

## OPEN OPPORTUNITIES

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87861	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Various Science Laboratory Equipment for College of Arts and Sciences - Talisay Campus (2nd Publication)	Php 525,280.00	Public Bidding	Laboratory Supplies and Equipment	2020-11-08 00:00:00	2020-11-16 14:30:00	Rowena D. Prado	<a href="mailto:bac.sec@ct">bac.sec@ct</a>
87443	CARLOS HILADO MEMORIAL STATE COLLEGE	Proposed Design and Build for the Upgrading of Post-Harvest Laboratory Building Into Two-Storey Fishery Technology Laboratory Building (Phase II) - Binalbagan Campus, Brgy. Enclaro, Binalbagan, Negros	Php 30,000,000.00	Public Bidding	Construction Projects	2020-11-08 00:00:00	2020-12-02 09:00:00	Rowena D. Prado	<a href="mailto:bac.sec@ct">bac.sec@ct</a>
87433	CARLOS HILADO MEMORIAL STATE COLLEGE	Design and Build for the Conversion of Motor Pool Into a Criminology Laboratory Building - Binalbagan Campus, Brgy. Enclaro, Binalbagan, Negros Occidental	Php 15,000,000.00	Public Bidding	Construction Projects	2020-11-08 00:00:00	2020-12-01 09:00:00	Rowena D. Prado	<a href="mailto:bac.sec@ct">bac.sec@ct</a>
			<i>CHMSC</i>	<i>21-001-1107-I</i>					
85975	CARLOS HILADO MEMORIAL STATE COLLEGE	Procurement of Inspection and Evaluation of Loads of the Electrical System - Binalbagan Campus	Php 50,176.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Electrical Systems and Lighting Components	2020-11-07 00:00:00	2020-11-16 16:04:00	Rowena Prado	<a href="mailto:bac.sec@ct">bac.sec@ct</a> <a href="tel:(034)712-142">(034) 712-142</a>

**SERGIO NICOLAS C. SOBREPEÑA, Ph.D.TM.**  
BAC Chairperson

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.



## 1. **Scope of Bid**

The Procuring Entity, **CARLOS HILADO MEMORIAL STATE COLLEGE** invites Bids for the **PROPOSED DESIGN AND BUILD FOR THE CONVERSION OF MOTOR POOL INTO A CRIMINOLOGY LABORATORY BUILDING – BINALBAGAN CAMPUS, BRGY. ENCLARO, BINALBAGAN, NEGROS OCCIDENTAL**, with Project Identification Number **CHMSC 21-001-1107-I**.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

## 2. **Funding Information**

2.1. The GOP through the source of funding as indicated below for 2021 in the amount of **FIFTEEN MILLION PESOS & 0/100 (PHP 15,000,000.00) ONLY**.

2.2. The source of funding is:

- a. NGA, the National Expenditure Program.

## 3. **Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. **Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or



through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.
- 7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
  - 7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the



implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

**8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **Bidding Room, 2/F Supply and Property Management Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental** or through **Zoom Meeting ID No. 797 389 7583 Meeting Password 111620** as indicated in paragraph 6 of the **IB**.

**9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

**10. Documents Comprising the Bid: Eligibility and Technical**

- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

## **14. Bid and Payment Currencies**

- 14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 14.2. *Payment of the contract price shall be made in:*
  - a. Philippine Pesos.



## 15. Bid Security

- 15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 15.2. The Bid and bid security shall be valid until **March 31, 2021 (120 calendar days upon the date of bid opening)**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## 17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 18. Opening and Preliminary Examination of Bids

- 18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC

shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.
- 19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## **20. Post Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **B**



### ***Section III. Bid Data Sheet***

#### **Notes on the Bid Data Sheet (BDS)**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause																						
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <ol style="list-style-type: none"> <li>1. <i>Vertical Structures</i></li> <li>2. <i>General Engineering and Design</i></li> </ol>																					
7.1	<p><i>[Specify the portions of Works and the maximum percentage allowed to be subcontracted, which shall not be significant or material components of the Project as determined by the Procuring Entity.]</i></p> <p>“Subcontracting is allowed.”</p> <p>The following works may be subcontracted:</p> <ol style="list-style-type: none"> <li>1. Preparation of the design package as described on the technical Specification Part I</li> <li>2. Mechanical System and Fire Protection</li> <li>3. Electrical Works, Fire Alarm System and Electronics System</li> </ol>																					
10.3	<p>PCAB Registration/PCAB License</p> <p><b>Small B (up to 30M)</b></p>																					
10.4	<p>The minimum work experience requirements for Design key personnel are the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Key Personnel</th> <th style="text-align: center;">General Experience</th> <th style="text-align: center;">Relevant Experience (years)</th> </tr> </thead> <tbody> <tr> <td>1. Licensed Architect</td> <td>Registered Architect</td> <td style="text-align: center;">3</td> </tr> <tr> <td>2. Structural/Civil Engineer</td> <td>Registered Civil Engineer</td> <td style="text-align: center;">3</td> </tr> <tr> <td>3. Professional Mechanical Engineer</td> <td>Registered Professional Mechanical Engineer</td> <td style="text-align: center;">3</td> </tr> <tr> <td>4. Professional Electrical Engineer</td> <td>Registered Professional Electrical Engineer</td> <td style="text-align: center;">3</td> </tr> <tr> <td>5. Master Plumber</td> <td>Registered Master Plumber</td> <td style="text-align: center;">3</td> </tr> <tr> <td>6. Professional Electronics Engineer</td> <td>Registered Professional Electronics Engineer</td> <td style="text-align: center;">3</td> </tr> </tbody> </table>	Key Personnel	General Experience	Relevant Experience (years)	1. Licensed Architect	Registered Architect	3	2. Structural/Civil Engineer	Registered Civil Engineer	3	3. Professional Mechanical Engineer	Registered Professional Mechanical Engineer	3	4. Professional Electrical Engineer	Registered Professional Electrical Engineer	3	5. Master Plumber	Registered Master Plumber	3	6. Professional Electronics Engineer	Registered Professional Electronics Engineer	3
Key Personnel	General Experience	Relevant Experience (years)																				
1. Licensed Architect	Registered Architect	3																				
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4. Professional Electrical Engineer	Registered Professional Electrical Engineer	3																				
5. Master Plumber	Registered Master Plumber	3																				
6. Professional Electronics Engineer	Registered Professional Electronics Engineer	3																				



The minimum work experience requirements for Construction key personnel are the following:

Key Personnel	General Experience	Relevant Experience (years)
Daily required site personnel		
1. Project Manager	Registered Civil Engineer	8
2. Project Engineer	Registered Civil Engineer	5
3. Foreman	High School Graduate	5
4. Construction Safety and Health Personnel	With HSE/COSH Training	5
5. Master Plumber	Registered Master Plumber	5
6. Electrical Practitioner	Registered Electrical Practitioner	5
7. Mechanical Practitioner	Registered Mechanical Engineer/Practitioner	5
As per site requirement		
8. Materials/Quality Control Engineer	Licensed Material Engineer	5
9. Licensed Surveyor	College Level	5
10. Sanitary Engineer	Licensed Sanitary Engineer	5

10.5

The minimum major equipment

12	<p><b>The Approved Budget for the Contract (ABC) is FIFTEEN MILLION PESOS &amp; 00/100 (Php 15,000,000.00) ONLY.</b></p> <p>Any bid with a financial component exceeding this amount shall not be accepted.</p>
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than <b>Php 300,000.00 (2% of ABC)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>2. The amount of not less than <b>Php 750,000.00 (5% of ABC)</b> if bid security is in Surety Bond.</li> </ol>
19.2	Partial bids are not allowed
20	<i>No further instructions.</i>
21	<p>Additional contract documents relevant to the Project:</p> <ol style="list-style-type: none"> <li>1) Construction Schedule/GANTT Chart (MS Project Format) &amp; S-curve</li> <li>2) Manpower Schedule</li> <li>3) Construction Methods</li> <li>4) Equipment Utilization Schedule</li> <li>5) Construction Safety and Health Program (approved by the DOLE)</li> <li>6) PERT/CPM</li> <li>7) Statement of Cash Flow &amp; Payment Schedule</li> <li>8) Soft Copy of all submitted documents in PDF File (submit in CD)</li> <li>9) Organizational Chart</li> </ol>



## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## 2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## 3. Possession of Site

- 4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.



## **5. Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

## **8. Liability of the Contractor**

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.



## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the SCC, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the SCC.

11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the SCC, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the SCC, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **15. Operating and Maintenance Manuals**

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the SCC.



- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the SCC from payments due to the Contractor.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



# Special Conditions of Contract

GCC Clause
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1. The Employer shall be responsible for the design of the Project.

2. The Contractor shall be responsible for the construction of the Project.

3. The Contractor shall be responsible for the operation and maintenance of the Project.

4. The Contractor shall be responsible for the safety of the Project. All safety measures shall be taken by the Contractor.

5. The Contractor shall be responsible for the quality of the Project. All materials and workmanship shall be in accordance with the Contract Documents.

6. The Contractor shall be responsible for the completion of the Project within the agreed time frame.

7. The Contractor shall be responsible for the cost of the Project.

8. The Contractor shall be responsible for the risk of the Project.

9. The Contractor shall be responsible for the insurance of the Project.

10. The Contractor shall be responsible for the taxes of the Project.

11. The Contractor shall be responsible for the customs of the Project.

12. The Contractor shall be responsible for the compliance with all applicable laws and regulations.

13. The Contractor shall be responsible for the dispute resolution of the Project.

14. The Contractor shall be responsible for the termination of the Project.

15. The Contractor shall be responsible for the assignment of the Project. All assignments shall be in accordance with the Contract Documents.

16. The Contractor shall be responsible for the subcontracting of the Project.

17. The Contractor shall be responsible for the assignment of the Project.

18. The Contractor shall be responsible for the assignment of the Project. All assignments shall be in accordance with the Contract Documents.

19. The Contractor shall be responsible for the assignment of the Project. All assignments shall be in accordance with the Contract Documents.

20. The Contractor shall be responsible for the assignment of the Project.

21. The Contractor shall be responsible for the assignment of the Project.

22. The Contractor shall be responsible for the assignment of the Project.

23. The Contractor shall be responsible for the assignment of the Project.

24. The Contractor shall be responsible for the assignment of the Project.

25. The Contractor shall be responsible for the assignment of the Project.

	<p>8% - upon the submission to and acceptance by the procuring entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the procuring entity.</p> <p>7% - After submission to procuring entity the documents as proof of mobilization.</p> <p>The full mobilization fund shall be recouped from the regular billing of the contractor up to and until 50% of the contract amount are paid to the contractor.</p>
14	<p>Equipment delivered on the site but not completely put in place shall be included for payment.</p> <p>Storage of equipment shall be contractor's responsibility. Equipment shall be covered by the defects liability period of one year from the date of final handing over.</p>
15.1	<p>The date by which operating and maintenance manuals are required during the commissioning of each of the equipment to be installed by the contractor.</p> <p>The date by which "as built" drawings are required will be before the processing of the occupancy permit or fifteen (15) calendar days from the final handing over whichever comes earlier.</p>
15.2	<p>The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is TWENTY-FIVE THOUSAND PESOS (Php25,000.00) ONLY for each requirement.</p>



Entity's primary contact during the Construction Phase and shall be available as required for the benefit of the Project and the Procuring Entity. The designated representative shall be authorized to act on behalf of and bind the Design/Build Contractor in all matters related to Construction Phase Services including, but not limited to, execution of Change Orders and Applications for Payment.

- 6.2.4 Attend Procuring Entity's regularly scheduled Project progress meetings and fully advise the Project Management Team of the Project status including schedule, costs, quality and changes.
- 6.2.5 In addition to attending Procuring Entity's regularly scheduled Project progress meetings, Design/Build Contractor shall schedule, direct and attend interim progress meetings with other members of the Project Management Team as required to maintain Project progress. Design/Build Contractor shall record and distribute the minutes of each meeting to each Project Management Team member. The minutes shall identify critical activities that require action and the dates by which each activity must be completed.
- 6.2.6 In accordance with the current and latest governmental laws, orders, instructions and policies, provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation, and all other facilities and services necessary for the proper execution and completion of the Work in strict accordance with the requirements of the Construction Documents.
- 6.2.7 Obtain building permits and special permits for permanent improvements as required by law or the Construction Documents. Assist Procuring Entity or Design/Build Contractor in obtaining all approvals required from authorities having jurisdiction over the Project.
- 6.2.8 Coordinate, monitor and inspect the work of Subcontractors to ensure conformance with the Construction Documents.
- 6.2.9 Be responsible for all construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work. The Design/Build Contractor shall keep the Procuring Entity informed of the progress and quality of the Work.
- 6.2.10 Design/Build Contractor shall promptly correct any defective Work at Design/Build Contractor's sole expense, unless the Procuring Entity specifically agrees to accept the Work.
- 6.2.11 Warrant that the materials and equipment provided for the Project will be of good quality and new unless otherwise required or permitted by the Construction Documents; that the construction will be free from faults and defects; and that the construction will conform with the requirements of the Construction Documents. The Design/Build Contractor shall be responsible for correcting Work that does not comply with the Construction Documents at its sole expense without cost to the Procuring Entity.
- 6.2.12 The Design/Build Contractor shall maintain and deliver the required documents that describe changes or deviations from the Construction Documents that occurred during construction and that reflect the actual "As Built" conditions of the completed Work.

### **6.3 CONSTRUCTION CONTRACT ADMINISTRATION**



- 6.3.1 The Design/Build Contractor, through the Project Architect, shall furnish the following Contract Administration Services during the Construction Phase. Fees for these services are included in the Design/Build Contractor's Construction Phase Fee.
- 6.3.2 The Project Architect, and his related consultants, shall inspect the Project site at least once a month or as and when required appropriate to the type and stage of construction progress to observe the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. On the basis of such onsite observations, the Design/Build Contractor shall observe the progress and quality of the Work, and shall endeavor to guard the Procuring Entity against defects and deficiencies in the Work.
- 6.3.3 In addition to site visits for general inspection and observation, the Design/Build Contractor shall visit the site for specific purposes related to certification of progress payments, start-up or mock-up reviews for significant work activities and for formal inspections of the Work. The Design/Build Contractor shall provide written reports of all site visits to the Procuring Entity within three business days.
- 6.3.4 The Design/Build Contractor shall establish and maintain a numbering and tracking system for all project records, including changes, requests for information, submittals, and supplementary instructions shall provide updated records at each Procuring Entity's meeting and when requested.
- 6.3.5 The Design/Build Contractor shall administer all regular progress and special meetings scheduled by the Procuring Entity. The Design/Build Contractor shall attend regularly scheduled planning meetings.
- 6.3.6 The PMT's certification of Design/Build Contractor's Estimate for Partial Payment for Construction Phase Services shall constitute a representation by the Design/Build Contractor to the Procuring Entity, based on the PMT's observations at the site as provided in this Agreement and on the data comprising the Design/Build Contractor's Estimate for Partial Payment that the Work has progressed to the point indicated; that information and belief, the quality of the work is in accordance with the Contract Documents. However, the certification of a Design/Build Contractor's Estimate for Partial Payment shall not be a representation that the Design/Build Contractor has made any examination to ascertain how and for what purpose the Design/Build Contractor has used the moneys paid on account of the Contract Sum.
- 6.3.7 The Design/Build Contractor, with the approval of the Procuring Entity, shall interpret the technical requirements of the Contract Documents. The Design/Build Contractor shall



- 6.3.9 The Procuring Entity through the PMT shall review and approve or take other appropriate action upon the Design/Build Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for conformance with the design concept of the Work set forth in the Contract Documents, and shall respond to Design-Build Contractor's inquiries and questions and provide such supplemental information as appropriate. One copy of each submittal, shop drawing, product data, etc., shall be provided to the Procuring Entity.
- 6.3.10 The Design/Build Contractor shall provide the necessary assistance to the Procuring Entity through the PMT in the review of the Design/Build Contractor's requests for change orders and pricing thereof.
- 6.3.11 The Design/Build Contractor shall prepare and submit request for Change Orders for the Procuring Entity's approval and execution in accordance with the Contract Documents, and shall, with Procuring Entity's approval, have authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time, which are not inconsistent with the intent of the Contract Documents. In conjunction with each Change, the Design/Build Contractor shall review the cost and time estimate and recommend to the Procuring Entity whether the proposal is appropriate. The Design/Build Contractor shall prepare revised Contract Drawings, where appropriate, to illustrate and document the work required by the Change without additional cost to the Procuring Entity.
- 6.3.12 All proposed changes to drawings, plans and specifications, regardless of how initiated, shall be fully described in the document depicting them as to scope of work added, removed, or changed. The original copies of the Construction Documents may be revised to show such changes, provided that all such revisions shall be separately recorded on media acceptable to Procuring Entity, including, without limitation, CADD. Such revisions shall be clearly indicated and a current revision date shall be included on the reproducible copy. Changes to the specifications shall be made by consecutively numbered and dated revision addenda. All changes to design documents or specifications will be identified by date of change, revision number and other customary identification references. Areas changed on drawings will be "clouded" to show each change. Clouds designating previous changes will be removed so that only the most recent changes will be clouded.
- 6.3.13 The Design/Build Contractor shall participate in concealed space inspections, systems start-up inspections, Substantial Completion and Pre-Final Inspections to determine the Dates of Substantial Completion, and Final Acceptance. The Design/Build Contractor shall also participate in the Procuring Entity's final walk thru inspection one year after Final Completion.
- 6.3.14 The Design/Build Contractor shall review, for conformance with the Contract Documents, Design/Build Contractor's submission of guarantees and warranties.
- 6.3.15 The Design/Build Contractor shall assist the PMT in checking as-built drawings during the course of the Work in association with certifying progress payments and shall review final as-built documents for completeness and compliance with Contract requirements.
- 6.3.16 The Design /Build Contractor shall provide "as-built" record drawings as described in the Procuring Entity's Project Closeout.



6.3.17 The Design/Build Contractor shall execute the items included on the construction punch list until all such items have been resolved to the Procuring Entity's satisfaction.

6.3.18 The Design/Build Contractor shall review Design/Build Contractor's submission of operating and maintenance instructions, and all manuals, brochures, drawings, and other close-out documentation furnished by the Design/Build Contractor for conformance with the requirements of the construction documents.

## **ARTICLE 7                   PROCURING ENTITY'S RESPONSIBILITIES**

7.1 The Project Management Team shall be the authorized representative to act in the Procuring Entity's behalf with respect to the Project. The Procuring Entity's Designated Representative shall examine the documents submitted by the Design/Build Contractor and shall render recommendations pertaining thereto.

7.2 The Procuring Entity shall examine the design documents submitted by the Design/Build Contractor and provide comments concerning corrections or amendments to such documents in writing to the Design/Build Contractor. The Procuring Entity may obtain independent review of the design documents by its own Project Management Team. The Procuring Entity may require the Design/Build Contractor to halt production during design review.

7.3 Procuring Entity shall have the right to reject any defective Work on the Project. Should Design/Build Contractor refuse or neglect to correct any such Work within a reasonable time after notice, Procuring Entity may have the Work corrected and recover all expenses incurred from Design/Build Contractor on demand.

## **ARTICLE 8                   OWNERSHIP AND USE OF DOCUMENTS**

8.1 Drawings, specifications and other documents furnished by the Design/Build Contractor are instruments of service and shall remain their property whether the Project for which they are made is executed or not. The Procuring Entity shall be permitted to retain copies, including reproducible copies and CADD copies, of the drawings, specifications and other documents for information and reference in connection with the Procuring Entity's use and occupancy of the Project. Design/Build Contractor hereby grant Procuring Entity an irrevocable, fully paid-up, perpetual license and right to use the drawings, specifications and other documents furnished, including the originals thereof, and the ideas and designs contained therein, for any purpose regardless of whether their services for the Project are completed, modified or terminated. This license shall survive the termination of this Agreement. If this Agreement is terminated, Design/Build Contractor hereby expressly consent to the employment by Procuring Entity of a substitute architect to complete the Design Services under this Agreement, with the substitute architect having all of the rights and privileges of the original Project Architect.

8.2 Submission or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Design/Build Contractor's or Project Architect's rights.

## **ARTICLE 9                   TIME**



9.1 Unless otherwise approved, the Procuring Entity and the Design/Build Contractor shall perform their respective obligations under the Contract as expeditiously as is consistent with reasonable skill and care and the orderly progress of the Work.

9.2 Time limits stated in the Contract Documents are of the essence of this Agreement. The Design/Build Contractor shall be responsible for schedule development, updating and reporting throughout the entire Project, including Pre-Construction Phase Services and Construction Phase Services. The Design/Build Contractor shall comply in all regards with requirements set forth in the Procuring Entity's Project Planning and Scheduling Specifications.

## **ARTICLE 10            ELECTRICAL DESIGN CONCEPTS**

Design concepts that needs to be incorporated in the design

- a. All lights must be of LED type with sufficient lumens for each occupied or intended space.
- b. Rooms or hallways with 2 or more doors must be provided with 3-way or 4-way switches for each door. This includes both ends of hallways.
- c. Restroom stalls must be provided with individual lights.
- d. Provide power lines going to the proposed location of the 3-phase distribution transformer.
- e. Incoming power must be 3-phase and the single-phase load should be designed to attain balance among the phases.
- f. Number of power outlets should be sufficient without extensively exceeding the power needs of the occupants.
- g. All auxiliary control/monitoring equipment must be located in an air-conditioned room. Equipment such as but not limited to DVR, CCTV monitor, IDF, server or WIFI, PABX, FACP, amplifier, etc.
- h. All office or functional room must be provided with its own data and telephone outlet according to the number of office table or purpose of the room.
- i. CCTV cameras must be provided to monitor all entry/exit points.
- j. Appropriate number of smoke detectors must be provided for each room or hallway.
- k. All smoke detectors must be individually addressable with a Fire Alarm Control Panel (FACP) that could monitor each detector.
- l. Fire alarm bells must be situated in a location which will fully notify the occupants of the building.

- m. Each room and hallway must be provided with a PABGM speaker with its individual volume control.
- n. Location of pumps must be coordinated with the plumbing and sanitary design.
- o. Lightning arrester must be properly grounded and located in an appropriate location on top of the building so as to completely protect the building.
- p. The building must be adequately grounded.
- q. See revised location of air conditioning units based on mechanical conceptual design.
- r. Solar power shall be net metering when connected to grid with island mode capability, and with an option to be connected to a generator.





# Carlos Hilado Memorial State

Alijis Campus | Binalbagan Campus | Fortune Towne Campus | Talisay

To be a leading GREEN institution of higher learning in the global community by 2030  
(Good governance, Research-oriented, Extension-driven, Education for Sustainable Development & Nation-building)

## College of Criminal Justice

✉ college.criminaljustice@chmsc.edu.ph ☎ (63-34) 388 – 8621

Project Title: **Conversion of Motor pool into a Criminology Laboratory Building**  
Location: **CHMSC-Binalbagan Campus**

### Architectural Design

1. Ecological Architecture Concept
2. Introduction of Green Concepts as per provisions of the Philippine Green Building Code.
3. All laboratories should comply with the CHED, OBO and BFP requirement.
4. Damp proofing shall be provided for slab on grade, 8 mils clear or white polyethylene sheet.
5. Floor, ceiling and wall finishes shall be referred to the provided schedule of finishes.
6. Space allocations for laboratories shall conform to the End User's requirements.
7. Architectural scope of works are as follows:
  - 7.1 Floor Finishes (High strength epoxy and tiles for toilets)
  - 7.2 Wall Finishes (Painted walls and tiles for toilets)
  - 7.3 Doors and Windows
  - 7.4 Fixtures and Hardware
  - 7.5 Ceiling Works
  - 7.6 Doors and Windows
  - 7.7 Cabinets, Working tables and chairs.
  - 7.8 Directional signage's and emergency evacuation chart per floor.
  - 7.9 Cladding and Building Name.
8. Soil Poisoning/ Termite Control shall be done in a reticulation system.
9. Masonry works shall conform to the provisions of Philippine Building Code of the Philippines. The minimum compressive strengths are:  
 $fc' = 350 \text{ psi (2.41 MPa)}$  for non-loadbearing CHB  
 $fc' = 750 \text{ psi (5.17 MPa)}$  for loadbearing CHB.
10. Standard dimensions for installation of all the fixed fixtures, hardware and other utilities shall be observed like but not limited to lavatories, urinals, switches, outlets, counter tops, railings, cabinets, ect.
11. Standard dimensions for PWD toilets shall conform to international standards and Batas Pambansa 344.
12. Ramp slope shall conform to provisions as per Batas Pambansa 344.

### Civil / Structural Design (in accordance w/NSCP 2015)

1. Mechanize excavation, backfilling and compaction Works
2. Concrete mix design shall conform to ACI 211.1 and ACI 301. The minimum 28-day cylinder compressive strength shall be:  
 $fc' = 27.58 \text{ MPa (4000 psi)}$  for Foundation, Columns, Beams and Slab  
 $fc' = 24.13 \text{ MPa (3500 psi)}$  for Lean Concrete and Slab on Grade  
 $fc' = 27.58 \text{ MPa (4000 psi)}$  for Septic Tank.
3. The minimum yield strength of reinforcement to be used shall be as follows:  
 $fy = 60,000 \text{ psi (414 MPa)}$  for main bars 16mm dia and up.  
 $fy = 40,000 \text{ psi (276 MPa)}$  for reinforcements 12mm dia. and below.
4. Structural Analysis and Design shall be submitted 15 days prior to commencement of construction activities.
5. Admixtures to be used in concrete shall be subject to prior approval of the Structural Engineer.
6. The design wind loads are as per provisions of the NS CP 7th Edition, 2015.
7. The design earthquake loads are as per provisions of the NSCP 7th Edition, 2015 for Earthquake Zone 4.
8. Field Density Test shall be conducted prior to concreting of S.O.G.
9. The following test shall be conducted but not limited to as part of QA/QC



☎ (63-34)712-0420  
🌐 chmsc.edu.ph  
@chmscofficialpage

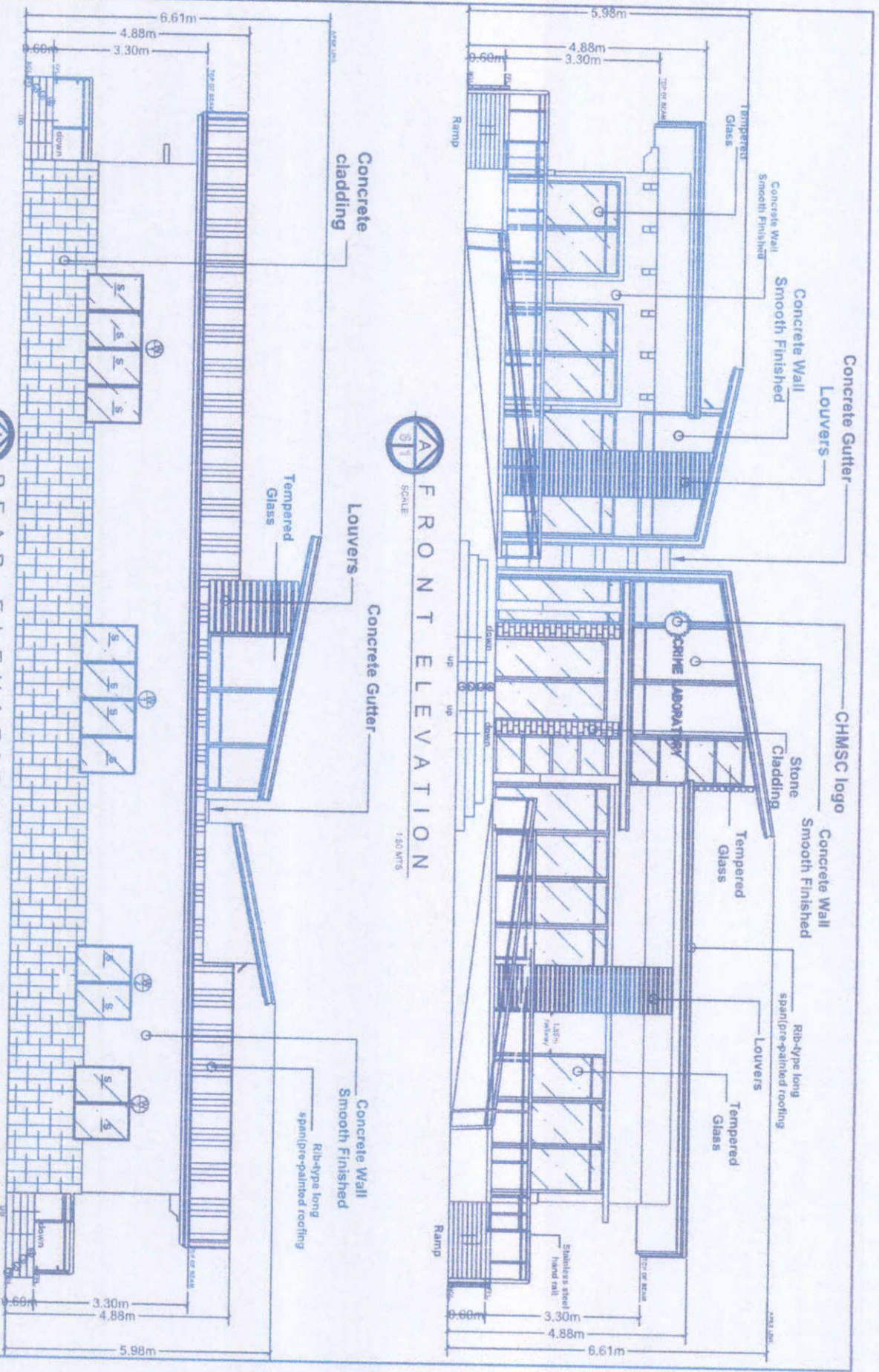












Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Regional Office - Marikina

PROJECT TITLE:  
 Laboratory/Workshop of 42 sqm, 2nd floor  
 (with 120 sqm ramp) in Bldg. 5, 2nd floor, Marikina

PROJECT LOCATION: SMALLERAN CAMPUS  
 CARLOS HILADO MEMORIAL STATE COLLEGE



**REAR ELEVATION**  
 SCALE: 1:50 MTS

1:50 MTS

APPROVED:

PREPARED / CHECKED BY:  
 ROGER V. B. VAZQUINO, PND  
 ARCHITECT / ARCHITECTS  
 CARLOS HILADO MEMORIAL STATE COLLEGE

DATE: 6/7

6/7

6/7

6/7

6/7

ENDORSED BY:  
*[Signature]*  
 DR. LILIE B. VERGARA, MAEd  
 CHIEF, DESIGN DIVISION

CHECKED BY:  
*[Signature]*  
 ENGR. M. S. MARIQUIN, PE  
 DIVISION CHIEF, DESIGN DIVISION

RECOMMENDING APPROVAL:  
*[Signature]*  
 MRS. ROSALINDA S. TAVELLA  
 VICE PRESIDENT FOR ADMINISTRATION

APPROVED:  
*[Signature]*  
 ROBERTO P. ANGELO, M.A., Ph.D.  
 VICE PRESIDENT FOR ADMINISTRATION

APPROVED:  
*[Signature]*  
 ROGER V. B. VAZQUINO, PND  
 ARCHITECT / ARCHITECTS

DATE: 6/7

6/7

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up/rev  
11/3/20



**PERSPECTIVE VIEW**  
SCALE: 1/11  
NOTES:



Division Office  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
Region - Occidental Mindanao

<b>PROJECT TITLE:</b> Identification and design of a structure with a small landscape with a design in a rural area.	<b>DESIGNED BY:</b> ALEXIS B. VERDE CARLOS DIRECTOR	<b>CHECKED BY:</b> JERRY J. BARRERA DIRECTOR PERS	<b>RECOMMENDING APPROVAL:</b> MR. ROSALINDA TUVILLA VICE PRESIDENT FOR ADMINISTRATION	<b>APPROVED:</b> ROBERTO P. MANOYAN, PH.D. VICE PRESIDENT	<b>PREPARED DRAWING BY:</b> ROGER A. S. MARZANO PHD DESIGNER JAMES C. CALICHO DESIGNER	1	7
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Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 Binalagan Campus

PROJECT TITLE:  
 IMPROVEMENT OF ROAD NETWORK  
 CAMPUS DEVELOPMENT PLAN IN BINALAGAN CAMPUS

ENDORSED BY:  
*[Signature]*  
 JOYELLE B. VERGARA, MEd  
 CAMPUS DIRECTOR

CHECKED BY:  
*[Signature]*  
 ENOJO JUN A. MALITZ  
 DIRECTOR FROM

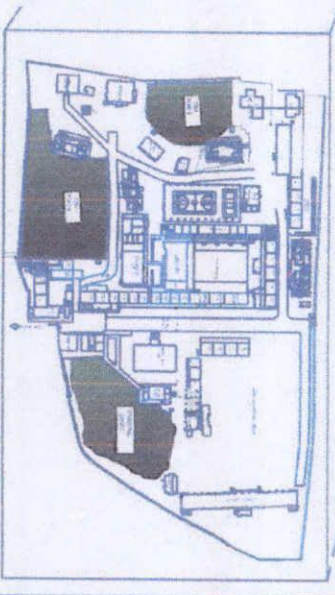
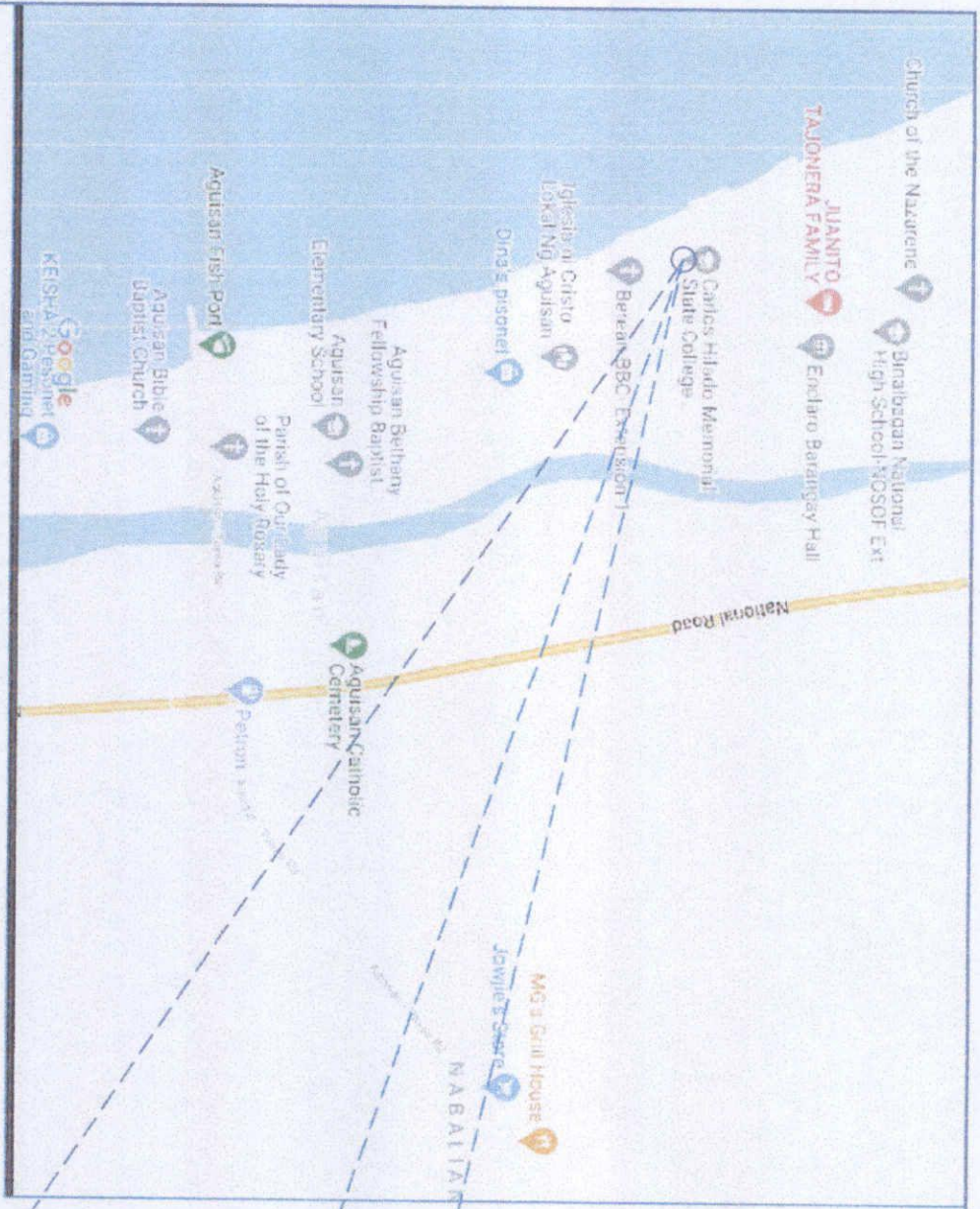
RECOMMENDING APPROVAL:  
*[Signature]*  
 WILSON M. MALITZ  
 VICE CHIEF OF OFFICE / ASSISTANT

APPROVED:  
*[Signature]*  
 NORBERTO P. AMOR, JR.  
 SVP PRESIDENT

PREPARED / CHECKED BY:  
 ROSE Y. BARRAZANO, PhD  
 ASSISTANT PROFESSOR  
 COLLEGE OF EDUCATION  
 CARLOS HILADO MEMORIAL STATE COLLEGE  
 BINALAGAN CAMPUS

DATE: 2024

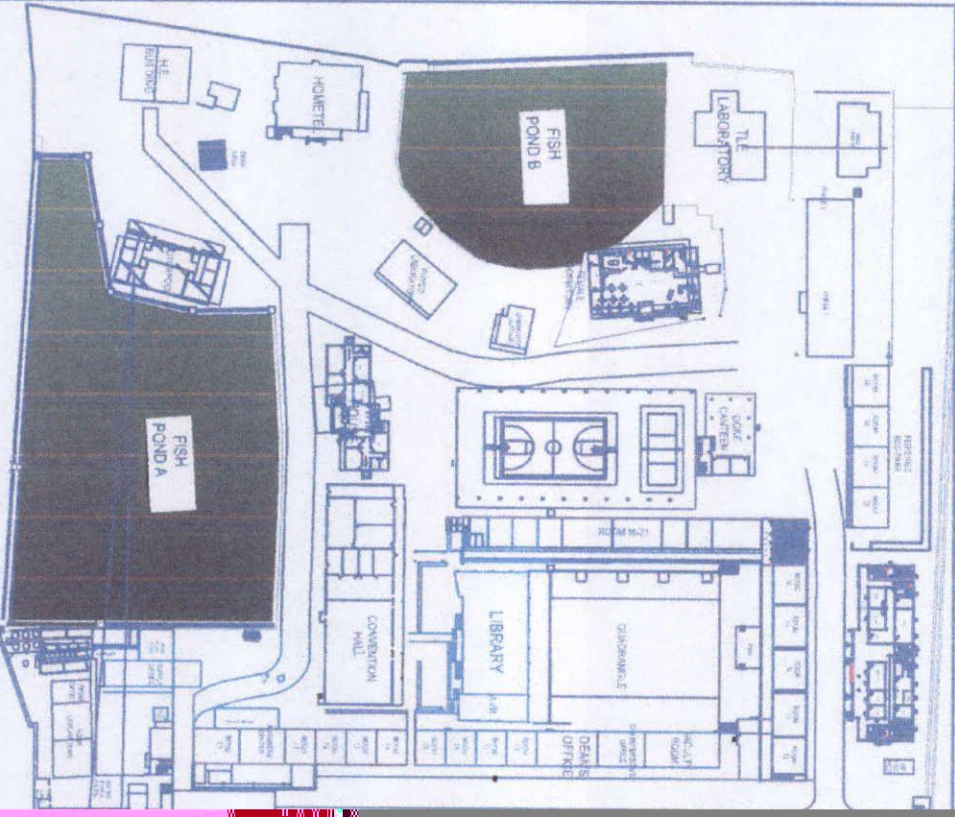
**VICINITY MAP**  
 SCALE: 1:2500 N.D.T.S.



**SITE DEVELOPMENT PLAN**  
 CARLOS HILADO MEMORIAL STATE COLLEGE  
 BINALAGAN CAMPUS  
 SCALE: 1:2500 N.T.S.







**SITE DEVELOPMENT PLAN**  
 CARLOS HILADO MEMORIAL STATE COLLEGE  
 SINGAPORE CAMPUS  
 SCALE: 1:900 NTS



Republic of the Philippines  
**CARLOS HILADO MEMORIAL STATE COLLEGE**  
 SINGAPORE CAMPUS

PROJECT TITLE	REDESIGNING OF MOTOR POOL AND CONSTRUCTION OF FISH POND AT SINGAPORE CAMPUS
DESIGNED BY	JERELLE B. VERGARA MAED
CHECKED BY	
APPROVED BY	
DATE	

*[Handwritten Signature]*  
 CAMPUS DIRECTOR





Republic of the Philippines  
**CARLOS HILADO MEMORIAL  
 STATE COLLEGE**  
 NEWPORT, CEBU

**PROJECT TITLE:**  
 UPDATES/RECONSTRUCTION OF ANATOMY, NITC,  
 CEMETERY, AND BLDG. IN BANGALAN CAMPUS

**DESIGNED BY:**  
 ENGR. E. B. VIGOR, FAIA  
 CHIEF ARCHITECT

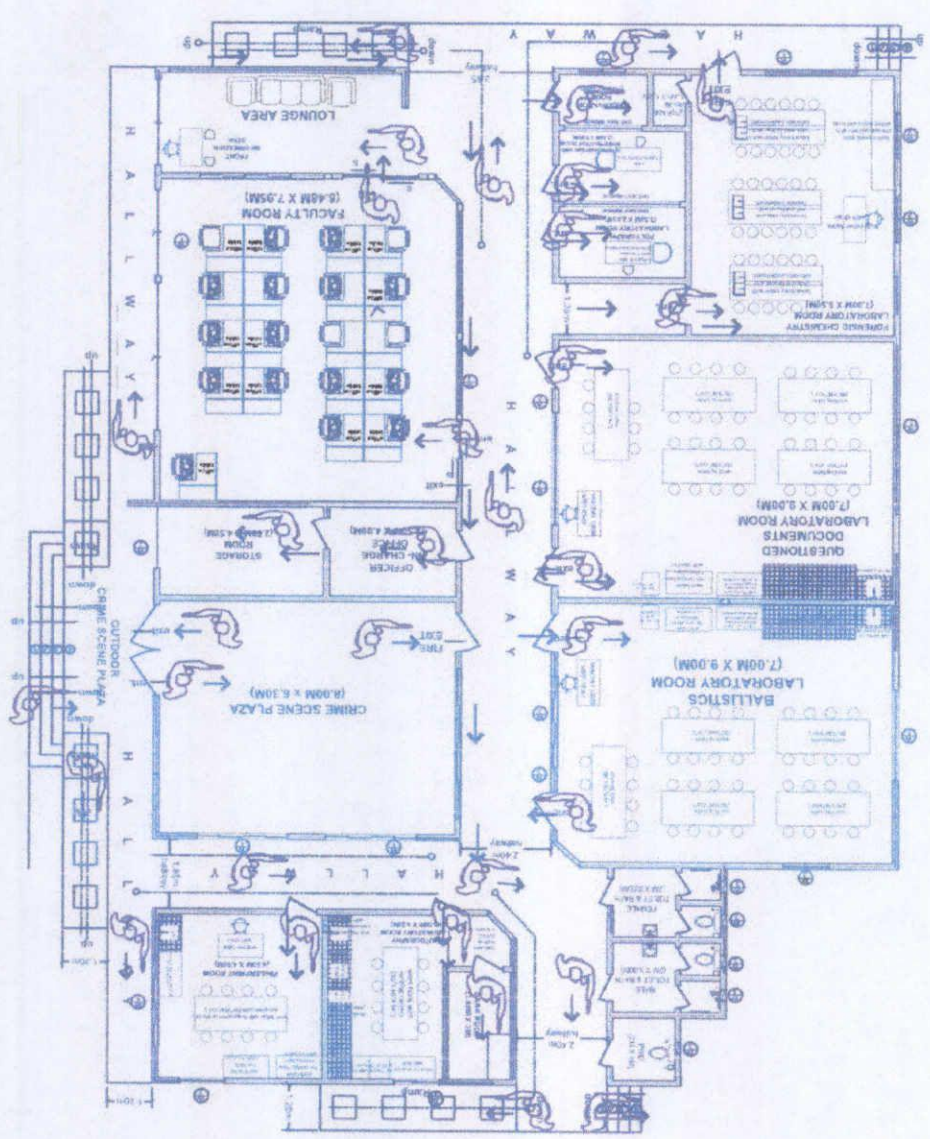
**CHECKED BY:**  
 ENGR. ROBERTO F. ANGELO, JR.  
 DIRECTOR FROM

**RECOMMENDING APPROVAL:**  
 MRS. ROSALINA S. DUVALL  
 VICE PRESIDENT FOR ADMINISTRATION

**APPROVED:**  
 ROBERTO F. ANGELO, JR.  
 DIRECTOR

**PREPARED / CHECKED BY:**  
 ROBERTO F. ANGELO, JR.  
 DIRECTOR

**DATE:**  
 4 7



**"FLOW CHART"  
 FLOOR PLAN**  
 SCALE 1:100 MTS

LEGENDS:	
	PERSONNEL FLOW
	EQUIPMENT FLOW
	WASTE FLOW





Republic of the Philippines  
**CARLOS HILADO MEMORIAL  
 STATE COLLEGE**  
 Marikina City

**PROJECT TITLE**  
 LABORATORY/DEPARTMENT OF ANATOMY AND  
 OTHER LABORATORY SERVICES BUILDING CONSTRUCTION

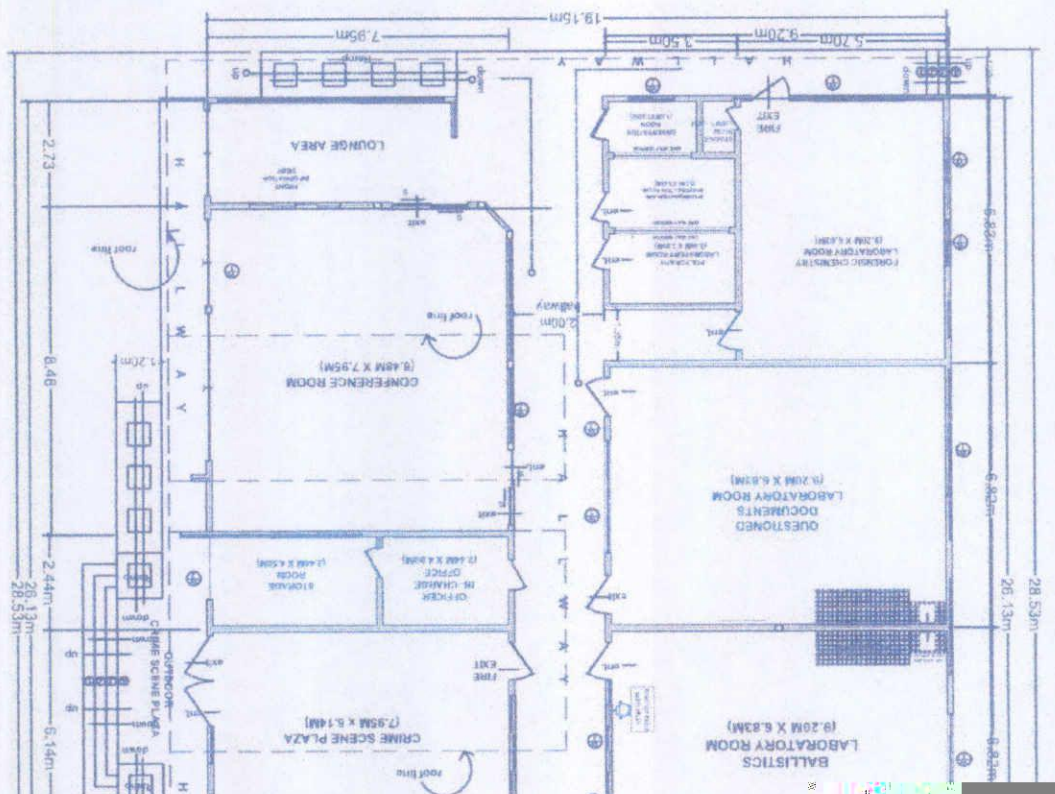
**PROJECT LOCATION** BUNASBAWAL CAMPUS

**ENGINEERED BY**  
 JOYTEL E.B. VERA, A.M.S.E.  
 CHIEF ENGINEER

**DESIGNED BY**  
 ENGR. JOYTEL E.B. VERA, A.M.S.E.  
 CHIEF ENGINEER



# FLOOR PLAN





**PROJECT TITLE:**

**CONVERSION OF MOTOR POOL INTO A CRIMINOLOGY LABORATORY  
BUILDING AT BINALBAGAN CAMPUS  
TECHNICAL SPECIFICATIONS PART I**

**ARTICLE**

- 1 SCOPE OF WORK
- 2 CONTRACT DOCUMENTS
- 3 DEFINITIONS
- 4 D/B CONTRACTOR'S GENERAL RESPONSIBILITIES
- 5 PRE-CONSTRUCTION PHASE
  - 5.1 PRE-CONSTRUCTION SERVICES
    - 5.1.1 General Coordination
    - 5.1.2 Constructability Program
    - 5.1.3 Budget and Cost Consultation
    - 5.1.4 Coordination of Design and Construction Contract Documents
    - 5.1.5 Construction Planning and Bid Package Strategy
    - 5.1.6 Safety
  - 5.2 DESIGN SERVICES
    - 5.2.1 General Responsibilities
    - 5.2.2 Pre-Design Stage
    - 5.2.3 Schematic Design Stage
    - 5.2.4 Design Development Stage
    - 5.2.5 Construction Documents Stage
    - 5.2.6 Review Drawings
    - 5.2.7 Additional Design Services
- 6 CONSTRUCTION PHASE SERVICES
  - 6.1 General Responsibilities
  - 6.2 Construction Contract Administration
  - 6.3 D/B Contractor's Personnel and Subconsultants
- 7 PROCURING ENTITY'S RESPONSIBILITIES
- 8 OWNERSHIP AND USE OF DOCUMENTS
- 9 TIME
- 10 ELECTRICAL DESIGN CONCEPTS

**ARTICLE 1 SCOPE OF WORK**

The Design/Build Contractor has overall responsibility for and shall provide complete Pre-Construction Phase Services and Construction Phase Services and furnish all design services, materials, equipment, tools and labor as necessary or reasonably inferable to complete the Project, or any phase of the Project, in accordance with the Procuring Entity's requirements and the terms of this Agreement.

**ARTICLE 2 CONTRACT DOCUMENTS**

The Contract Documents form the entire and integrated Contract between Design/Build Contractor and supersede all prior negotiations, representations or agreements, written or oral. The Contract Documents consist of:

- 2.1 This Agreement and all attachments hereto;



- 2.2 The Technical Specifications for Building Construction Contracts for Carlos Hilado Memorial State College;
- 2.3 Special Conditions of the Contract prepared by the Procuring Entity;
- 2.4 The Procuring Entity's Design Guidelines;
- 2.5 The Campus Master Plan;
- 2.6 All Addenda issued prior to the Effective Date of this Agreement;
- 2.7 The Subcontracting Plan for Design Phase Services;
- 2.8 The Subcontracting Plan for Construction Phase Services when accepted by the Procuring Entity;
- 2.9 All Additional Services Proposals when accepted by the Procuring Entity;
- 2.10 All Change Orders issued after the Effective Date of this Agreement;
- 2.11 The Drawings and Specifications developed by Design/Build Contractor and accepted by Procuring Entity;
- 2.12 The Drawings and Specifications developed or prepared by Procuring Entity's PPDM and Project Management Team; and
- 2.13 Any other documents listed in this Agreement.

### **ARTICLE 3            DEFINITIONS**

The terms, words and phrases used in the Contract Documents shall have the meanings given in the General Conditions of Contract Conditions and as follows.

3.1    "**PROCURING ENTITY**" means Carlos Hilado Memorial State College.

3.2    "**CONTRACT VALUE**" means the maximum monetary amount payable to the Design/Build Contractor for all Construction Phase services, materials, labor and other work required for completion of the Work in accordance with the Contract Documents. The CONTRACT VALUE includes, without limitation, the General Conditions Costs, the Cost of the Work, the Construction Phase Fee and the Design/Build Contractor's Contingency.

3.3    "**Construction Services**" means the implementation and execution of the construction work required by the Contract Documents. The construction phase of the Project may be divided into different stages, each with different start and completion dates.

3.4    "**Contract Sum**" means the total amount of all compensation payable to the Design/Build Contractor for the Project Any costs that exceed the Contract Sum shall be borne solely by Design/Build Contractor without reimbursement by Procuring Entity.

3.5    "**Project Management Team**" or "PMT" means any licensed professionals or firms engaged by Procuring Entity as independent consultants for the Project Improvements. The PMT shall act as the Procuring Entity's representative during the implementation of the project. The Design/Build Contractor shall be informed in writing of the composition of the PMT.

3.6    "**Design Services**" means all professional services required to fulfill the Pre-Construction Phase and Additional design obligations of this Agreement, including, but not limited to, programming, schematic design, design development and construction documents.

3.7    "**Direct Construction Cost**" means the sum of the amounts that the Design/Build Contractor actually and necessarily incurs for General Conditions Costs, Cost of the Work and



Design/Build Contractor's Contingency during the Construction Phase as allowed by this Agreement. Direct Construction Cost does not include Pre-Construction Phase Services Fees or Construction Phase Fees.

3.8 **"Direct Salary Expense"** or "DSE" means the actual gross salary, expressed on an hourly wage basis, of Design/Build Contractor's and Project Architect's employees and consultants directly engaged on the Project. For DSE purposes, Project Architect's employees includes, but is not limited to, architects, officers, principals, engineers, designers, job captains, draftspersons, and specifications writers, who are performing consultation, research or design, or who are producing drawings, specifications, plans, or other documents pertaining to the Project, or who are performing services that are directly attributable to and necessary for the Project.

3.9 **"Estimated Construction Cost"** means the total cost of all elements of the project, including, without limitation, all alternates, allowances and contingencies, designed and specified by the Design/Build Contractor. The Estimated Construction Cost shall include, at current market rates with a reasonable allowance for overhead, profit and price escalation, the cost of labor and materials furnished by the Procuring Entity and any equipment which has been shown in the plans, specified, and specially provided for by the Design/Build Contractor. Estimated Construction Cost does not include Design Phase Fees. Estimated Construction Cost does not include the cost of the land, rights-of-way, or any costs that are the responsibility of the Procuring Entity.

3.10 **"General Conditions Costs"** means costs incurred and minor work performed on the jobsite by the Design/Build Contractor without the need for competitive bids/proposals. The allowable General Conditions items are further described in the Agreement and limited by attached exhibit.

3.11 **"Standards and Standard Specifications"** means the construction and design requirements and standards of Carlos Hilado Memorial State College Office of Facilities Planning and Construction (""), and various building and life safety codes as specified in the Procuring Entity's Design Guidelines which are incorporated by reference.

3.12 **"Subcontractor"** means a person or entity who has an agreement with the Design/Build Contractor to perform any portion of the Work. The term Subcontractor does not include the any person or entity hired directly by the Procuring Entity.

3.13 **"Total Project Cost"** or "TPC" means the total budget established for the Project by the Board of Trustees of Carlos Hilado Memorial State College at the end of the design development phase (subject to subsequent modification by Procuring Entity), which includes but is not limited to professional services costs, Design/Build Contractor's costs, the costs of the General Conditions items, furniture, fixtures and equipment costs, landscaping costs, moving costs, and other miscellaneous costs.

3.14 **"Work"** means the provision of all services, labor, materials, supplies, and equipment which are required or reasonably inferable to complete the Project in strict accordance with the requirements of the Contract Documents. Work includes, but is not limited to, the Pre-Construction Phase Services, Design Services, the GMP proposal, the Construction Phase Services, and any Additional Services and other services required. The term "reasonably inferable" takes into consideration the understanding of the parties that not every detail will be shown on the Drawings and included in the Specifications.



## **ARTICLE 4            DESIGN/BUILD CONTRACTOR'S GENERAL RESPONSIBILITIES**

4.1 Design/Build Contractor shall perform all services specifically allocated to it by the Contract Documents as well as those services reasonably inferable from the Contract Documents as necessary for completion of the Work and the Project. Design/Build Contractor agrees to perform these services using its best efforts, skills, judgments and abilities.

4.1.1 The Design/Build Contractor shall hire a design firm to implement the design requirements for the complete building structure including but not limited to all disciplines (i.e. structural, architectural, electrical, mechanical, plumbing, fire protection, fire detection and alarm, electronic and auxiliary systems). The hiring of the said design firm shall be covered by a notarized MOA between the design/build contractor and the design firm.

4.1.2 The construction scope of the Design/Build Contractor shall cover items awarded through this contract. The succeeding construction phases will be covered by separate contracts.

4.1.3 The design firm will responsible for the design phases of the projects specifically on the following:

4.1.3.1 Design of all components

4.1.3.2 Preparation of plans

4.1.3.3 Sign and seal of all plans and documents

4.1.3.4 Attendance to all coordination meetings, site inspections and other essential consultancy services as and when required during the implementation of all phases of the entire project.

4.2 Design/Build Contractor shall coordinate with the Project Management Team and endeavor to further the interests of the Procuring Entity and the Project. Design/Build Contractor shall furnish Pre-Construction Phase Services and Construction Phase Services and complete the Project in an expeditious and economical manner consistent with the interests of the Procuring Entity and in accordance with the Project Schedule.

4.3 Within three (3) days of receipt of the Notice to Proceed with Pre-Construction Phase Services, the Design/Build Contractor shall submit for the Procuring Entity's review and acceptance a CPM Milestone Schedule in accordance with the Project Planning and Scheduling requirements of the Procuring Entity's Specifications. The CPM Milestone Schedule shall encompass the entire Project duration, including performance of the both the Pre-Construction Phase Services and the Construction Phase Services with sufficient total Project float to allow for a minimum of Construction Phase float as specified.

4.4 The CPM Milestone Schedule for the Pre-Construction Phase of the Project shall include reasonable amounts of time for the Procuring Entity's review and approval of design drawings and specifications and for approval of authorities having jurisdiction over the Project.

4.5 Upon acceptance of the CPM Milestone Schedule, it shall become the baseline for evaluating performance of the Project and Design/Build Contractor shall monitor the progress of the Project in relation to the CPM Milestone Schedule and provide the Procuring Entity with at



least weekly updates and status reports as outlined in the Procuring Entity's Specifications. The time periods established in the CPM Milestone Schedule for the Pre-Construction Phase and the Construction Phase and the overall duration of the Project shall not be changed without written consent from the Procuring Entity. Modifications to the CPM Milestone Schedule logic, coding, layouts and filters, detail, and activity durations shall be in accordance with the Procuring Entity's Specifications.

4.6 Design/Build Contractor shall designate representative preferably an architect or a civil engineer authorized to act on the Design/Build Contractor's behalf with respect to the Project.

4.7 Design/Build Contractor shall establish procedures for communication and coordination among the subcontractors, separate contractors, and others with respect to all aspects of the construction of the Project, and implement such procedures.

4.8 Design/Build Contractor shall establish and maintain a numbering and tracking system for all Project records, including changes, requests for information, submittals, and supplementary instructions and shall provide updated records at each Procuring Entity's meeting and when requested.

4.9 Fast Track/Multiple Completion Times. If the Procuring Entity elects to "fast-track" or develop the Project in multiple stages, Design/Build Contractor shall organize and perform its services as appropriate to each stage. Each stage of the Project may have a unique schedule for completion and a specific CONTRACT VALUE, at Procuring Entity's discretion.

4.10 Design/Build Contractor shall identify to the Project Management Team the employees and other personnel that it will assign to the Project. Design/Build Contractor shall also identify any consultants that will be performing services for the Project. After execution of this Agreement by the Procuring Entity, Design/Build Contractor shall not remove or replace the persons or entities assigned to the Project except with the Procuring Entity's written consent, which consent shall not be unreasonably withheld. Design/Build Contractor shall not assign to the Project or contract with any person or entity to which Procuring Entity has a reasonable objection. Design/Build Contractor shall promptly update the list of persons and consultants if they change during the course of the Project.

## **ARTICLE 5 PRE-CONSTRUCTION PHASE**

The Pre-Construction Phase shall be deemed to commence upon the date specified in a Notice to Proceed with Pre-Construction Phase Services issued by Procuring Entity and shall continue through completion of the Construction Documents and procurement of all major Subcontractor agreements. Design/Build Contractor is not entitled to reimbursement for any costs incurred for Pre-Construction Phase Services performed before issuance of the Notice to Proceed. Pre-Construction Phase Services may overlap Construction Phase Services. The Design/Build Contractor shall perform the following Pre-Construction Phase Services.

### **5.1 PRE-CONSTRUCTION SERVICES**

#### **5.1.1 General Coordination**



5.1.1.1 The Design/Build Contractor's Pre-Construction Phase Services team shall attend Project Management Team meetings with the Procuring Entity, the Procuring Entity's representatives, and the Design/Build Contractor at regularly scheduled intervals throughout the Pre-Construction Phase

5.1.1.2 Provide a preliminary evaluation of the Procuring Entity's Design Criteria and the CONTRACT VALUE, each in terms of the other.

5.1.1.3 Review and understand the standards and requirements in Procuring Entity's Specifications and perform all services in accordance with those standards and requirements.

5.1.1.4 Visit the site and inspect the existing facilities, systems and conditions to insure an accurate understanding of the existing conditions as required. The frequency and total number of such visits will be upon the discretion of the Design/Build Contractor the cost of which will be deemed included within the project cost.

5.1.1.5 Provide recommendations and information to the Project Management Team on: site usage and site improvements; building systems, equipment and construction feasibility; selection and availability of materials and labor; time requirements for installation and construction; assignment of responsibilities for safety precautions and programs; temporary Project facilities; equipment, materials and services for common use of the Design/Build Contractor and Procuring Entity's separate contractors, if any; cost factors, including costs of alternative materials or designs, preliminary budgets, and possible cost savings; recognizing and tracking the resolution of conflicts in the proposed Drawings and Specifications; methods of delivery of materials, systems, and equipment; and any other matters necessary to accomplish the Project in accordance with the Project Schedule (as defined herein) and the CONTRACT VALUE.

5.1.1.6 Select and direct the services of surveyors, soils engineers, existing facility surveys, testing and balancing, environmental surveys or other special consultants to develop additional information for the design or construction of the Project.

## **5.1.2 Constructability Program**

5.1.2.1 Implement and conduct a constructability program to identify and document Project cost and schedule savings opportunities. The constructability program shall follow accepted industry. Whenever the term "value engineering" is used in conjunction with this Agreement or the Project, it has its commonly accepted meaning within the construction industry and does not imply the practice of professional engineering without a license. If any value engineering activities constitute the professional practice of engineering, then such activities shall be performed by a licensed engineer.

5.1.2.2 Prepare a "Request for Information" that identifies items that, in the Design/Build Contractor's opinion, may negatively impact construction of the Project. The RFI shall address the overall coordination of Project Drawings, Specifications, and details and identify discrepancies that may generate Change Orders or claims once Project construction commences. The RFI shall be updated at least monthly during the Pre-Construction Phase.

5.1.2.3 Provide and implement a system for tracking questions, resolutions, decisions, directions and other information matters that arise during the development of the Drawings and Specifications for the Project. The decision tracking system shall be in a format approved by the Procuring Entity and updated at least bi-monthly during the Pre-Construction Phase.



### **5.1.3 Budget and Cost Consultation**

5.1.3.1 The Design/Build Contractor shall prepare and update all procurement and construction cost estimates and distributing them to the Project Management Team throughout the duration of the Project.

5.1.3.2 Provide Estimated Construction Cost (ECC) reports at the required stages of completion of the schematic design, design development, and construction document stages of the Project. The Estimated Construction Cost reports for the design development and construction document stages shall be detailed estimates derived from cost quantity surveys based on unit prices for labor, materials, overhead and profit, organized in Construction Specifications Institute Division 1-16 format for each portion of the Work.

5.1.3.3 Provide continuous cost consultation services throughout the duration of the Project, including identification and tracking of decisions that affect the scope or quality of the Project and providing ongoing updates of their cost and budget impact.

5.1.3.4 Advise the Project Management Team immediately if the Design/Build Contractor has reason to believe that the most current ECC will exceed the CONTRACT VALUE or not meet Schedule requirements and recommend reasonable strategies for bringing the Project in line with the CONTRACT VALUE and the Schedule.

### **5.1.4 Coordination of Design and Construction Contract Documents**

5.1.4.1 Review all Drawings, Specifications, and other Construction Documents as they are developed during the schematic design, design development, and construction document design stages of the Project.

5.1.4.2 Consult with the PMT on the selection of materials, equipment, component systems, and types of construction used on the Project. Advise the PMT on site use, construction feasibility, availability of labor and materials, procurement time requirements, and construction coordination.

5.1.4.3 Advise the PMT of any error, inconsistency or omission discovered in the Drawings, Specifications, and other Construction Documents.

5.1.4.4 Advise Procuring Entity / PMT on reasonable adjustments in the Project scope, quality or other options for keeping the Project cost within the CONTRACT VALUE.

5.1.4.5 Review the Construction Documents for compliance with all applicable laws, rules and regulations of RA 9184 and with CHMSC system requirements.

### **5.1.5 Construction Planning and Bid Package Strategy**

5.1.5.1 Identify equipment or material requiring extended delivery times and advise Procuring Entity on expedited procurement of those items. Advise Procuring Entity and/or the PMT on the preparation of performance specifications and requests for technical proposals for the procurement and installation of systems and components and for the procurement of long lead items. If requested by Procuring Entity, and subject to Procuring Entity's prior approval, issue requests for technical proposals to qualified sources and receive proposals and assist in their evaluation.



5.1.5.2 Advise PMT of any tests to be performed, and nominate in selecting testing laboratories and consultants, without assuming direct responsibility for the work of such laboratories and consultants. The PMT however, will approve the testing center from the list nominated by the Design/Build Contractor.

5.1.5.3 Provide an analysis of the types and quantities of labor required for the Project and review the appropriate categories of labor required for critical phases or Stages. Make recommendations that minimize adverse effects of labor shortages.

#### **5.1.6 Safety**

5.1.6.1 In accordance with Procuring Entity's General Conditions of Contract Conditions, Design/Build Contractor is responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. The safety program shall comply with all applicable requirements of the Occupational Safety and Health Standards, as amended 1989 and all other applicable national and local laws and regulations and with the requirements of an Procuring Entity controlled insurance program, if any.

5.1.6.2 Design/Build Contractor shall provide recommendations and information to Procuring Entity and PMT regarding the assignment of responsibilities for safety precautions and programs, temporary Project facilities, and equipment, materials, and services for common use of the Subcontractors. Design/Build Contractor shall verify that appropriate safety provisions are included in the Construction Documents. The existence or creation of any Procuring Entity controlled insurance program in connection with the Work shall not lessen or reduce the Design/Build Contractor's safety responsibilities.

### **5.2 DESIGN SERVICES**

#### **5.2.1 General Responsibilities**

5.2.1.1 Design/Build Contractor shall designate in writing a design coordinator preferably a licensed architect and/or a civil engineer who is responsible for the day-to-day management of the Design Services. The designated representative shall be the Procuring Entity's primary contact during the design phase of the Project and shall be available as required for the benefit of the Project and the Procuring Entity. The designated representative shall be authorized to act on behalf of and to bind the Design/Build Contractor in all matters related to Design Services. The designated representative shall not be changed without advance written approval from the Procuring Entity, which approval shall not be unreasonably withheld.

5.2.1.2 Design/Build Contractor shall engage the services of a Project Architect/Civil Engineer, Structural Engineer, Professional Mechanical Engineer, Professional Electrical Engineer, Professional ECE, Master Plumber, and other qualified professionals as required for performance of the Design Services. Design/Build Contractor certifies that the project architect/engineer and all other professional design engineers have been or will be selected on the basis of competence, qualifications and previous working experience on similar scope for at least three (3) years.

5.2.1.3 In the event that the Design/Build Contractor is not capable to perform any design services directly, he may opt to hire the services of a licensed design firm. The Design/Build Contractor shall submit not later than seven (7) calendar days from the date of the NTP the certified



true copy of the notarized MOA with the design firm who shall undertake the design requirements. All drawings, specifications, change orders and other design documents shall be signed and sealed by the licensed professionals who prepared them in accordance with the applicable laws and regulations of the Philippines.

5.2.1.4 Project Architect/Civil Engineer shall be solely responsible for all obligations to the Design/Build Contractor and shall pay for the services of the Project Architect/Civil Engineer and all other professional service providers out of the fees for this Agreement. However, the Procuring Entity shall be identified as an intended beneficiary in all such agreements and the Design/Build Contractor and all other professional service providers shall acknowledge that they owe a duty of professional care to the Procuring Entity for the Design Services provided for the Project. Nothing in this Agreement shall create any contractual obligation from the Procuring Entity to the Project Architect or other design professionals not hired directly by the Procuring Entity.

5.2.1.5 The Project Architect shall be responsible for managing the Design Services so as to insure that the Project, as designed, can be constructed for an amount that is within CONTRACT VALUE and will achieve the energy and operational savings required by the Contract. The obligation to design the Project so as to achieve the Program objectives of scope and cost shall continue through completion and acceptance of Construction Documents. Any adjustment to the scope or quality considered necessary to comply with the CONTRACT VALUE or the Program during the design phase shall be mutually agreed upon and shall be considered normal to that process.

5.2.1.6 The Design/Build Contractor shall submit the names of all proposed consultants for Design Services, including the Project Architect and any of its consultants, for approval by the Procuring Entity, which approval shall not be unreasonably withheld. The Design/Build Contractor shall provide the Procuring Entity with a copy of the fully executed contract or agreement authorizing services by any such consultant. All such contracts shall provide that the consultants are bound to Design/Build Contractor in the same manner and to the same extent as Design/Build Contractor is bound to Procuring Entity.

5.2.1.7 The Design Services shall incorporate current technology as appropriate to the stated mission of the institution and the programmed functional activities that is compatible with any existing facility and acceptable to the Procuring Entity.

5.2.1.8 All Design Services for the Project shall be provided in accordance with the Procuring Entity's Design Guidelines, Design Criteria, which are incorporated herein by reference, and any other criteria applicable to the facility program and the needs of the institution.

5.2.1.9 The Design/Build Contractor warrants to Procuring Entity the sufficiency and completeness of all Design Services performed and that all drawings, specifications, and other information furnished or provided by Design/Build Contractor shall be free from material errors and omissions. Approval or acceptance of any Design Services by Procuring Entity shall not in any way release Design/Build Contractor from any duty, responsibility or liability for such services, it being understood that Procuring Entity is at all times relying upon Design/Build Contractor's skill and knowledge in performing the Design Phase Services.

5.2.1.10 Procuring Entity shall have the right to reject any defective Design Services or other defective Work on the Project of which Procuring Entity becomes aware and Design/Build Contractor shall promptly correct any such defect at Design/Build Contractor's expense. Should



any portion of the Project Work be damaged or defective due to an error or omission in the Design Services, including errors or omissions in any plans, drawings, specifications, and other construction document materials prepared or furnished by Design/Build Contractor, Design/Build Contractor shall promptly correct any such damage or defect at no additional cost to the Procuring Entity. Should the Design/Build Contractor refuse or neglect to correct any such damage or defect within a reasonable time after notice, Procuring Entity may cause the damage or defect to be corrected and withhold payment or collect monetary damages equal to the cost of replacing or repairing the defective Work.

5.2.1.11 Procuring Entity may elect, at its option, to stage or to “fast-track” construction of the Project in different stages. Such stages may or may not overlap. Design/Build Contractor shall perform Design Services in staged packages as appropriate to each stage of construction which may result in differing schedules and reviews for the completion of each design stage and for each stage of planned construction.

5.2.1.12 At each stage of the Design Services, Design/Build Contractor shall prepare the drawings and implement the following services as appropriate:

## 1. ARCHITECTURAL DESIGN

### A. Minimum Design plans to submitted for Construction Drawings

- 1.1. Ground Floor Plan
- 1.2. Ground Floor Wall and Floor Finishes Plan
- 1.3. Ground Floor Reference Plan
- 1.4. Ground Floor Inverted Ceiling Plan
- 1.5. Front Elevation, Left Side Elevation
- 1.6. Rear Elevation, Right Side Elevation
- 1.7. Cross Section
- 1.8. Longitudinal Section
- 1.9. (Typical) Ramp Details
- 1.10. Building Name Details and Louver Details
- 1.11. Directional Signages
- 1.12. Male and Female Toilet Details with GAD Compliant
- 1.13. PWD Details Compliant to International Standards and Batas Pambansa 344
- 1.14. Laboratory Layouts
- 1.15. Schedule of Doors & Windows
- 1.16. Perspective Plan with Index of Drawings

### B. Architectural Scope of works:

1. Ecological Architecture Concept
2. Introduction of Green Concepts as per provisions of the Philippine Green Building Code.
3. All laboratories should comply with the CHED, OBO and BFP requirement.
4. Damp proofing shall be provided for slab on grade, 8 mils clear or white polyethylene sheet.
5. Floor, ceiling and wall finishes shall be referred to the provided schedule of finishes.
6. Space allocations for laboratories shall conform to the End User's requirements.
7. Architectural scope of works are as follows:
  - 7.1 Floor Finishes (High strength epoxy and tiles for toilets)
  - 7.2 Wall Finishes (Painted walls and tiles for toilets)
  - 7.3 Doors and Windows
  - 7.4 Fixtures and Hardware



- 7.5 Ceiling Works
- 7.6 Doors and Windows
- 7.7 Cabinets, Working tables and chairs.
- 7.8 Directional signage's and emergency evacuation chart per floor.
- 7.9 Cladding and Building Name.
- 7.10 Masonry
- 7.11 Use uPVC Plastic Roofing Sheets.
8. Soil Poisoning/ Termite Control shall be done in a reticulation system.
9. Masonry works shall conform to the provisions of Philippine Building Code of the Philippines. The minimum compressive strengths are:  
 $f_c' = 350$  psi (2.41 MPa) for non-loadbearing CHB  
 $f_c' = 750$  psi (5.17 MPa) for loadbearing CHB.
10. Standard dimensions for installation of all the fixed fixtures, hardware and other utilities shall be observed like but not limited to lavatories, urinals, switches, outlets, counter tops, railings, cabinets, ect.
11. Standard dimensions for PWD toilets shall conform to international standards and Batas Pambansa 344.
12. Ramp slope shall conform to provisions as per Batas Pambansa 344.

## 2. STRUCTURAL

### A. Minimum Design plans to be submitted for Construction Drawings

- 2.1. General Notes
- 2.2. Standard Details
- 2.3. Foundation Plan
- 2.4. Roof Structure Details
- 2.5. Schedule of Footings and Typical Details
- 2.6. Wall Footing Details
- 2.7. Schedule of Beams and Typical Details
- 2.8. Schedule of Tie Beams and Typical Details
- 2.9. Slab on Grade Detail (Typical)
- 2.10. Schedule of Columns and Typical Details
- 2.11. Septic Vault Details
- 2.12. Ramp and Steps Details
- 2.13. Grease Tank
- 2.14. Cistern Tank, Fire Tank, and Rain Water Tank Structural Details

### B. Structural Scope of works

1. Mechanize excavation, backfilling and compaction Works
2. Concrete mix design shall conform to ACI 211.1 and ACI 301.  
The minimum 28-day cylinder compressive strength shall be:  
 $f_c' = 27.58$  MPa (4000 psi) for Foundation, Columns, Beams and Slab  
 $f_c' = 24.13$  MPa (3500 psi) for Lean Concrete and Slab on Grade  
 $f_c' = 27.58$  MPa (4000 psi) for Septic Tank.
3. The minimum yield strength of reinforcement to be used shall be as follows:  
 $f_y = 60,000$  psi (414 MPa) for main bars 16mm dia and up.  
 $f_y = 40,000$  psi (276 MPa) for reinforcements 12mm dia. and below.
4. Structural Analysis and Design shall be submitted 15 days prior to commencement of construction activities.
5. Admixtures to be used in concrete shall be subject to prior approval of the Structural Engineer.
6. The design wind loads are as per provisions of the NSCP 7th Edition, 2015.



7. The design earthquake loads are as per provisions of the NSCP 7th Edition, 2015 for Earthquake Zone 4.
8. Field Density Test shall be conducted prior to concreting of S.O.G.
9. The following test shall be conducted but not limited to as part of QA/QC
  - 9.1 Concrete compressive strength test
  - 9.2 Masonry compressive strength test
  - 9.3 Rebar Tensile strength test
  - 9.4 Rebar Bending strength test
  - 9.5 Slump test
10. Structural scope of works are as follows:
  - 10.1 Lean Concrete
  - 10.2 Foundation/ Footings
  - 10.3 Footing Tie-Beams
  - 10.4 Columns
  - 10.5 Slab on Grade
  - 10.6 Beams
  - 10.7 Roof Framing and Roofing.
  - 10.8 Septic tanks.
  - 10.9 Power House for Generator
  - 10.10 Concrete accessories like water stops shall be provided for tanks.

### **3. SANITARY/PLUMBING DESIGN**

- A. Minimum Design plans to submitted for Construction Drawings
  - 3.1 General Notes, Legend and Symbols, Material Specifications, Miscellaneous Details
  - 3.2 Drainage Layout
  - 3.3 Sewer/Vent Layout
  - 3.4 Waterline Layout
  - 3.5 Sewer and Vent Isometric Layout
  - 3.6 Waterline Isometric Layout
  - 3.7 Drainage Isometric Layout
  - 3.8 Grease Trap
  - 3.9 Septic Vault Connection Details
  - 3.10 Rainwater harvesting filtration system (before going to rainwater tank)
  - 3.11 Cistern Tank Pipe Connection Details
- B. Plumbing Scope of Works
  1. All plumbing works shall comply with the Plumbing Code of the Philippines.
  2. Plumbing works shall include the following:
    - 2.1 Waterline, sanitary and drainage design systems.
    - 2.2 Septic tank with adequate design volume capacity to serve the whole Crime Laboratory.
    - 2.3 2 units - 2 cu.m. Polyethylene day tanks to be located above the roof for potable and non-potable water supply.
  3. Grease Trap for Forensic Chemistry Laboratory
  4. Waste Chemical Holding Tank for Forensic Chemistry Laboratory

### **4. MECHANICAL & FIRE PROTECTION DESIGN**

- 4.1. Air Conditioning System (Split Type Inverter)
  - Faculty Room
  - Crime Scene Plaza
  - Questioned Documents Laboratory Room
  - Forensic Chemistry Laboratory Room
  - Ballistics Laboratory Room
- 4.2. Fume Hood for Forensic Chemistry Laboratory



- 4.3. Ventilation System (Toilets, Electronics and Electrical Room, Storage Areas and Laboratories)
- 4.4. LPG Pipeline and Storage Area Forensic Chemistry Laboratory
- 4.5. Booster pump. (minimum 1hp)
- 4.6. All mechanical works shall comply with the Revised Mechanical Engineering Code of the Philippines
- 4.7. All Fire Protection System design shall conform to the Fire Code of the Philippines. Fire Protection works shall include the following:
  - 7.1 Means of egress, (Exit access, exit, and exit discharge)
  - 7.2 Fire Suppression system dry stand pipe/ as approved by BFP.
  - 7.3 Provide portable fire extinguisher for each rooms.
  - 7.4 Fire rated doors for Electrical and Electronics room.
  - 7.5 Fire rated exit door with panic hardware.

## **5. ELECTRICAL DESIGN PLANS**

- 5.1. Electrical and Electronic General Notes, Legends and Symbols
- 5.2. Single Line Diagram
- 5.3. Schedule of Loads
- 5.4. Complete Diagram and Layout of the following systems
  - 5.4.1 Lightings
  - 5.4.2 Power
  - 5.4.3 Lightning Protection and Grounding System
  - 5.4.4 CCTV
  - 5.4.5 Data / Telephone (includes networking)
  - 5.4.6 Electronic Door Locks for Laboratories
  - 5.4.7 Fire Detection and Alarm System
  - 5.4.8 Public Address and Background Music
- 5.5. Detailed Drawing of Device Mounting and Installation
- 5.6. Electrical Design
- 5.7. All electrical designs shall conform to Philippine Electrical Code of the Philippines.
- 5.8. Incoming power supply shall be 3-phase, 3 wire, 230 Volts, 60 Hertz.
- 5.9. Provide adequate illumination on rooms, hallways, laboratories, classrooms, offices and other working areas. Lighting Lux shall be as per requirements of Illumination Engineering Standard.
- 5.10. Lightning air terminals and grounding systems shall be provided and interconnected, and with provision of test wells.
- 5.11. Electrical Design Analysis (Voltage drop and short circuit calculations) shall be submitted together with the electrical panels design/plans.
- 5.12. Adequate numbers of convenience outlets shall be provided, enough to cater all the minor equipment and tools to be utilized by the end user.
- 5.13. Power supply for equipment shall be based on the actual power rating of equipment to be provided by the End User.
- 5.14. Electrical Design shall include the following:
  - 5.15. Lighting and Convenience Outlets systems.
  - 5.16. Air-Con/Ventilation/Exhaust Equipment and Lab Equipment power systems.
  - 5.17. Lightning Protection and Grounding System
  - 5.18. Complete level control for all water tanks.
  - 5.19. Main distribution panel w/ kw-hr meter. All panels to be provided with wire gutters.

## **6. ELECTRONICS DESIGN**

- 6.1. All electronics and communication works shall conform to Philippine Electronics Code. Electronics and Communication works shall include the following:
  - 6.2. CCTV system to monitor clearly all entrances, exits and hallway



- 6.3. PABGM system with individual volume controller
- 6.4. Data/Tel. system (LAN) per room except lecture room, storage and toilets
- 6.5. RFID card dead latch/ door lock system in all laboratories
- 6.6. Fire Detection and Alarm System (FDAS) - Addressable with UPS &AVR for FACP

7. Minimum Philippine Green Building Code Compliant

The Design and Plans must incorporate the following aspects of the Philippine Green Building Code of 2015:

- 6.1 Energy Efficiency
- 6.2 Water Efficiency
- 6.3 Material Sustainability



- Unit Built-in (Wall) glass or transparent storage cabinets with sliding doors and locks
- 3 Laboratory tables with sink and faucet, and cabinets underneath (6 students per sides) measuring 96" x 36" x 34".
- Adequately lighted
- Waste Chemical Holding Tank
- Chemical Fume Hood
<b>1- Unit Polygraph Laboratory Room</b>
- Adequately lighted and ventilated (air conditioned)
- Sound proof
- Remote sound system
- One- way mirror
<b>1- Unit Observation Room</b>
- One- way mirror
<b>1- Unit Interrogation and Investigation Room</b>
- 1-Unit Observation Room
- 1-Unit Storage room
- 1-Unit One- way mirror
- Remote sound system
<b>1-Unit Questioned Documents Laboratory Room</b>
- Well ventilated (air conditioned with exhaust fan)
- 1-Unit Sink with built in cabinet underneath
- 1-Unit Long tiled concrete table 96" x 36" x 34" (fixed on the wall) for Lab Apparatus/equipment
- White Board
- Provision only for built in projector
- 1-Unit Built-in (Wall) glass or transparent storage cabinets with sliding doors and locks
<b>1- Unit Officer in-charge Office with Storage room</b>
<b>1- Unit Crime Scene Plaza Room</b>
- With floor drains for cleaning.
<b>1- Unit Photography Laboratory Room</b>
- 1-Unit Dark Room
- Infrared light
- PVC Film developing and Print Toning sink with wash station
- Fixed Enlarger station with light baffles between each station, equipped with drawers and shelves
- Overhead safe lights (3)
- Fresh air supply and pipe chase
- Fumes hood with adjustable damper plates
- Print processing sink with mixing faucet and dual head eye wash
- Exhaust fan (ceiling)
<b>1-Unit Fingerprint Room</b>
- Built-in (Wall) glass or transparent storage cabinets with sliding doors and locks
- Well ventilated (air conditioned with exhaust fan)
- Sink with built in cabinet underneath



**1-Unit Ballistics Laboratory Room**

- Well ventilated (air conditioned with exhaust fan)
- Sink with built in cabinet underneath
- Long tiled concrete table 96" x 36" x 34" (fixed on the wall) for Lab Apparatus/equipment
- White Board
- 1-Unit Built-in (Wall) glass or transparent chemical storage cabinets with sliding doors and locks

**1-Unit Male CR (See plan)**

- GAD Compliant
- With exhaust system

**1-Unit Female CR (See plan)**

- GAD Compliant
- With exhaust system

**1-Unit PWD CR**

- With exhaust system
- Compliant with Batas Pambansa 344
- International Standards.

**\* Inclusive of hallways and corridors.**

**TOTAL FLOOR AREAS (SEE PLAN)**

3.11.1.1 The Design/Build Contractor, as part of Basic Services, shall assist with and attend with Procuring Entity Representatives At a minimum, Design/Build Contractor shall provide an evaluation for the minimum compliance to the Philippine Green Building Code (P.D. 1096).

3.11.1.2 Design/Build Contractor shall seek to comply with the optimum Performance Standards of PD 1096 and provide a Statement of Compliance certifying that the project design complies with the standards.

3.11.1.3 Design/Build Contractor shall not proceed to any subsequent stage of Design Services until Procuring Entity has authorized Design/Build Contractor to proceed in writing, except at the Design/Build Contractor's sole financial risk.

**3.11.2 Pre-Design Stage**

3.11.2.1 The Design/Build Contractor shall provide a preliminary evaluation of the Procuring Entity's Design Criteria and the CONTRACT VALUE, each in terms of the other.

3.11.2.2 The Design/Build Contractor shall visit the site to become sufficiently familiar with the existing facilities, systems and conditions to ensure that the Project as designed will functionally interface with the existing conditions as required.

3.11.2.3 The Design/Build Contractor shall review laws applicable to the design and construction of the Project and advise the Procuring Entity if any program requirement may cause a violation of such laws.











in its opinion such documents or data are unsuitable, improper, or inaccurate and Procuring Entity instruct the Design/Build Contractor in writing to proceed in accordance with the documents or data as originally given.

3.11.6.4 The Design/Build Contractor shall pay all costs for plans, specifications and other design and construction documents used by the Design/Build Contractor and its consultants and subcontractors, and all documents produced for review by the Procuring Entity, except for changes generated solely by Procuring Entity.

3.11.6.5 If any of the plans, specifications and other design and construction documents or other work materials produced or used by Design/Build Contractor pursuant to this Agreement are damaged or destroyed by fire or other casualty, Design/Build Contractor shall prepare and provide Procuring Entity with new copies of any such documents or materials, at no additional cost to Procuring Entity, unless Design/Build Contractor or Procuring Entity has a complete and undamaged set thereof.

### **3.11.7 Additional Design Services**

3.11.7.1 Additional Design Services shall be provided by the Design/Build Contractor and paid for in accordance with this Agreement by the Procuring Entity if authorized in writing in the form of a Variation or Change Order by the Procuring Entity. Prior to commencing any Additional Design Service, Design/Build Contractor shall submit to the Procuring Entity an Additional Services Proposal in a form acceptable to the Procuring Entity. The Additional Services Proposal shall describe in detail the nature or scope of the Additional Design Services, the basis upon which Design/Build Contractor believes that such services are Additional Services, the maximum amount of fees and reimbursable expenses for performance of the Additional Services, and a proposed schedule for the performance of the Additional Services. Design/Build Contractor shall proceed with the Additional Design Service only after written acceptance by Procuring Entity of the Additional Services Proposal in the form of a Variation or Change Order.

3.11.7.2 Upon acceptance by Procuring Entity, each Additional Services Proposal and the services performed by Design/Build Contractor pursuant to such Additional Services Proposal shall become part of this Agreement and shall be subject to all the terms and conditions of this Agreement, as fully and completely as though the same had been included in this Agreement as a Basic Service at the original execution of this Agreement

3.11.7.3 The following services, if requested by the Procuring Entity, are Additional Design Services:

- a. Providing financial feasibility or other special studies other than as they relate to energy conservation and guaranteed savings, and the cost of the Project.
- b. Providing planning surveys, site evaluations, environmental studies or comparative studies of prospective sites.
- c. Providing services relative to future facilities, systems and equipment which are not intended to be constructed during the Construction Phase.
- d. Providing services to make detailed investigation of existing conditions or facilities or to make measured drawings thereof, other than to verify the accuracy of drawings or other information furnished by the Procuring Entity.
- e. Providing coordination of Work performed by Procuring Entity's separate Contractors or by the Procuring Entity's own forces.



- f. Providing services in connection with the Work of separate consultants retained by the Procuring Entity.
- g. Making revisions in Drawings, Specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given by the Procuring Entity or due to Changes approved by the Procuring Entity and not due to errors or omissions by the Project Architect.
- h. Making revisions in Drawings, Specifications or other documents when such revisions are required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
- i. Making investigations, surveys, valuations, inventories or detailed appraisals of existing facilities, except as necessary and appropriate for the performance of the Design Phase Services required in connection with construction performed by the Procuring Entity.
- j. Providing consultation concerning replacement of any Work damaged by fire or other cause during construction, and furnishing services as may be required in connection with the replacement of such Work provided that the damage was not caused wholly or in part by the Design/Build Contractor or a Subcontractor.
- k. Providing services after final payment or expiration of the Warranty, whichever is later, except as otherwise required by the Contract.
- l. Preparing to serve or serving as an expert witness at the request of the Procuring Entity in connection with any public hearing, arbitration proceeding or legal proceeding.
- m. Providing any other services not otherwise customarily furnished in accordance with generally accepted architectural or engineering practice.
- n. Providing a Commissioning Consultant to provide commissioning expertise through the Program, Schematic Design, Design Development, Construction Document and Construction Services Phases of the Project. The Commissioning Consultant shall review input related Project objectives, methods and concepts of commissioning.

## **ARTICLE 6            CONSTRUCTION PHASE SERVICES**

6.1 The Construction Phase shall be deemed to commence upon the date specified in a Notice to Proceed issued by Procuring Entity and shall continue until Final Completion of all Work prescribed herein. Both the Pre-Construction Phase Services and the Construction Phase Services shall be included within the contract period specified on the relevant clauses of the contract.

The Design/Build Contractor shall perform the following Construction Phase Services.

### **6.2 GENERAL RESPONSIBILITIES**

- 6.2.1 Construct the Work in strict accordance with the Construction Documents and as required by the Procuring Entity's Specifications within the time required by the Project Schedule approved by Procuring Entity.
- 6.2.2 Organize and maintain a competent, full-time staff at the Project site with clearly defined lines of authority and communication as necessary to coordinate construction activities, monitor and direct progress of the Work, and further the goals of the Procuring Entity.
- 6.2.3 Designate in writing a representative who is responsible for the day-to-day management of