

REQUEST FOR PROPOSAL
(Negotiated Procurement- Small Value Procurement)

HIRING OF CONSULTANCY SERVICES FOR THE STRUCTURAL STABILITY ASSESSMENT /EVALUATION AND INVESTIGATION FOR THE REPAIR AND STRENGTHENING /RETROFITTING OF FIELD OFFICE MIMAROPA MAIN AND ADMISTRATIVE BUILDING WITH PROVISION OF SIGNED AND SEALED AS BUILT ARCHITECTURAL AND STRUCTURAL PLANS INCLUDING ELECTRICAL, PLUMBING AND FIRE PROTECTION PLANS

(DSWD RFP-2022-02-0078)

1. The Department of Social Welfare and Development MIMAROPA Region intends to apply the sum of **Three Hundred Thousand Pesos (Php 300,000 .00)** being the **Approved Budget for the Contract (ABC)** as payment for the "Hiring of Consultancy Services for the Structural Stability, Assessment / Evaluation and Investigation for the Repair and Strengthening/Retrofitting of Field Office MIMAROPA Main and Administrative Building with Provision of Signed and Sealed As Built Architectural and Structural Plans including Electrical , Plumbing and Fire Protection Plans."

2. The project aims to:

- a. To provide a complete structural assessment /evaluation and investigation in accordance with the provisions of the National Structural Code of the Philippines (NSCP) 2015 of FO MIMAROPAs' two buildings located at 1680 F. T Benitez cor Malvar Sts., Malate , Manila.
- b. To provide Architectural , Structural , Electrical , Plumbing and Fire Protection As built plans
- c. To determine the existing ICT structures /plans for evaluation for future corrective works and activities.

3. Scope of Work

- a. The Consultant shall undertake the site inspection of the entire building and record all structural and non-structural damages inclusive of column settlement , ground settlement and possible movements , if any. All columns , shear walls, beams ang girders , walls and floors slabs of the entire building shall be inspected.
- b. Prior to the opening of ceiling, floor finishes and other architectural treatment of the existing building , the Consultant shall coordinate with the building and facility management officer for the scheduling of works and the method of temporary displacing any architectural finishes or possible reinstallation . As much as possible , work will be scheduled after office hours and during weekends and/or holidays.

- c. Field measurements of structural member shall be done for preparation of the As-built drawings and plans.
- d. Preparation and submission of one (1) original and five (5) blueprinted copies of signed and sealed As built plans in standard 20” x 30 “ sheet paper and all As-built drawing in CAD Format (soft copy).
- e. In the preparation of the as-built drawing of its structural members , an exploratory investigation shall be conducted on the structural members like footing beams , columns, slabs, shear walls , roof supports , etc., to include random testing of rebars.
- f.. Conduct actual site measurements of the structural members , site investigation /inspection to determine present physical condition of the building . This will focus on observing signs of damages of structural distress to the structural elements which may be attributed to recent earthquakes , age of the building etc.
- g. Non-destructive test of actual structural members shall be and but not limited to:
 - a. Testing of actual structural strengths of columns, shear walls, girders /beams, slabs and footings (subject for negotiation if applicable)
 - b. Rebound hammer test shall be performed for evert columns and main girders and cantilevers per floors;
 - c. Rebar scanning shall be performed on every column, griders /beams, slabs and footing
- h. The consultant shall undertake the structural engineering design analysis using the latest computer software for the vertical and earthquake loads based on the latest National Structural Code of the Philippines (NSCP 2015) as well as other latest applicable international code of practices.
- i. With the structural design analysis , the Consultant shall also undertake the checking of design capacities of all major structural elements such as but not limited to columns , girders/beams and shear walls to assure structural adequacy and safety to resist 7.5 earthquake magnitude.
- j. Upon finalization of the updated detailed engineering design plans for strengthening / retrofitting works of the building, the Consultant shall prepare the construction drawings, bill of quantities, cost estimates, technical specifications and procurement documents involved thereto.
- k.. Relative to the assessment made, the Consultant shall prepare its recommended mitigating /retrofitting measures as necessary. The Consultant shall assume full responsibility on the services rendered throughout the duration of the services.
- l. Prepare a complete and detailed structural analysis, assessment and investigation report of the existing building in accordance with latest National Structural Code of the Philippines (NSCP 2015) and the National Building Code of the Philippines (NSCP) 2015) performed, signed and sealed, by qualified structural engineer/s. The analysis and assessment shall:
 - a. Generally based on the latest National Structural Code of the Philippines (NSCP 2015)
 - b. BE based in the documents /data provided but not limited to the following:
 - i. As-built plans
 - ii. Complete set approved and detailed architectural plans and elevator (if applicable)
 - iii. Other documents /data as maybe justifiably required and deemed necessary
 - c. Consider economical design concept if retrofitting is necessary.

- m. Submit the following new structural design, with duly signed and sealed documents:
- a. Structural computation , analysis, investigation and assessment report;
 - b. For structural retrofitting (if necessary)
 - i. Structural designs computations;
 - ii. Structural retrofitting design notes and specifications ; and
 - iii. Set of complete and detailed structural retrofitting plans/ drawings on standards 20" x 30" sheet (1 original and 5 blueprints)
- n. For the As-built Electrical, Plumbing and Fire protection plans, the Consultant shall submit the following :
- a. Complete set of electrical plans signed and sealed by Professional Electrical Engineer with electrical load computation and diagram (Short Circuit and Voltage Drop Calculation);
 - b. Complete set of plumbing plans signed and sealed by Master Plumber /Sanitary Engineer
 - c. Complete set of fire protection plans (if applicable) signed and sealed by Master Plumber /Sanitary Engineer ;
 - d. Complete set of fire completion plans (if applicable)signed and sealed by Professional Mechanical Engineer
- o.. The winning bidder shall submit the documents :
- a. Plan of Approach and Methodology
 - b. Implementation Schedule (Gant Chart –S Curve)
 - c. Respective list of key personnel to be assigned in the implementation of the project

4. Accountabilities

1. The Consultant and its project team shall be liable for any losses and /or damages to persons or property including properties of the private entities within DSWD premises due to the fault or negligence during the conduct of its works.
2. The Consultant and its project team hereto agrees to be subjected to an on the spot search /inspection of the DSWD security guards-on duty whenever entering and or leaving the premises
3. This Terms of Reference will not in any way be construed as a contract for insurance against accident or damage. The Consultant must maintain insurance for its project team against all claims that it may be responsible,.

5. Payment Terms

Payment shall be made upon acceptance and/or approval by the Department of the various outputs /deliverables according to the following schedule:

Tranche	Output/Deliverable	%	Amount
1 st Payment	Submission and Approval of Inception Report and Work Plan (2 hard copies and 1 soft copy) 10 days upon receipt of conformed Notice to Proceed) including the Plan of Approach , Methodology ,Implementation Schedule, (Gantt Chart, S –Curve and respective list of key personnel to be assigned in the implementation of the project	15%	Php 45,000.00
2 nd Payment	Submission of As-built Electrical Plumbing and Fire Protection Plans Complete set of electrical plans signed and sealed by Professional Electrical Engineer with electrical load computation and diagram (Short Circuit and Voltage Drop Calculation) Complete set of plumbing plans signed and sealed by Master Plumber /Sanitary Engineer Complete set of fire protection plans (if applicable) signed and sealed by Professional Mechanical Engineer or Electrical Engineer Submitted Forty Five (45) Calendar Days upon receipt of NTP	50%	Php 150,000.00
3 rd Payment	Submission of one (1) original and five (5) blueprinted copies of signed and sealed As – built plans in standard 20” x 30” sheet paper and all As built drawing in CAD format (soft copy) Submission of detailed structural analysis, assessment and investigation report of the existing building in	35%	Php 105,000.00

	<p>accordance with the latest National Structural Code of the Philippines and National Building Code of the Philippines performed, signed and sealed by qualified structural engineers</p> <p>a. For structural retrofitting (if necessary)</p> <ol style="list-style-type: none"> 1. Structural design computations 2. Structural retrofitting design notes and specifications and 3. Set of complete and detailed structural retrofitting plans and drawings on standards 20' x 30" sheet (1 original and 5 blueprints) 		
	Total	100%	Php 300,000.00

EVALUATION CRITERIA

Criteria	Weight
Years in the Business as Local Structural Design and Services	<p>30%</p> <p>5 years or above- 30%</p> <p>Below 5 years – 25%</p>
Number of Ongoing and Completed Projects for the Last Five (5) Years	<p>30%</p> <p>With more than five (5) completed projects – 30%</p> <p>With less than five (5) completed projects – 25%</p>
<p>Qualification of Key Personnel</p> <p>A field key professional /technical personnel with adequate educational, technical experience in engineering, planning, structural design and project management</p>	<p>25%</p> <p>With Master's degree- 25%</p> <p>With Bachelor's degree- 20%</p>
<p>Job Capacity</p> <p>No. of Personnel Employed</p>	<p>15%</p> <p>With more than 3 personnel - 15%</p> <p>With less than 3 personnel -10%</p>

The passing rate is **Eighty Five Percent (85%)**

6. The DSWD MIMAROPA now invites interested company to submit the following:
- Expression of interest
 - Curriculum Vitae of the Key Personnel (with proof of experiences and trainings)
 - Financial Proposal (Annex A)
 - Unnotarized Omnibus Sworn Statement (Notarized to be submitted once awarded)
 - BIR Certificate of Registration
 - PhilGEPS Registration Number

7. Project Duration is **Sixty (60) Calendar Days**

8. The required documents shall be submitted at the address below or through email at procurement.fomimaropa@dswd.gov.ph not later than 5:00 PM of June 21, 2022.

THE CHAIRPERSON

Bids and Awards Committee
c/o Bids and Awards Secretariat
Administrative Division
DSWD MIMAROPA Region
1680 F. T Benitez cor Malvar Sts.,
Malate, Manila
Tel . No. (02) 5336-8107 local 24052

(ORIGINAL SIGNED)
GENELIZA Q . GABILAN
BAC Chairperson

Annex A

Financial Proposal

Particulars	Quantity	Total Contract Price (including all applicable taxes , amount in Phil Peso)
Hiring of Consulting Services for the Structural Stability Assessment / Evaluation and Investigation for the Repair and Strengthening /Retrofitting of Field Office MIMAROPA Main and Admin Building with Provision of Signed and Sealed as Built Architectural and Structural Plan including Electrical , Plumbing and Fire Protection Plans		

Name of Company: _____

Name of Representative: _____

Signature: _____

Date : _____