

REQUEST FOR PROPOSAL

(Negotiated Procurement- Small Value Procurement)

HIRING OF CONSULTING SERVICES FOR DETAILED ARCHITECTURAL AND ENGINEERING DESIGN SERVICES INCLUDING ALL STRUCTURED CABLINGS OF ELECTRICAL, TELECOMMUNICATIONS, CIRCUIT TELEVISIONS, AND NETWORK CONNECTIVITY (DESIGN PHASE II) OF THE BUILDING AND FACILITIES OF FIELD OFFICE MIMAROPA

(DSWD RFP-2023-02-0199)

1. The Department of Social Welfare and Development MIMAROPA Region intends to apply the sum of **Nine Hundred Eighty Thousand Pesos (Php 980,000 .00)** being the **Approved Budget for the Contract (ABC)** as payment for the ***"Hiring of Consulting Services for Detailed Architectural And Engineering Design Services including All Structured Cablings Of Electrical, Telecommunications, Circuit Televisions And Network Connectivity (Design Phase II) Of The Building And Facilities Of Field Office MIMAROPA"***.

2. The project aims to:

1. To generate conceptual building design providing office spaces for growing numbers of employees due to high demand.
2. To generate a conceptual building design providing a standard storage facility for records to improve records facility management for systematic control and efficiency.
3. To design an appropriate storage facility for unserviceable equipment awaiting disposal and newly procured office supplies and other consumables; and
4. To generate a conceptual design for venues in addressing the demand for large conference meeting rooms and comfortable workspaces.
5. To generate a conceptual design for the structured cabling of telecommunications, CCTVs, network communication, electrical, and the like.

3. Project Description

- a. Location - DSWD MIMAROPA, 1680 F.T. Benitez cor Malvar St. Malate , Manila,

(Annex B - Site Development Plan & Location Plan)

- b. Total Floor Area – The new DSWD FO MIMAROPA Building and Facilities has an estimated Total Gross Floor Area (TGFA) of 1,500.00 square meters

Total Gross Floor Area [TGFA], Design	Floor Area (sqm)
Ground Floor	400.00
Second Floor	400.00
Third Floor	400.00
Fourth Floor	300.00
Approximately Total Gross Floor Area	1,500.00

Project Components – For the project components, refer to the table below:

Component	Particulars
Architectural and Detailed Engineering Designs	Complete plans, drawings, specifications, Bill of Quantities, Structural Assessment and Analysis, Electrical Load Analysis, and cost estimation, construction management, progress reports

Concept Design Plans and Images –

The Bidder/Contractor may propose alternative schemes in the Bid Proposal subject to final verification and confirmation by the Procuring Entity during the actual conduct of Architectural and Engineering Design Services by the Service Provider.

4. Scope of Works: Assessment, Design, and Electrical Installations

A. Preparation of the Conceptual and Pre-Detailed Engineering Designs (CED) For the Project Components.

1. The Service Provider shall prepare and submit to the DSWD the draft Conceptual Engineering Designs (CEDs) for each of the Components including the Structural cabling (telecommunications and computer network). The CEDs shall conform to the Minimum Performance Standards and Parameters and to the Initial Designs and Drawings of the DSWD. The Service Provider shall submit a report on the CED to the DSWD FO MIMAROPA.
2. Building design shall conform to the provisions of the National Building Code of the Philippines (PD 1096), National Structural Code of the Philippines, Electrical Engineering Law (RA 7920), Mechanical

Engineering Law (RA 5336), Plumbing Code (RA 1378, 1993-1994 Revisions), Fire Code (RA 9514) and other laws and regulations covering environmental concerns and local ordinances and regulations.

B. Preparation of the Detailed Engineering Design [DED] for Approval of the DSWD MIMAROPA

After the Procuring Entity [DSWD] and Architectural and Engineering Design Service Provider (SP) have agreed on the CEDs, SP shall prepare and submit the final DED to the DSWD for approval. The Bidder shall adopt a format acceptable to the DSWD for its report.

C. Preliminary Studies and Design Activities Deliverables:

General Responsibilities. The Service Provider shall perform the design services to the highest standards of professional and ethical competence and integrity. The Service Provider responsibilities include but are not limited to the following:

1. *Undertake and provide the detailed site development plan and detailed architectural and engineering design for the Project that conforms to the provisions of the latest National Building Code of the Philippines, National Structural Code of the Philippines, Electrical Engineering Law, Mechanical Engineering Law, Plumbing Code, Fire Code, Accessibility Law, DPWH Design Standards, and other laws and regulations covering safety and environmental concerns and local ordinances and regulations.*
2. *Accept full responsibility for any services to be performed under this TOR including applicable warranties on the quality and soundness of the design.*
3. *Facilitate and ensure that the design will be approved by the concerned government agencies, local government unit and utility providers.*
4. *Ensure that the Project Cost is maintained within the allotted ABC amount.*
5. *Provide on-call services during meetings with DSWD FO IV-MIMAROPA to answer queries/clarifications and provide technical assistance in the modification of the design that may arise during the implementation of the Project at no additional cost to DSWD FO IV MIMAROPA.*

D. Site Inspection and Survey

- i. Reconnaissance & Investigations shall include ocular inspection of the project site and its surrounding area.

- ii. Lot area shall be subject to a preliminary detailed engineering survey.
- iii. The survey shall determine the area, topography, contours, elevation, and surveys of existing trees at the project site.
- iv. Soil investigation shall include the testing and analyses of soil samples and soil boring tests of five boreholes at 25 m. maximum depth or until hard strata are reached, geotechnical reports to determine load-bearing capacity and other relevant physical properties needed prior to production of construction drawings.

E. Conceptual Design

Preliminary Conceptual Design Plans in accordance with the degree of details specified by the DSWD MIMAROPA

The Schematic Documents to be submitted shall be a conceptual technical drawing of Architectural, Structural, Electrical, Mechanical, Sanitary and Plumbing, Fire Protection, Electronics, Electronics and Communications Technology Plans and Site Development based on the approved Conceptual Design and Design Brief. These documents shall be a technical presentation of the proposed design, comprising but not limited to:

Architectural Design Composition

1. 3D Rendered Perspective (Exterior & Interior) w/ table of content
2. Site Development Plan, Location Plan & Vicinity.
3. Floor Plans Conceptual Design (Ground to Second Floor).
4. Front, Rear, Left, and Right-Side Elevations Conceptual Design.
5. Sections Conceptual Design (Longitudinal Section, Cross Section /Transversal Section).
6. Finishing Schedule for Floors, Walls, Ceiling, and Exterior finishing.

Re-analyze Structural Design

1. Structural Design Criteria and Structural Design Notes, Structural Design Concept with Structural analysis (for 4th level capacity floor.
2. Foundation plan (for 4th level capacity)
3. Schedule of Footings, Columns and Beams.
4. Roof Framing and trusses plan.
5. Floor & Beam Framing Plans including stair detail.
6. Elevator Structural Framing Plans and Details.

Electrical Design

1. Lighting lay-out per floor.
2. Power lay-out per floor.
3. Schedule of loads and Electrical Design Analysis.
4. Riser Diagram.

Electronics and Communications Technology Plans

1. Fire Detectors and Alarm System.
2. CCTV Plans (rough ins only).
3. Data Cabling and networks System with data room home run plans (rough ins only).
4. General notes, Legend, and Symbols
5. Telecommunication System

Sanitary and Plumbing Design Plans

1. Sanitary Line, Vent and plumbing fixtures Lay-out Plans including Septic tank Details.
2. Storm Drainage and Roof Downspout lay-out plans.
3. Water Supply Line and fixtures layout plans.
4. Isometric Diagram for Sanitary and Water Supply Pipeline Layout Plan.
5. General notes, Legend, and Symbols.

Mechanical Design

1. Air Conditioning Units, Spilt type, window type lay-out plans including Ventilating system and drains.
2. Fire Protection Sprinkler System, Dry Standpipes system including pumping System and Portable Fire Extinguisher layout plan.
3. Generator Set Plan, ATS system Plan with oil tank.
4. General notes, Legend, and Symbols.

Note: All plans to be submitted by the prospective bidders must be printed in a minimum A3 size of paper.

F. Detailed Architectural and Engineering Design Services:

Prepare from the approved conceptual design, schematic or design development drawings and design parameters including any revisions and refinements as approved and required by the DSWD, including but not limited to:

1. Detailed Architectural Plans.
2. Detailed Structural Design Analysis and Plans with capacity up to Fourth (4th) floor.
3. Detailed Electrical Plans and Electrical Design Analysis.
4. Detailed Sanitary and Plumbing Plans.
5. Detailed Mechanical Plans.
6. Detailed Communications Network Layout.

7. General Notes and Technical Specifications describing the type and quality of materials and equipment to be used, the manner of construction and the general conditions under which the project is to be constructed.
8. Bill of Quantities, Detailed Unit Price Analysis, Detailed Cost Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals; and
9. Complete construction drawings for the work required for the architectural, structural, civil, electrical, plumbing/sanitary, mechanical, and other service-connected equipment, utilities, site planning aspects and related works, and the site development plan of the project's immediate environs.
10. Prepare the scope of work for construction.
11. Periodically coordinate and present the status of the design to the DSWD FO IV-MIMAROPA.
12. All drawings should be drawn using AutoCAD 2010-2018 software (range version) and plotted on a 20" x 30" sheets. All other textual submittals shall be printed, and ring bound on A4sized sheets.
13. Design components shall be designed in coordination with the agencies concerned (e.g. Electrical, water and sewage companies);

5. 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:

Stage	Submission Schedule	Review Approval and Schedule	Outputs/Deliverable	Format	Payment
Project Inception with Conceptual Design Stage	Due 10 CD after NTP	Max 3 CD after receipt of Inception Report with Conceptual Design	Project Inception and Site Analysis Report: <ul style="list-style-type: none"> Project Methodology and Schedule (GANTT Chart) Consultant Man-Hours Schedule Review of Project Data Initial Site Analysis Soil Analysis Photo Survey of the Site Initial Recommendations 	<ul style="list-style-type: none"> 3 copies of A3 size report, a CD containing an electronic file in PDF 	5%
			<ul style="list-style-type: none"> Presentation of Findings 	<ul style="list-style-type: none"> PowerPoint /Visual Presentation 	
Schematic Design Stage Review No.1	Due 7 CD after receipt of approved inception report with conceptual design	Max 3 CD after receipt of schematic design Review1	<ul style="list-style-type: none"> Schematic Design Stage Report 1 Bill of Quantities Level 1 General Technical Specifications in outline format (Level 1) 	<ul style="list-style-type: none"> 3 copies of bound A3 size Report, a CD containing the electronic file in PDF. Visual Presentation in Powerpoint 	10%
Review No.2	Due 10 CD after receipt of Schematic Design Review 1	Max 3 CD after receipt of schematic design Review 2	<ul style="list-style-type: none"> Schematic Design Stage Report 2 Bill of Quantities Level 2 & 3 Technical Specifications in outline format (Level 2)with proposed materials sample submission 	<ul style="list-style-type: none"> 3 copies of bound A3 Size Report, CD containing electronic file in PDF Visual Presentation in Powerpoint 	10%
Design Development Stage	Due 10 CD after review of approved schematic plans and designs	Max 5 CD after receipt of design development report	<ul style="list-style-type: none"> Design Development Report and detailed drawings for Architectural , Civil and Structural 	<ul style="list-style-type: none"> 3 copies of bound A3 size, CD containing an Electronic File in PDF 	10%

			<ul style="list-style-type: none"> • Electrical , Plumbing and Sanitary, Auxilliary • BOQ Level 3 & 4 • Tech Specifications Level 3 • Presentation of the Design Development Plans • Minimum of 5-8 minutes walkthrough 	<ul style="list-style-type: none"> • Visual Presentation in Powerpoint 	
Final Report and Final Contracts Documents Submission <ul style="list-style-type: none"> • Pre-Final Review 	Max 10 CD after Receipt of the approved design development report	Max 5 days after receipt of contract documents	<ul style="list-style-type: none"> • Presentation Final Report and Final Contract Documents • Architectural Programming, Plans & Detailed Drawings • Structural Engineering Plans, Specs, BOQ and Detailed Drawings with Structural & Seismic Analysis • Electrical Plans, Specs, BOQ & Detailed Drawings & Load Schedules and Computations • Plumbing & Sanitary Plans, Specs, BOQ & Detailed Drawings • Mechanical Plans, Specs, BOQ & Detailed Drawings • Bill of Materials & Cost Estimates 	<ul style="list-style-type: none"> • 2 copies of bound A3 size report • CD containing electronic file in PDF 	15%
Final Review	Max 13 CD after Receipt of the approved design development	Max 5 days after receipt of contract documents for Final Review	<ul style="list-style-type: none"> • Final Architectural & Engineering Plans and Detailed Drawings 	<ul style="list-style-type: none"> • 7 set copies of signed & sealed detailed drawings in A1 size blueprints 	50%

	report Review No. 1			<ul style="list-style-type: none"> One (1) set of A1 Size 90/95 Tracing Paper Print of Plans & Detailed Drawings and electronic files of CAD drawings and in PDF in CD 	
			<ul style="list-style-type: none"> Technical Specifications 	<ul style="list-style-type: none"> 5 copies bound A4 size, electronic file in MSWord file format and PDF 	
			<ul style="list-style-type: none"> Final Bill of Quantities & Cost Estimates 	<ul style="list-style-type: none"> 5 copies bound A4 size, electronic file in MS Excel file format and PDF 	
			<ul style="list-style-type: none"> Blank Forms for Proposal of Bidders & Contractors 	<ul style="list-style-type: none"> 1 copy bound A4 size, electronic file in MSWord/Excel file format and PDF 	
Total No. of Calendar Days	60 CD	24 CD	Total 84 CD		100%

EVALUATION CRITERIA

Item No.	Criteria	Score	Percentage	Total
A.	Applicable Experience of the Consultant at least (5 years)			
1	Firm or Individual Professional Qualification			100%
1.1	Must be operational /in professional practice for 5 years		40%	
	Above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
1.2	Must have at least 3 years Architectural & Engineering consulting experience		40%	
	Above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
1.3	with detailed Architectural and Engineering Design consulting experience		20%	
B.	Personnel Complement			
1.	Principal Architect			20%
a.	Education		20%	
	Licensed Architect	100		
b.	Experience in Architectural and Engineering		80%	
	Above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
2.	Project Controls Specialist			12%
a.	Education		20%	
	Licensed Architect /Engineer	100		
b.	Experience in Cost estimating/Planning scheduling		80%	
	above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
3	Civil/ Structural Engineer			15%
a.	Education		20%	
	Registered Civil Engineer	100		
b.	Experience in design with expertise		80%	
	above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
4.	Professional Electrical Engineer			15%
a.	Education		20%	
	Professional Electrical Engineer	100		
	Registered Electrical Engineer	70		
b.	Experience in Electrical design and Fire detection and sprinkler		80%	
	Above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
5.	Communication Engineer			14%
a.	Education		20%	
	Registered ECE Engineer	100		
b.	Experience in ICT design , security and FDAS		55%	
	Involvement in above 3 project	100		
	Involvement in above 1 project	70		
	None	50		
c.	Must have experience in structure cabling		25%	
	Involvement in above 3 project	100		
	Involvement in above 1 project	70		
	None	50		
6.	Professional Mechanical Engineer			12%
a.	Education		20%	
	Professional Registered Philippine Mechanical Engineer	100		
	Registered Mechanical Engineer	70		
b.	Experience in mechanical works		80%	
	Above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
7.	Sanitary Engineer			12%
a.	Education		20%	
	Licensed Sanitary Engineer	100		
b.	Experience in Sanitary Works		80%	
	Above 8 years	100		
	5 to 8 years	70		
	below 5 years	50		
C.	Current Workload for Ongoing and Completed Projects			100%
	with more than 5 completed projects for the last five (5) years on DAED			70%
	with less than 5 completed projects for the last five (5) years on DAED			30%

The passing rate is **Seventy Percent (70%)**

6. The DSWD MIMAROPA now invites the interested company to submit the following:

- a. Expression of interest
- b. Company Profile (highlighting the years and experiences of the firm and proof of engagement)
- c. Curriculum Vitae of the Key Personnel (with proof of experience and training)
- d. Financial Proposal (Annex A)
- e. Notarized Omnibus Sworn Statement
- f. BIR Certificate of Registration
- g. SEC/ DTI Registration
- h. PhilGEPS Registration
- i. Mayor's /Business Permit

7. Project Duration is **Eighty Four (84) 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 on February 22, 2023.

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)
<i>Hiring of Consulting Services for Detailed Architectural And Engineering Design Services including All Structured Cablings Of Electrical, Telecommunications, Circuit Televisions And Network Connectivity (Design Phase II) Of The Building And Facilities Of Field Office MIMAROPA.</i>		

Name of Company: _____

Name of Representative: _____

Signature: _____

Date : _____