

DRN: _____ AS-BGMD-SS-TOR-21-05-71854-S

"ANNEX-D" CONTRACTOR'S TERM OF REFERENCE (Construction)

Name of Project: PROPOSED DESIGN AND BUILD OF FOUR (4) STOREY DSWD OFFICE BUILDING WITH ROOF DECK		Location: 10mN45°W OF MALASAKIT BUILDING, DSWD-CENTRAL OFFICE, IBP ROAD, CONSTITUTIONAL HILLS, BRGY. BATASAN, QUEZON CITY	
Total Project Cost:	PHP 180,000,000.00	Project Duration:	360 CALENDAR DAYS
Source of Fund:	General Administration and Support Services Group Fund (Capital Outlay)	Mode of Procurement:	COMPETITIVE BIDDING
Date of POW:	01 March 2021	Date Revised :	18 May 2021
		Source of Manpower:	OUTSOURCE

A.) Contractor's Qualification(s)

- 1.) Service Provider/ Contractor shall have competence and meaningful experience of minimum of Ten (10) years of General Engineering and/ or Building Construction.
- 2.) Service Provider/ Contractor shall have a Single Largest Contract with similar project contract and scope such as construction of Building with Architectural, Electrical, Mechanical, Sanitary works and concrete pavement works. Within five (5) years from the deadline of bid submission, whose the value of contract amount must atleast fifty percent (50%) of the ABC with supported by the Contractors Performance Evaluation System rating or a certificate of satisfactory rating or certificate of satisfactory completion of the project issued by the owner of the previous completed project.
- 3.) Service Provider/ Contractor required Minimum license Category for the Philippines Contractor's Accreditation Board Circular No. 001, series of 2009

Size Range	Single Largest Project	License Category	Classification
Atleast Medium B	Above 75 Million upto 150 Million	A	General Engineering
		AA	General Building

- 4.) Contractor/ Service Provider shall have following technicals/ Key Personnel: Project Manager with minimum experience of 15 years, Project License Engineer with minimum experience of Eight (8) years, Structural Engineer with minimum of eight (8) years experience, License Architect with minimum experience of Seven (7) years, License Electrical Engineer with minimum experience of Eight (8) years, License Mechanical Engineer with minimum experience of Eight (8) years, Accredited Material Engineer with minimum experience of four (4) years, License Sanitary Engineer with minimum experience of five (5) years, License Geodetic engineer with minimum experience of three (3) years as lot surveyor and Safety Engineer with minimum experience of five (5) years.
- 5.) Contractor/ Service Provider shall have atleast following Skilled Personnel, Project License Engineer with minimum experience of Eight (8) years, Structural Engineer with minimum of eight (8) years experience, License Architect with minimum experience of Seven (7) years, License Electrical Engineer with minimum experience of Eight (8) years, License Mechanical Engineer with minimum experience of Eight (8) years, Accredited Material for with minimum experience of four (4) years, License Sanitary Engineer with minimum experience of five (5) years, Safety Engineer with minimum experience of five (5) years, License Geodetic engineer with minimum experience of three (3) years as lot surveyor, Master Electrician with minimum experience of Ten (10) years, ACU Technician Installer with minimum experience of Ten (10) years, Glass Technician/ Installer with minimum experience of Ten (10) years, Elevator Installer/ Technician with minimum experience of Eight (8) years for construction industry, and General Foreman with a minimum experience of Eight (8) years of finishing works in construction industry.

B.) Contractor's Working Hours

- 1.) All normal works for this contract shall performed 7:00am to 6:00pm. However, The service provider/ contractor is encourage to perform 24/7 schedule partuculary for the period ocured the critical paths.
- 2.) The Contractor/Service Provider shall be requires to furnish safe, proper and sufficient lighting arrangement during overnight works.
- 3.) Weekends/holidays shall deploy a maximum number of manpower based on the submitted Contractors Schedule, just to catch-up the possible delays due to possible stoppage instructed by AS-BGMD Implementing Team.

C.) Contractor's Responsibilities and Conditions

- 1.) Contractor shall control the generation of dust and flying particles from the operation and shall provide a temporary closure to prevent creation of nuisance to the adjacent service area;
- 2.) Contractor/ Service Provider shall submit Final Program of works; Bill of Materials; Detailed Cost Estimates; Detailed unit Price analysis; List of Material with unit cost; List of Equipment with rental unit cost; List of construction workers with labor unit cost; Construction schedule reflecting a 300 Calendar days; S-curve with Gantt Chart; PERT-CPM Manpower schedule; Equipment Utilization schedule; Site Organizational structure for this projects; and E-copy of CAD file for all Design Plans and E-copy for all excel files above-listed within Ten (10) calendar days upon received of Notice of Award;
- 3.) Contractor/ Service Provider shall submit Updated & CTC Program of Works, Scope of Works, Bill of Materials, Detailed Cost estimate (reflected the derivation of material quantities, labor & equipment cost analysis and list of materials with corresponding brand of items to be offer),
- 3.) Contractor/Service provider shall assign Credentialed project engineers/project architect from the start until completion stage;
- 4.) Contractor/Service provider shall coordinate to the BGMD all the execution works;
- 5.) Contractor/Service provider shall provide warning signages, project signboard, contractor's project log book;
- 6.) Contractor/Service provider shall secure permit to entry/ permit to stay-in with attached profile of all worker's such as Bio-data for those who will enter within the premises as reference of the DSWD-CO security guards;
- 7.) Contractor/Service provider shall provide submit Statement of works accomplishment and Narrative report as requirement of the billing request;
- 8.) Contractor/Service provider shall submit weekly progress reports with attached progress photos to AS-BGMD Implementing team with completed signed by the contractor project implementation team;
- 9.) Contractor/Service provider shall provide submit As-built Plan with complete signed and sealed by the License Engineer /Architect per Engineering Discipline as requirement in the billing request;
- 10.) Contractor/Service provider shall provide delivery receipt or list of all materials brought inside the compound including the list of equipment and tools ;
- 11.) Contractor/Service provider shall provide complete uniform with ID and basic PPE for all the construction worker and personnel;
- 12.) Contractor/Service provider shall provide necessary materials for the preparation Ground Breaking Ceremony & Inauguration ceremony;
- 13.) Contractor/Service provider shall perform columns location survey using a survey equipment during the lay-out of columns from the start;
- 14.) Contractor/Service provider shall submit Maintenance & Operation Guide Manual/Book and shall conduct operation and maintenance for the Generator Set to DSWD Maintenance & Engineering group with up to 20 pax of participants in batching mode, with the issuance of certificate of participation/attendance coming from the accredited lecturer's and company;
- 15.) Contractor/Service provider shall submit Maintenance & Operation Guide Manual/Book and shall conduct operation and maintenance for the Electric Elevator to DSWD Maintenance & Engineering group with up to 20 pax of participants in batching mode, with the issuance of certificate of participation/attendance coming from the accredited lecturer's and company;
- 16.) Contractor/Service provider shall submit Maintenance & Operation Guide Manual/Book and shall conduct operation and maintenance for the Wet & Dry Fire sprinkler System to DSWD Maintenance & Engineering group with up to 20 pax of participants in batching mode, with the issuance of certificate of participation/attendance coming from the accredited lecturer's and company;
- 17.) Contractor/Service provider shall submit Maintenance & Operation Guide Manual/Book and shall conduct operation and maintenance for the Addressable Fire Detectors and Alarm System to DSWD Maintenance & Engineering group with up to 20 pax of participants in batching mode, with the issuance of certificate of participation/attendance coming from the accredited lecturer's and company;
- 18.) Contractor/Service provider submitted Detailed estimate which part of the Technical folder in bidding documents must be reflected the derivation of Labor Cost, Materials Cost and Equipment Cost.

D.) Recommended Payment Arrangement Schedule

1.) The Payment for this project shall be made upon completion of the following activity/scope of works:

Payment Tranches	Outputs/ Deliverables
1st Tranche : 15% payment of the total contract cost (Mobilization fee based on the RA 9184)	Upon signing on Contract of Agreements and submission of provisions under item number C-2,C-5 & C-6.
2nd Tranche: 50 % payment of the total contract cost (Subjected for Deduction for 10% Retention & 15% Mobilization Fee)	Must be Fifty Percent (50 %) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.
3rd Tranche: 30 % payment of the contract price (Subjected for Deduction for 10% Retention)	Must be Eighty Percent (80 %) of project completion/ physical accomplishment with the submission of Billing Statement, Progress/Accomplishment Report, Statement of Work Accomplished, Progress Photos, and Narrative Report.
4th Tranche (Final Progress Billing): 20 % payment of the contract price(Subjected for Deduction for 10% Retention)	Must be Hundred Percent (100%) physical completed Upon with submission of Billing Statement, Contractors accomplishment reports, Statement of Work Accomplished, Progress Photos, Narrative report, Contractors certificate of completion, contractors request for acceptance and turn-over certificate, complete set of As-built Plan with signed and Sealed by the complete engineering decipline.

2.) Guidelines for the release of Retention Money:

Retention Money (10 % payment of the total contract price)	Must be two (2) months from the liability period and or from date of Final acceptance and without damage/ defect of installed items upon submission of Contractors warranty security which equivalent to the amount retention money and issued by the private insurance company, notarized Certificate of warranty, signed & Approved punchlist report
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E.) Contractor's Minimum Major Equipments and Tools Requirements

1.) List of Minimum majorequipments/ tools requirement are the following

ii.) 1-Unit Backhoe with 0.52-0.8 m ³ Bucket Capacity	vi.) 1-Unit Service truck with 4m ³ to 6m ³ Capacity	x.) 3-units Chipping Gun/ Drilling Tools(1.5 to 13mm Chuck range capacity);	xiv.) 1-unit Cut-off Machine (atleast Cutting capacity: 119x119 for square, 130x130 for L-shape, and 100x130 for rectangular);
iii.) 1-Unit payloader with 0.8m ³ 1.5m ³ loading Capacity	vii.) 2-Units Concrete Vibrator	xi.) 2-units Grinder Portable/ Machine (atleast 0.6 Mpa Minimum OAP);	xv.) 1-unit Digital Volt Meter/ Multi-meter (atleast has 400A absolute Maximum AC Current Measurement & 600V AC&DC absolute Max. Voltage Measurement) ;
iv.) 1-Unit Dumptruck with 9m ³ to 11m ³ loading Capacity	viii.) 2-Units Rebar Cutter	xii.) 1-unit Welding Machine (50 - 400 amperes Current range) ;	xvi.) 1-unit Generator set (atleast 5KW capacity);
v.) 1-Unit Road Roller with 10 to 12 m.t capacity	ix.) 2-Units Rebar Bender	xiii.) 2-units Water pump (5 - 10 hp) ;	xvii.) 1-unit One Bagger Mixer (4-6 cu.m capacity);

F.) Other General Requirements

- 1 All dimensions/level etc. indicated in the drawing plans are to be verified on the site;
- 2 All materials is subjected for the approval by the Ende user/ AS-BGMD Project Engineer;
- 3 Any discrepancies, either between written dimensions and site dimensions shall be brought to the BGMD office before executing the works;
- 4 All equipments, tools, scaffolding and other personnel needed shall be provided by the service provider/contractor;
- 5 Removal, dismantling and demolition work shall be coordinated and requested to the DSWD AS-BGMD Implementing team;
- 6 All waste materials shall be turned over to the DSWD-BGMD with proper documentation;
- 7 All works shall comply with the Fire Code of the Philippines, Philippine Electrical Code and Department rules and Regulations and othe relevant laws, rules and regulations.