 629 1423 813">Work experience in repair, rehabilitation and retrofitting of buildings and/or any vertical structures for at least ten (10) years.</td> </tr> <tr> <td data-bbox="580 813 1002 889">2. Minimum number of years of experience</td> <td data-bbox="1002 813 1423 889">10 years for repair, rehabilitation and retrofitting.</td> </tr> <tr> <td data-bbox="580 889 1002 1072">3. Minimum number of projects undertaken /managed of similar nature</td> <td data-bbox="1002 889 1423 1072">At least one (1) similar project for repair, rehabilitation and retrofitting of buildings and/or any vertical structures. (Minimum: 50% of the cost of the ABC)</td> </tr> <tr> <td data-bbox="580 1072 1002 1845">4. Philippine Contractor's Accreditation Board (PCAB)</td> <td data-bbox="1002 1072 1423 1845"> <p>The Contractor shall have a valid Philippine Contractor's Accreditation Board (PCAB) License Registration.</p> <ul style="list-style-type: none"> - If the Contractor is bidding for both lots, the Philippine Contractor's Accreditation Board (PCAB) License Registration shall at least be Category AA. - If the Contractor is bidding for lot 1 or lot 2 only, the Philippine Contractor's Accreditation Board (PCAB) License Registration shall at least be Category A. </td> </tr> </table>	1. Expertise required	Work experience in repair, rehabilitation and retrofitting of buildings and/or any vertical structures for at least ten (10) years.	2. Minimum number of years of experience	10 years for repair, rehabilitation and retrofitting.	3. Minimum number of projects undertaken /managed of similar nature	At least one (1) similar project for repair, rehabilitation and retrofitting of buildings and/or any vertical structures. (Minimum: 50% of the cost of the ABC)	4. Philippine Contractor's Accreditation Board (PCAB)	<p>The Contractor shall have a valid Philippine Contractor's Accreditation Board (PCAB) License Registration.</p> <ul style="list-style-type: none"> - If the Contractor is bidding for both lots, the Philippine Contractor's Accreditation Board (PCAB) License Registration shall at least be Category AA. - If the Contractor is bidding for lot 1 or lot 2 only, the Philippine Contractor's Accreditation Board (PCAB) License Registration shall at least be Category A.
1. Expertise required	Work experience in repair, rehabilitation and retrofitting of buildings and/or any vertical structures for at least ten (10) years.								
2. Minimum number of years of experience	10 years for repair, rehabilitation and retrofitting.								
3. Minimum number of projects undertaken /managed of similar nature	At least one (1) similar project for repair, rehabilitation and retrofitting of buildings and/or any vertical structures. (Minimum: 50% of the cost of the ABC)								
4. Philippine Contractor's Accreditation Board (PCAB)	<p>The Contractor shall have a valid Philippine Contractor's Accreditation Board (PCAB) License Registration.</p> <ul style="list-style-type: none"> - If the Contractor is bidding for both lots, the Philippine Contractor's Accreditation Board (PCAB) License Registration shall at least be Category AA. - If the Contractor is bidding for lot 1 or lot 2 only, the Philippine Contractor's Accreditation Board (PCAB) License Registration shall at least be Category A. 								

Repair, Rehabilitation and Retrofitting Team

For Lots 1 & 2 – Rizal and Alonzo building & Bonifacio building

Key Staff	Educational Qualification	Experience	Training
One (1) Project Manager	Bachelor's Degree in Architecture or Civil Engineering with licensed as Architect or Civil Engineer for at least 15 years	At least ten (10) years' experience as Project Manager in the construction, repair, rehabilitation and retrofitting of buildings and/or any vertical structures	48 hours of relevant training
One (1) Structural Engineer	Bachelor's Degree in Civil Engineering with Licensed as Civil Engineer for at least 10 years and a member of Association of Structural Engineers of the Philippines (ASEP) for at least five (5) years	At least five (5) years' experience as structural engineer exposed in structural designing, construction, retrofitting works of buildings and/or any vertical structures	48 hours of relevant training
One (1) Site Engineer / Architect	Bachelor's Degree in Architecture or Civil Engineering with Licensed as Architect or Civil Engineer for at least 10 years	At least five (5) years' experience as Site Engineer/Architect in the construction, repair, rehabilitation of buildings and/or any vertical structures	24 hours of relevant training
One (1) General Foreman	At least 2-year vocational courses in line with construction and other relevant courses	At least ten (10) years' experience as General Foreman in the construction, repair, rehabilitation of buildings and/or any vertical structures	16 hours of relevant training

One (1) Safety Officer	Must have a valid Construction and Occupational Safety and health (COSH) Certificate of Training accredited by Department of Labor and Employment (DOLE)	At least five (5) years' experience as Safety Officer in the construction, repair, rehabilitation of buildings and/or any vertical structures	40 hours of relevant training
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Note:

- If a Contractor bids for both lots, the **key Personnel** shall consist of the ff:
 - One (1) Project manager
 - One (1) Structural Engineer
 - One (1) Site Engineer/ Architect for each lot
 - One (1) General Foreman for each lot
 - One (1) Safety Officer for each lot

- If a Contractor bids for only one (1) lot, the **key Personnel** shall consist of the ff:
 - One (1) Project manager
 - One (1) Structural Engineer
 - One (1) Site Engineer/ Architect
 - One (1) General Foreman
 - One (1) Safety Officer

Repair, Rehabilitation and Retrofitting team key personnel composition (for lots 1 & 2):

- The team shall compose of One (1) Project manager, One (1) Structural Engineer, One (1) Site Engineer/Architect, One (1) General Foreman, One (1) Safety Officer

Non-key personnel composition (for lots 1 & 2):

- Steelmen, Electricians, Masons, Welders, Carpenters, Plumbers, Painters, Laborers, Applicator

For purpose of evaluation, Curriculum Vitae of key personnel mentioned above shall be submitted during post-qualification, including Safety Training Certificates and PRC licenses, ASEP membership Certificates/ID, if applicable.

Distribution of Lots:

Building Name	Lot No.
1. Rizal and Alonzo	1
2. Bonifacio	2

FACILITIES AND EQUIPMENT

- Minimum Requirements for Tools and Equipment:**
- Tools and Equipment must be in good condition.

Total Number of Equipment required:

For Lot 1 – Rizal and Alonzo Building:

Quantity	Equipment
2	Bagger mixer
3	Cut-off (rebar cutter)
5	Grinder
3	Driller
3	Chipping gun
2	Welding Machine
2	Circular saw
2	Tile Cutter
2	Fusion Machine

For Lot 2 – Bonifacio Building:

Quantity	Equipment
2	Bagger mixer
3	Cut-off (rebar cutter)
5	Grinder
3	Driller
3	Chipping gun
2	Welding Machine
2	Circular saw
2	Tile Cutter
2	Fusion Machine

Note:

- There shall be no duplication of Tools and Equipment if bid for more than one (1) lot.
- Supporting documents to the List of contractor’s major equipment units may be submitted/presented during post-qualification.

OUTPUT SCHEDULE/ DELIVERABLES AND PAYMENT SCHEDULE

The following deliverables / documents shall be completed and delivered to DepEd:

1. Construction Phase

The Contractor shall submit the following deliverables during the construction phase:

- Construction schedule S-curve and Pert-CPM in A3 size paper and e-files (before start of the construction and in case of revision).
- Progress reports with before-and-after pictures (monthly report and attachment to payment request).

- Statement of Work Accomplishment (SWA) in the same format as the submitted BOQ and POW, stating the cost and percentage of work (every progress billing).
- Payment requests (depending on the accomplishment percentage stated in the Contract).
- Logbook containing daily log of construction activities and progress of work (as need arises).
- Letter of request and detailed estimate for change order, in case of variation from the contract documents (as need arises).
- Other documents, as may be required by the DepEd.

2. Progress Billing:

- Minimum of 20% work accomplishment
- 10% retention money shall be deducted for every progress payment

3. Contract Duration:

All works and deliverables shall be completed within a period of Calendar Days (CD) from the date of issuance of the Notice to Proceed (NTP).

Building Name	Lot No.	No. of CD	Remarks
1. Rizal and Alonzo Building	1	Phase 1 – 210 CD Phase 2 – 150 CD Total : 360 CD	Phase 1: Alonzo Building <ul style="list-style-type: none"> • Ground and Second Floor Rizal Building <ul style="list-style-type: none"> • Left wing that includes; <ul style="list-style-type: none"> ➤ Bulwagan ➤ Lobby ➤ Second Floor (Existing Finance Office area) Phase 2: Rizal Building <ul style="list-style-type: none"> • Right wing that includes; <ul style="list-style-type: none"> ➤ Ground Floor (Execom Offices) ➤ Second Floor (OSEC Office)
2. Bonifacio Building	2	360 CD	

METHOD OF EVALUATION	<p>1. The evaluation shall involve the review technical proposal submitted by the contractor as indicated in the Bidding Documents using a non-discretionary "pass/fail" criteria.</p> <p>2. The BAC shall open the financial proposal of each "passed" bidder and shall evaluate it using non-discretionary criteria – including arithmetical corrections for computational errors – as stated in the Bidding Documents, and thus determine the correct total calculated bid prices.</p>												
ESTIMATED BUDGET	<p>The financial proposal shall not exceed the Approved Budget for the Contract (ABC);</p> <table border="1" data-bbox="579 766 1423 920"> <thead> <tr> <th>Building Name</th> <th>Lot No.</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>Rizal and Alonzo</td> <td>1</td> <td>Php 79,008,253.58</td> </tr> <tr> <td>Bonifacio Building</td> <td>2</td> <td>Php 83,991,746.42</td> </tr> <tr> <td colspan="3" style="text-align: center;">Total: Php 163,000,000.00</td> </tr> </tbody> </table> <p>Total ABC of Php 163,000,000.00 (One hundred sixty three million). Those exceeding the ABC shall be automatically rejected.</p>	Building Name	Lot No.	ABC	Rizal and Alonzo	1	Php 79,008,253.58	Bonifacio Building	2	Php 83,991,746.42	Total: Php 163,000,000.00		
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Rizal and Alonzo	1	Php 79,008,253.58											
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Total: Php 163,000,000.00													
OTHER CONDITIONS OF THE CONTRACT	n/a												