

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE DETAILED ARCHITECTURAL AND ENGINEERING DESIGN (DAED) FOR THE CONSTRUCTION OF THE ASSOCIATION OF GOVERNMENT INTERNAL AUDITORS (AGIA) INC. BUILDING LOCATED AT #12 SOUTH A, BRGY.PALIGSAHAN, QUEZON CITY

I. BACKGROUND

The AGIA, Inc. is currently operating at 402, Merchant Square Condominium, 1386, E. Rodriguez Sr. Avenue, corner Mabolo Street, New Manila, Quezon City, 1110 Metro Manila. For the purpose of building a workspace and for professional development, the Board of Directors planned to construct AGIA, Inc. Building at no.12 South A, Brgy. Paligsahan, Quezon City.

II. BASIC INFORMATION ON THE PROPOSED AGIA, INC. BUILDING

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| 1. Budget for the Consultancy Services for DAED | : PhP 2,000,000.00 |
| 2. Proposed Budget for the AGIA, Inc. Building | : PhP 40,000,000.00 |
| 3. Estimated Floor Area | : 1000 sqm |
| 4. Site | : 12 South A, Brgy. Paligsahan, Quezon City |
| 5. Type of Building | : 5-Storey AGIA, Inc. Building |
| 6. Estimated Consultancy Period | : 60 calendar days (Excluding the project monitoring) |

III. PROJECT DESCRIPTION

The Project is envisioned to be a 5-storey office building with a roof deck. A modern and green Architectural Design for the building will showcase its distinctive character in reinforcing learning and development through a state-of-the-art AGIA, Inc. Building.

DAED strategies and solutions shall address environmental issues such as noise, heat, air pollution, ground stability, waste management, ventilation, lighting, and open spaces within its vicinity. The entire center shall be conducive for learning.

The offices to be housed in the building are listed hereof:

- a. Ground Floor
 - Elevator/Stairs
 - Parking Area
 - Walkway
 - Frontage/Lobby/Hallway
 - Utilities/Storage
 - Restroom

- Security Area
- b. Second Floor
 - Elevator/Stairs
 - Admin Office
 - Restrooms
 - Lobby/Hallway
 - Balcony
 - Pantry
 - Storage Area/Utilities
 - Fire Exit
- c. Third Floor
 - Elevator/Stairs
 - Storage/Utilities
 - Lobby
 - Training Rooms
 - Restrooms
 - Pantry
 - Fire Exit
- d. Fourth Floor
 - Elevator/Stairs
 - Storage/Utilities
 - Lobby/Hallway
 - Training Room/s
 - Restrooms
 - Fire Exit
- e. Fifth Floor
 - Elevator/Stairs
 - Storage/Utilities
 - Lobby/Hallway
 - Sleeping Quarters with Restroom
 - Fire Exit
- f. Roof deck
 - Elevator/Stairs
 - Utilities/Storage
 - Board Room
 - Restroom
 - Pantry
 - Fire Exit

The analysis of building structure, spatial layouts, site access, and development of design elements shall be included. Architectural and interior design shall incorporate all the detailed specifications to meet the visual, spatial, technology, and environmental design objectives.

The conceptual design and plan of the proposed building attached hereto as Annexes shall serve as reference only. AGIA does not guarantee that the design and plan are fully correct, updated, and

applicable to the project at hand. The proponent is allowed to introduce concepts that are aligned with the design parameters, performance standards, and space requirements set by this Terms of Reference (TOR).

IV. OBJECTIVES

To come up with the specific details of architectural, structural, and engineering design needed to construct the AGIA, Inc. Building intends to engage the consultancy services that will:

- Prepare Detailed Architectural, Engineering, and Allied Design Plans in reference to the approved schematic and conceptual design; and
- Work in association with the contractor during the construction and post-construction phases.

V. PROJECT PROVISIONS AND REQUIREMENTS

The building shall be provided with the following facilities and requirements:

- One (1) unit elevator with at least ten (10) passengers
- Fire protection system – fire alarm, sprinklers, smoke detectors, fire exit, emergency lights, luminous fire escape plan, and illuminated fire exit signs, etc.
- Mechanical – Air-conditioning system – split type (wall mounted and/or ceiling mounted) and exhaust system
- Water storage – underground reservoir/cistern and overhead tank
- Plumbing – faucets for lavatories shall be self-closing and water closets shall be equipped with flush valves and water conservation features.
- Sanitary-Sewage Treatment Facility
- Electrical – consider energy conservation measures such as but not limited to usage of LED lights, duplex convenience outlet with grounding, and perimeter electrical system.
- Back-up generator
- The electrical system and lighting shall consider the installation of a generator set that will provide electrical power to the elevator, lights and other equipment to be identified in the design during a power outage.
- Electronics and Communications System – closed circuit TV, CAT6 data and cable television (CATV) electronic cable and fiber optics internet provision – for computers, telephones, and cable T.V. The building shall be planned to have connectivity to technological systems such as audio/visual systems, speaker systems, internet, Local Area Networks (LAN), closed circuit TV(CCTV), cable TV, and fiber optics internet provision.
- Security – closed circuit T.V, etc. (provision for CCTV monitoring room – 2nd floor)
- Earthquake Resistant Structure
- Other facilities/requirements as may be required

The design of the building shall be compliant with the National Building Code, National Structural Code of the Philippines, Philippine Electrical Code, Fire Code of the Philippines, BP 344 Accessibility Law, DENR and/or LLDA requirements, Local LGU ordinance, and other pertinent government requirements.

VI. SCOPE OF SERVICES

DETAILED ARCHITECTURAL AND ENGINEERING DESIGN DEVELOPMENT PHASE

With reference to the attached Board-Approved Schematic Design and Design Development Drawings, the Consultant shall prepare the **DETAILED ARCHITECTURAL AND ENGINEERING DESIGN** as follows:

A. ARCHITECTURAL DESIGN AND PLANS

1. Site Development Plan
2. Floor Plans
3. Furniture and Floor Pattern Layout
4. Reflected Ceiling Plan
5. Elevations
6. Sections
7. Door and Window Schedule
8. Supplementary Architectural Details
9. Technical Specifications

B. STRUCTURAL PLANS

1. Foundation Plans
2. Structural Plans and Schedule
3. Roof Framing Plan
4. Supplementary Structural Details
5. Structural Design Analysis
6. Technical Specifications
7. Provision for Building Maintenance

C. MECHANICAL PLANS

1. Aircon and Ventilation Layout
2. Exhaust System Layout
3. Equipment Schedule
4. Supplementary Mechanical Details
5. Elevator Plans
6. Technical Specifications

D. ELECTRICAL / ELECTRONIC AND COMMUNICATIONS PLANS

1. Lighting System Layout
2. Power System and Auxiliary Layout
3. Load Schedule
4. Power Riser Diagrams
5. Electrical Design Analysis and Voltage Drop Computation
6. Technical Specifications
7. Luminaire Specifications
8. Provision for Outside Electrical Connections

E. PLUMBING AND SANITARY PLANS

1. Plumbing and Sanitary Layout
2. Isometric Plan
3. Supplementary Plumbing and Sanitary Details
4. Technical Specifications
5. Plumbing Fixture Specifications

6. Sewage Treatment Plant
7. Materials Recovery Facility

F. FIRE PROTECTION PLANS

1. Fire Protection and Alarm System
2. Sprinkler System
3. Fire Exit Plan

G. COST ESTIMATES (BILL OF MATERIALS/BILL OF QUANTITIES)

1. Outline specifications to fix and illustrate the size and character of the entire project as to the type of materials, type of structural, electrical, mechanical, sanitary, electrical, and communications systems.
2. Statement of Probable Construction Cost

H. DELIVERABLES

The Consultant shall provide and submit the following:

1. Ten (10) sets of signed and sealed plans as stated in the scope of services printed in 24"x36" size blueprints with 1 set in tracing paper
2. Ten (10) sets of signed and sealed technical specifications as stated in the scope of services printed in A4 size sheets
3. CAD Drawings and electronic PDF copy
4. 2D and 3D Model Presentation
5. Soil and Geotechnical Investigation Report
6. Structural Design Analysis using STAAD or any structural software
7. Cost Estimates (Bill of Materials and Quantities)
8. Project Management Tools (PERT/CPM, GANTT CHART/S CURVE, Materials Schedule, Equipment Utilization Schedule).

All deliverables shall be submitted for review and approval of the AGIA Board of Directors.

VII. PROJECT COMPLETION PHASE (SERVICES TO BE RENDERED DURING THE ACTUAL CONSTRUCTION PHASE)

The Consultant shall make a periodic visit (once a week or as necessary) to the Project site to:

1. Familiarize himself with the general progress and quality of work and assist the project manager that the work is proceeding in accordance with the Detailed Architectural and Engineering Design.
2. The Consultant shall not be required to make exhaustive or continuous 8-hour on-site supervision to check on the quality of the work involved and shall not be held responsible for the Contractor's failure to carry out the Construction work in accordance with the Detailed Architectural and Engineering Design.
3. During such project site visits and on the basis of his observations, he shall report to the Board of Directors any defects, deviations, deficiencies and sub-standards noted in the work of the Contractors and shall;
4. Recommend to the Board of Directors any revision or appropriate action deemed necessary.

In relation to the responsibility to monitor the progress of the construction an amount equivalent to 10 percent of the total contract price shall be withheld until the completion of the project, provided, that the project shall commence within the period of 2 years upon completion of the DAED.

Disclaimer: In the event of delay in the completion of the project, the 10% retention money shall be released in favor of the Consultant based on the percentage of the project completed as monitored.

All other Deliverables and Services not otherwise specified in this TOR but deemed necessary by the AGIA, Inc. for the completion of the AGIA, Inc. Building shall be performed and complied with by the Consultant.

VIII. PERFORMANCE PERIOD

The contract duration shall be **60 calendar days excluding the project monitoring**. Presentation, Review, and approval by AGIA, Inc. shall not be included in the contract duration period.

In the event of additional work/s required by concerned government agencies, that will require additional number of days to accomplish the same shall be considered by the AGIA.

IX. FIRM/CONSULTANTS REQUIREMENTS AND QUALIFICATIONS

A. The Firm

The Consultant shall possess the following minimum qualifications and shall present/submit in written and duly notarized documents showing therein the following but not limited to:

1. Accreditation from relevant government agencies (i.e. SEC for a corporation and DTI for single proprietorship)
2. At least five (5) years of experience in the design preparation of architectural and engineering design services;
 - 2.1 Record of previous engagement and quality of performance in similar projects
 - 2.1.1 Name of project/s;
 - 2.1.2 Start and End of Construction;
 - 2.1.3 Amount of Project;
 - 2.1.4 Service Rendered.
 - 2.2 Record of previous engagement in the other projects.
 - 2.2.1 Name of Project/s;
 - 2.2.2 Start and End of Construction
 - 2.2.3 Amount of Project;
 - 2.2.4 Service Rendered
3. Relationship with previous and current clients, considering the repeat engagements as consultants, disputes arising from past work or extent of litigation, if any.
4. Overall Work commitments and geographical distribution of current/impending projects.

B. Key Personnel

The Consultant shall provide adequate, qualified, and competent professional staff to perform the services required in the Contract. The following key technical staff shall have the following minimum

qualifications and shall be presented in written and duly notarized documents showing therein the following but not limited to:

Positions	Min. no. of Years of Experience	Qualifications
a. Architect	Five (5) years	<ul style="list-style-type: none"> Registered and licensed Architect; With a project involving building design or similar project handled in the last five (5) years
b. Civil Engineer/s	Five (5) years	<ul style="list-style-type: none"> Registered and Licensed Civil Engineer Structural Engineer accredited by ASEP With five (5) years' experience in detailed engineering design and planning of structural steel and reinforced concrete structures for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity.
c. Electrical Engineer	Five (5) years	<ul style="list-style-type: none"> Licensed Professional Electrical Engineer With extensive experience in detailed engineering design of electrical, security and fire alarm system requirements for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity.
d. Mechanical Engineer	Five (5) years	<ul style="list-style-type: none"> Licensed Mechanical Engineer With extensive experience in the design of air conditioning, elevator, ventilation and fire protection system requirements for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity.
e. Sanitary Engineer	Five (5) years	<ul style="list-style-type: none"> Licensed Sanitary Engineer With experience in plumbing and water distribution systems for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity.
f. Electronics and Communication Engineer	Five (5) years	<ul style="list-style-type: none"> Licensed Electronics and Communication Engineer With experience in the design of electronics and communication/IT system for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity
g. Auto CADD Operators	Two (2) years	<ul style="list-style-type: none"> Graduate of BS Architecture
h. Auto CADD Renderers	Two (2) years	<ul style="list-style-type: none"> Graduate of BS Architecture

X. BID SECURITY

The Bidder shall post a bid security upon submission of its bid documents to guarantee that it will enter into contract with AGIA. The amount required for bid security shall not be lower than the following schedule:

Form of Bid Security	Amount of Bid Security
Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Two percent (2% of its total bid)

XI. PERFORMANCE SECURITY

To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the AGIA, Inc. and in no case later than the signing of the contract, to wit:

- a. The Performance Security shall be posted in favor of the AGIA, Inc. in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)

- b. Failure of the successful Bidder to comply with the above-mentioned requirement/s shall constitute a sufficient ground for the annulment of the award and forfeiture of the Consultant's bid security.

XII. SCHEDULE OF PAYMENT

For and in consideration of the faithful and full performance of the services rendered enumerated herein, the AGIA, Inc. agrees to pay (firm's name) the fee after negotiations as agreed upon provided that the amount indicated in the financial envelope shall be made as the basis for negotiation. The total contract amount shall not exceed the amount indicated in the envelope and the Approved Budget for the Contract (ABC) as stated in the Request for Expression of Interest (REI).

The aforesaid fee is inclusive of all applicable taxes and duties.

All payments shall be processed only upon the issuance of a Certificate of Acceptance and recommendation of AGIA, Inc.

Deliverables	Amount to be paid
1. Contract Signing	15% of DAED Consultancy Fee
2. Initial Presentation of Conceptual Plans Drawings	15% of DAED Consultancy Fee
3. Presentation of Detailed Architectural and Design	20% of DAED Consultancy Fee

4. Submission of Signed and Sealed Detailed Architectural and Engineering Design and other deliverables as stated in the Scope of Services	40% of DAED Consultancy Fee
5. Post-Completion Phase (supervision during construction)	10% of DAED Consultancy Fee

XIII. RESPONSIBILITIES OF THE CONSULTANT

1. Generally, but without limiting the Consultant responsibilities elsewhere as stated under this agreement, it shall:
 - 1.1. Carry out services with sound architectural and engineering theories and practices to ensure that the final works will provide the most economical and feasible development for the Project.
 - 1.2. Accept the full responsibility for the detailed A&E design, and services to be performed under this Contract for which the Consultant is liable to AGIA, Inc.;
 - 1.3. Perform the services in an efficient and diligent manner and shall use its best efforts to keep the reimbursable cost down to the possible minimum without impairing the quality of the services rendered; and
 - 1.4. Comply with and strictly observe all laws regarding workmen’s health and safety, workmen’s welfare, compensation for injuries, minimum wage, hours of labor, and other applicable laws.
2. The Consultant shall be held responsible for the failure of the facility/structure due to an error in design. The review made by AGIA, Inc., shall not release the (firm’s name) from responsibility.
3. If it is clearly established that the Consultant is also liable for faulty construction due to error in design, the Consultant shall assume the proportionate liability.

XIV. OTHERS

A. Access to Other Required Information

Information will be made available to the Consultant on a need-to-know basis from the schematic Design Phase to Design Development Phase.

B. Miscellaneous Provisions

1. Changes – The AGIA, Inc. may at any time, by written notice to the Consultant, issue additional instructions, require extra work or services, changes or alterations in the work, or direct the omissions of works of Services covered by this Contract. The Consultant shall make no additional changes, alterations and omissions except upon the prior written approval of the AGIA, Inc.

2. Notice of Delay - In the event that the Consultant encounters delay in obtaining the required services or facilities under this Contract, it shall promptly notify the AGIA, Inc. of such delay and may request for an appropriate extension to complete the Project without additional cost to AGIA, Inc.

XV. RECOURSE

AGIA, Inc. reserves the right to withhold all or a portion of payment if the performance of the Consultant is unsatisfactory, if work/outputs is inadequate, not delivered on time or for failure to meet deadlines.