

TERMS OF REFERENCE

DESIGN AND BUILD FOR THE CONSTRUCTION OF WAREHOUSE WITH APCO PDI OFFICE BUILDING

1. PROJECT INFORMATION:

A. **PROJECT TITLE:** Construction of Warehouse with APCO-PDI Office Building

B. **PROJECT DURATION:** Two Hundred ten (210) calendar days commencing Seven (7) days upon receipt of Notice to Proceed (NTP)

C. PROJECT LOCATION:

- i. The proposed warehouse with office building is to be built on with approximate floor area of 375 square meter located at Cagdianao, Province of Dinagat Islands.

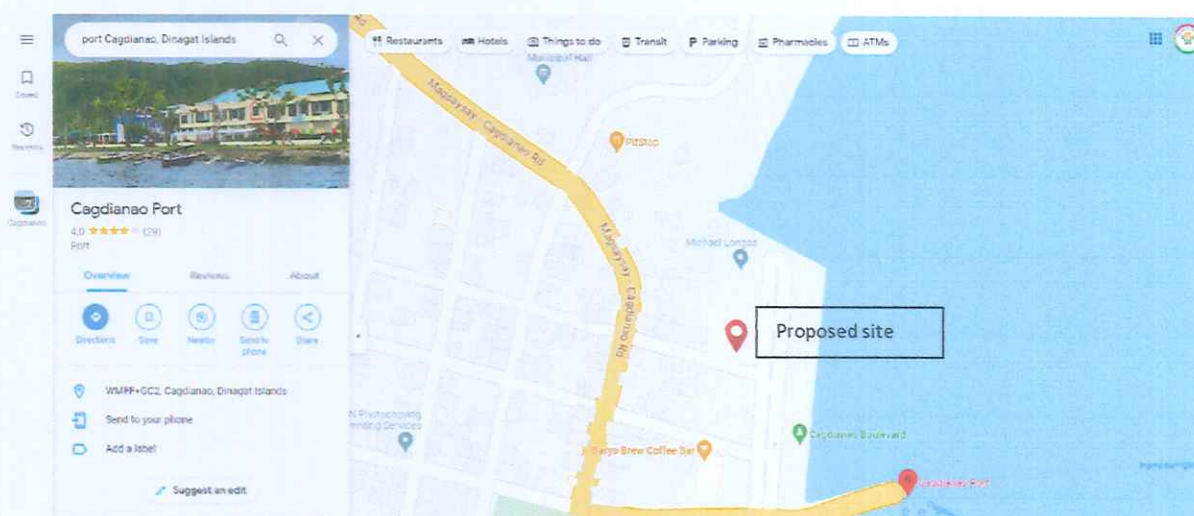


Figure 1. Image showing Site Location

- ii. It composed of the following:

- 1st Floor – Warehouse (at least 15x10m) and Loading Bay, Laundry Room, Receiving Area and Staff House
- 2nd Floor – Office area, Conference Room, Lobby, Storage Room and Comfort Room
- Roof Deck – Water tank area

D. **BUDGETARY REQUIREMENT:** Ten Million Pesos (Php 10,000,000.00)

E. OBJECTIVES:

The overall design of the project should focusing on green architecture adopting the principles of sustainable design or green design elements and shall adhere to the latest applicable engineering and architectural codes in relation to the construction of infrastructure and adopt principles of resilient design in response to climate

change in compliance with the Philippine Green Building Code (GB Code). It must be ensure that the designs shall be implementable within the prescribed budget and timeline.

F. CONTRACTUAL FRAMEWORK

The contractual arrangement to be used for the project is the Design-and-Build (DB) scheme. Under this scheme the procuring entity awards a single contract for the architectural/engineering design and construction to a single firm, partnership, corporation, joint venture or consortium.

The DB Scheme of procurement is recommended, endorsed, and adopted under the guidelines provided in Annex "G" - Guidelines for the Procurement and Implementation of Contracts of Design and Build Infrastructure of the Updated Revised IRR of RA 9184 (as of March 31, 2021).

2. DESIGN PARAMETERS

The proposed Construction of Warehouse with APCO PDI Office Building Deck will take into consideration the following offices/room

FIRST FLOOR:

1. APCO PDI Office

a. Staff Room

- i. Shall accommodate at least 20 staffs with at five (5) sq. m. per person;
- ii. Installed with cabinets for record keeping and document filing, and window blinds;
- iii. In placed outlets and lighting connections;
- iv. Tiled flooring;
- v. Ethernet/Network lines must be distributed to all workstations. Network cabinet, Wireless Access Point (WAP), Network access line for Wi-Fi, IP Phones and Network Printer must be provided
- vi. Allocate bigger area for the alternate chief.

b. Office of the Chief

- i. With enough space for office table and chairs, sofa and center table;
- ii. Installed with cabinets for record keeping and document filing
- iii. In placed outlets and lighting connections;
- iv. Separated with half concrete wall and glass (tinted) partition from the staff room.
- v. Tiled flooring;
- vi. Ethernet/Network lines must be installed. Network cabinet, Wireless Access Point (WAP), Network access line for Wi-fi, IP Phones and Network Printer must be also provided
- vii. With comfort room, tiled flooring and with complete appropriate accessories

c. In placed outlets and lighting connections;

d. With access direct to the second floor.

e. Receiving Area

- i. With enough space for sofa, center table and a 50" television.
- ii. Space provided with shelves for the IEC materials and a display for agri-fishery products.



- f. **Comfort Room**
- i. The room is separated by a concrete partition. Each partition will have two (2) cubicles;
 - ii. For 1st partition it must have two (2) urinals and two (2) water closet. For the 2nd partition it must have two (2) water closets. Lavatory for each partition is also included.
 - iii. Complete with appropriate accessories (tissue holder, mirror, etc.)
 - iv. Provided with exhaust fan.
 - v. Tiled-flooring;

2. Warehouse

- a. At least 10m x 15m
- b. Must well ventilated area.
- c. Entrance for warehouse is a heavy duty sliding door with dimensions fit for the entry and exit of farm inputs and machinery and equipment;
- d. High ceiling

SECOND FLOOR

1. Conference Room

- i. Conference Room that could accommodate at least 30pax equipped with audio visual with two (2) entry point.
- ii. In placed outlet for AV equipment
- iii. Modern ceiling structure and with LED lights;
- iv. Cabling ready for Wireless Access Point (WAP)
- v. Tiled flooring

2. Guest/Executive Room

- i. Three (3) separate rooms
- ii. Enough space ready for a double-size bed
- iii. With own comfort room;
- iv. In placed outlets and lighting connections;
- v. Tiled flooring;

3. Dormitory (Staff House)

- i. Two rooms (1 for male, 1 for female);
- ii. Each room has its own comfort room;
- iii. Can accommodate 8 double-decks per room;
- iv. Each room has cabinet for linen storage;
- v. In placed outlets and lighting connections;
- vi. Tiled flooring;

4. Comfort Room

- i. The room is separated by a concrete partition. Each partition will have two (2) cubicles;
- ii. For 1st partition it must have two (2) urinals and two (2) water closet. For the 2nd partition it must have two (2) water closets. Lavatory for each partition is also included.
- iii. Each partition is provided with shower with complete accessories.
- iv. Complete with appropriate accessories (tissue holder, mirror, etc.)
- v. Provided with exhaust fan.
- vi. Tiled-flooring;

5. Pantry room / mini kitchen
 - i. With working side top table with tiled sink;
 - ii. Enough space for dining table good for 6 heads;
 - iii. In placed outlets and lighting connections;
 - iv. Tiled flooring;
6. Laundry Room
 - i. In placed outlets and lighting connections;
 - i. Tiled flooring
7. Open space
 - i. With half height railings (stainless steel) perimeter at front side facing the Pacific Ocean;
 - ii. In placed outlets and lighting connections;
 - iii. With outdoor tiled flooring;
 - iv. With flower boxes;
8. With a designated viewing area that provides a panoramic view of the warehouse operations
9. With direct access to roof deck

ROOF DECK:

1. Half of the floor area covered with canopy;
2. Installed with water tank (reservoir of rainwater);
3. With outdoor tiled flooring;

3. SCOPE OF DESIGN AND BUILD CONTRACT

The scope of services to be rendered by the Contractor shall include the following:

3.1. Conduct of Engineering Surveys and Investigations

Annex "G" of the 2016 IRR of RA No. 9184 specified that the contractor shall conduct the surveys in its Bid Proposal and present to the DA Caraga their results and findings which would impact on the detailed A&E designs of the Project. The Bidder shall be responsible for the accuracy and verification of data in compliance with policies in Annex G;

3.2. Presentation of Perspective Views

Develop three (3) perspective views (exterior and interior) and a walkthrough of the new DA Caraga Office Building for consideration of the DA Caraga Management Committee (ManCom).

3.3. Preparation and submission of the following:

- i. Final and complete Architectural Plans consisting of but not limited to: a. Floor Plans including Furniture and Partition Layouts and Details; b. Reflected Ceiling Plans and Ceiling Details including Lighting Fixtures Specifications; c. Architectural Specifications.



- ii. Final and complete Civil and Structural Plans, consisting of but not limited to: a. Foundation Plans; b. Columns and Beams Details; c. Floor Slabs details; d. Wall Footing and Wall details; e. Roof Framing details; f. Stairs Details; g. Structural analysis and design notes.
- iii. Final and complete Sanitary/Plumbing Plans consisting of but not limited to: a. Piping Computation for Water, Drainage and Sewer Systems; b. Water System Layout; c. Drainage System Layout; d. Sewer System Layout; e. Sanitary Specifications.
 - Measures on water efficiency shall be considered, e.g. water efficiency in structural landscaping, storm water retention and management, etc.
 - A water tank with pump/booster shall also be installed.
 - A system for sustainable collection and treatment of water and wastewater shall also be introduced.
- iv. Final and complete Electrical Plans consisting of but not limited to: a. Electrical Load Computations; b. Power Distribution Single-Line Diagram, including power layout; c. Lighting Layout; d. Electrical Specifications.
 - An electric generator shall be provided as a secondary power to operate the emergency lights during brownouts/power supply interruption. Measures in optimizing energy performance shall be considered in the design
 - Primary power for fire alarm systems is provided by connecting into the local power provider. A separate power supply that will operate automatically when the primary power fails and is capable of operating the entire system is considered a secondary power supply.
 - If the building need a transformer based on the load computations, it must be include in the total estimate of the project
- v. Final and complete Mechanical Plans consisting of but not limited to: a. Ventilation and Air Conditioning Systems General Conditions and Analysis; b. Ventilation and Air Conditioning Systems Layout and Specifications; c. Fire Protection System including Stairways with Fire Escape, Fire Alarm.
- vi. Final and complete Electronics Plans consisting of but not limited to: a. Telecommunication System including Telephone, Direct Cable and Internet connectivity facilities and other electronics system layout; b. Security Layout
 - Communication lines for voice, data and security services shall be provided. This shall include current and future requirements for information services.
 - Ethernet/Network lines must be distributed to all workstations. Network cabinet, Wireless Access Point (WAP), Network access line for Wi-fi, IP Phones and Network Printer must be provided per room.

- With lines ready for the CCTV installation

The building design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), Accessibility Law (BP 344), National Structural Code of the Philippines, Electrical Engineering Law (RA 7920), Mechanical Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (RA 9514), Sanitation Code (PD 856), and should also comply with the other laws and regulations covering environmental concerns and local ordinances and regulations.

The contractor shall also be required to submit the initial/preliminary drafts of the above described drawings for approval by the DA Caraga prior to the submission of the final drawings signed and sealed by the respective Engineers/Architect.

3. PROPOSED IMPLEMENTATION SCHEDULE

Year	2024											
Month	1	2	3	4	5	6	7	8	9	10	11	12
Description												
1. Detailed Engineering Design Stage												
a. Surveys & Investigations												
b. Preparation of Detailed Engineering Drawings/ Plans & Specifications												
c. Approval from DA-Caraga												
2. Construction Stage												
a. Construction of warehouse with APCO-PDI Office building												

4. CONTRACT PERIOD

The contract period for undertaking the design and build in this Terms of Reference shall be for a duration of Two Hundred Ten (210) days.

The contractor shall submit the project work plan/ PERT-CPM consisting of the specific work activities within the seven (7) days from the date of Notice to Proceed.

5. REQUIREMENTS

- A. A firm/company with experience in Architecture and Detailed Engineering Design with the following profile:
 1. A corporate or partnership entity duly registered with the Philippines' Securities and Exchange Commission, and where the majority shareholder is a Filipino
 2. Must be operational for at least at least 3 years
 3. Must have at least two (2) years of consulting experience in A & E design
 4. Must have previously handled/ managed similar contracts for the Detailed Architectural and Engineering Design Services (DAEDS) of buildings including, but not limited to:
 - a. Warehouse
 - b. Office Buildings/Office

B. Manpower and Qualification Requirements

1. The contractor, as a minimum requirement of the project, must be able to provide different personnel for each position the following manpower:

POSITION	NO. OF PERSONNEL	QUALIFICATIONS
Project Manager	1	<ul style="list-style-type: none">o Graduate of B.S. in Civil Engineering or Architecture with valid PRC license,o With minimum three (3) years of relevant experience in similar project.
Architect	1	<ul style="list-style-type: none">o Graduate of B.S. in Architecture with valid PRC license,o With minimum three (3) years of relevant experience in similar project.
Structural Engineer	1	<ul style="list-style-type: none">o Graduate of B.S. in Civil Engineering with valid PRC license;o With minimum three (3) years of relevant experience in similar project.o Duly Accredited Structural Engineer.
Civil Engineer	1	<ul style="list-style-type: none">o Graduate of B.S. in Civil Engineering with valid PRC license;o With minimum three (3) years of relevant experience in similar project.
Professional Electrical Engineer	1	<ul style="list-style-type: none">o Graduate of B.S. in Electrical Engineering with valid PRC license;o With minimum three (3) years of relevant experience in similar project.o Must be a registered Professional Electrical Engineer (PECE)
Master Plumber	1	<ul style="list-style-type: none">o Must be a Licensed Master Plumbero With minimum three (3) years of relevant experience in similar project.
TOTAL	6	

2. The contractor shall provide adequate technical and administrative support staff as may be required for the proper and timely completion of the project, but at no additional cost to DA-Caraga
3. The contractor must provide the Professional Regulation Commission (PRC) License and Professional Tax Receipt (PTR) of assigned staff for this project, as well as any relevant proof of skills, qualifications, work experience and professional certifications that shall establish the qualifications of the staff for the job.


6. OWNERSHIP OF DOCUMENTS AND CONFIDENTIALITY OF DATA

1. The ownership and all rights thereto of all designs, drawings, specifications, and copies thereof including electronic files, prepared, and furnished by the contractor in the performance of the services subject of the Agreement shall be vested with DA - Caraga.
2. All data and information related to this project shall be treated with strict confidentiality and shall not be released without the written consent of DA - Caraga.




3. The contractor, its affiliates, and subcontractors shall abide by and comply with all the applicable laws, rules and regulations of any Philippine government or regulatory body having jurisdiction over their professional practice and the services provided in this agreement.

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