

TERMS OF REFERENCE

Engagement of Professional Technical Service Provider who shall prepare the complete Technical Documents/ Detailed Engineering Designs of various proposed projects intended for CENTER AND RESIDENTIAL CARE FACILITIES in selected areas of South Cotabato and Cotabato City.

I. Background and Rationale

The Department of Social Welfare and Development (DSWD) as the major arm of the state for social welfare, social justice and social protection, aims to lead in the formulation, implementation, and coordination of social welfare and development policies and programs for the poor, vulnerable and disadvantage sectors. Pursuant to the Department's thrust towards providing expedient and compassionate service to the public, it continually seeks the approval of budget to upgrade the Centers and Residential Care Facilities into a centers of excellence.

The Centers and Residential Care facilities (CRCF) significantly contribute to the attainment of the Department's organizational outcome. As the vanguard of hope that will provide therapeutic, protective and safe environment, the Centers and Residential care Facilities (CRCF) aim to provide exemplary service in the protection and rehabilitation of marginalized and disadvantaged individuals, groups, and families.

The approval of 2018 General Appropriation Act (GAA) provides the allocation of ₱ 2.3 Billion for DSWD Centers and residential care facilities, of which, the amount of almost 136 Million is allocated for Field Office XII. This initiative posts a challenge to the Department as all projects should be completed by the end of 2018. Regardless of scope and funding, these projects require same degree of effort and diligence. The terrain of operation requires management of scope, cost and time/schedule, and well-defined plans reflecting the desired results.

In order to pursue the target timeline of project implementation, notwithstanding the bulk and difficulties in the preparation of all required technical documents such as, but not limited to, engineering plans, designs, technical specifications, and detailed cost estimates, it is deemed necessary to engage Professional Technical Service Provider to undertake the preparation of the said documents which are pre-requisite to the start of project implementation.

II. Objectives and Scope of Engagement

The engagement of Technical Service Provider is intended to support the Department in pursuing its implementation target for CRCF Project particularly in the pre-engineering stage as they will be responsible in the preparation of all technical documents.

For this particular undertaking, the Service Provider is expected to provide a complete engineering plans, designs/specifications, and detailed cost estimates including professional fees for signing and sealing of all documents including permit requirements and other related technical documents for the following projects situated in selected areas of **South Cotabato** and **Cotabato City**, as follows:

- A. Development of **Regional Rehabilitation Center for Youth** located at **Brgy. Bukay Pait, Tantaran, South Cotabato** comprising of the following structures;
1. Construction of One-Storey Administration Building
 2. Construction of Two-Storey Residence Quarter
 3. Construction of Water System (Pump Driven) with Elevated Water Tank
 4. Construction of Covered Court with Stage
 5. Construction of Perimeter Fence with Gate and Guard House
 6. Installation of Three Phase Transmission Line and Power House
- B. Development of **Home for Girls** located at **Brgy. San Felipe, Tantaran, South Cotabato** comprising of the following structures;
1. Construction of Two-Storey HFG Multi-Purpose Building
- C. Development of **Reception and Study Center for Children** located at **Brgy. Maibu, Tantaran, South Cotabato** comprising of the following structures;
1. Construction of One-Storey Administration Building
 2. Construction of Perimeter Fence with Backfilling and Compaction
 3. Construction of 10mx12m Covered Court
- D. Development of **Center for the Handicapped** located at **Brgy. San Isidro, Cotabato City** comprising of the following structures;
1. Construction of Two-Storey Multi-purpose Building

III. Scope of Services and Technical Specifications

- A. Conduct complete engineering investigation/ study of the site prior to design (like soil analysis through soil investigation, contours of the site through a topographic survey/mapping, and other activities to acquire data required for the design)
- B. The proposed projects shall be designed in consideration of the following minimum technical specification, as follows:

Regional Rehabilitation Center for Youth located at **Brgy. Bukay Pait, Tantaran, South Cotabato**

Proposed Project	Minimum Technical Specification
Construction of One (1) Storey Administration Building	- Building shall cover an area measuring 220 sq. m., more or less. It shall include one Conference Room, Home Life Office, Social Services Area, Psycho/Counseling room, Genderized Comfort Room (Male and Female), and Center Head's Office for staff.
Construction of Two (2) Storey Residence Quarter	- Ground floor area measuring 440 sq.m., more or less. It shall composed of Lobby, Music Room, Class /Audio Visual Room, Fitness Room, Activity/Productivity Room, Clinic Room, Dining Room, Industrial Kitchen, and Washing Area. - The ground floor area shall be designed for use of 60 persons/clients. - Second Floor area measuring 440 square meter, more or less. It shall compose of three (3) Dormitory Type Room, each room shall be designed for use of 20 persons/clients, inclusive of toilet and bathroom; one (1) Infirmary Room with toilet and bathroom designed for use of 8-10 persons/clients; one (1) Reflection Room

	<p>With toilet and bathroom designed for use of 8-10 persons/clients; two (2) Prayer Room, each for Muslims and Non-Muslim clients; and Home Life Station</p> <ul style="list-style-type: none"> - Corridors and all other equipment for use of clients shall have a minimum width of 2.00 meters - Location for beds and furnitures were considered and well planned providing space for adequate natural ventilation
Construction of Water System (Pump Driven) with Elevated Water Tank	<ul style="list-style-type: none"> - Elevated Concrete water tank shall be designed to bear a maximum capacity of 31.50 cubic meter of enough height sufficient to deliver water on all water endpoint - Provide motor with control system design for submersible water pump
Construction of Covered Court with Stage	<ul style="list-style-type: none"> - Covered court measuring 540 square meters, more or less, including basketball court shall be designed to cater all activities of the end-users - Height of 5.0 meters from finished floor line to girt with concrete pedestal height of 1.8 meters. - Roof Framing/Trusses with a maximum height of 9.30 m. should be made of steel bars covered with long span and pre-painted roofing including gutter - Stage area measuring 67 square meters, more or less, inclusive of back stage shall be designed with side ramp and PWD compliant - Both covered court and stage shall be designed with proper lighting illumination to facilitate all the activities and programs of the end-users.
Construction of Perimeter Fence with Gate and Guard House	<ul style="list-style-type: none"> - Perimeter fence shall measure 285 linear meter, more or less with at least 3.00 meters height from natural ground line. - Provide parking area outside perimeter fence measuring 240 square meters, more or less - Guard house should be constructed beside entrance gate fronting parking area - Provide a separate gate for human access beside guard house area.
Installation of 3 Phase Transmission Line and Power House	<ul style="list-style-type: none"> - Staking and transmission detailing shall conform with plan and specification of local power authority - Power house shall be constructed to cater the pad mounted type transformer, distribution panel board, and proposed flat area of generator set.

Home for Girls located at Brgy. San Felipe, Tantangan, South Cotabato

Proposed Project	Minimum Technical Specification
Construction of Two (2) Storey HFG Multi-Purpose Building	<ul style="list-style-type: none"> - Ground Floor area measuring 150-square meter, more or less shall compose laundry area, industrial kitchen, and skills training area - Second Floor area measuring a total area of 95 square meters, more or less shall compose Storage Room for materials and beddings, Music Room, and Stairway

	<ul style="list-style-type: none"> - Building shall be designed to be interconnected to a stage and covered court to maximize space of the lot area. - Second Floor shall be designed with glass window to insure a natural light and to minimize energy consumption during day time. - Provide a rain catchment at second floor to collect rainwater coming from the roof. - Covered court shall measure 225 square meters, more or less. - Stage area shall measure 52 square meters, more or less
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Reception and Study Center for Children located at **Brgy. Maibu, Tantaran, South Cotabato**

Proposed Project	Minimum Technical Specification
Construction of One (1) Storey Administration Building	<ul style="list-style-type: none"> - Building area shall cover 120 square meters, more or less including Lobby. - Building shall be composed of one (1) Conference Room, Social Services Area, Home Life Office, Center Head Office for staff, Genderized Comfort Room (Male and Female), Waiting Area for visitors. - Front Door shall be two-leaf metal framed swing glass door with two fixed glass window both sides - Front elevation should be designed with DSWD LOGO with painting that conform to DSWD requirement. - Façade of the building shall be enhanced with concrete molding, decorative pre-fabricated column.
Construction of Perimeter Fence with Backfilling and Compaction	<ul style="list-style-type: none"> - Fence shall be well constructed surrounding the premises of the Center to ensure maximum security - Considering the volume of embankment to be at large, the area must be well-backfilled with acceptable embankment materials reaching a final ground elevation conducive to the end-users. - Design of Footing and Column must consider the type of soil in the area which is identified to be clayey silt that is susceptible to differential settlement and subsidence.
Construction of 10mx12m Covered Court	<ul style="list-style-type: none"> - Covered court area shall measure 120 square meters, more or less. - Height shall be at least 4.00 meters measuring from finished floor line to girt with concrete pedestal height of 1.80 meters. - Roof Framing/Trusses should be made of steel bars covered with long span and pre-painted roofing including gutter

Center for the Handicapped located at **Brgy. San Isidro, Cotabato City**

Proposed Project	Minimum Technical Specification
Construction of Two (2) Storey Multi-purpose Building	<ul style="list-style-type: none"> - Design of the building must be sensitive with the culture and tradition of Muslims - The roofing must have a symbolic cultural design representing the local ethnicity in the area. - Ground Floor area measuring 144 square meter, more or less shall compose of Teacher's Office, Medical Clinic Area, Psychologist Area, and a Social Services Area, Counseling Room, Prayer Room for non-Muslims and Muslims, Genderized Comfort Room (Female and Male) with one for PWD, Stock Room, and a Lobby which is open from the roof to have a natural light entering to the building lobby. - Second floor with total area of 155 square meter, more or less shall compose Conference Room, Center Head Office for admin staff with Comfort Room, Guest Room. - Glass windows shall cater natural light during day time.

C. Prepare the detailed architectural and engineering design of the projects based on the engineering investigation/ study, DPWH approved conceptual design and adopt parametric cost of P 20,000- P30,000 per square meter and shall be in accordance with the latest codes and standards:

1. P. D. 1096 – National Building Code of the Philippines and Its Implementing Rules and Regulations
2. P. D. 1185 – Fire Code of the Philippines and Its Implementing Rules and Regulations
3. P. D. 856 – Code on Sanitation of the Philippines and Its Implementing Rules and Regulations
4. B. P. 344 – Accessibility Law and Its Implementing Rules and Regulations
5. R. A. 1378 – National Plumbing Code of the Philippines and Its Implementing Rules and Regulations
6. R. A. 7920 – Philippine Electrical Code
7. RA 9514 – Fire Code of the Philippines
8. De Chiara, Joseph: Callender, John, Time-Saver Standards for Building Types. McGraw-Hill Book Company.

IV. Budget Allocation for the Services

The Approved Budget for the Contract (ABC) involving the engagement of Technical Service Provider for is **Three Million Seven Hundred Seventy Three Thousand Twenty Four Pesos and Sixteen Centavos (PhP 3,773, 024.16)**, inclusive of tax and other incidental expenses and printing of reports / deliverables.

The ABC shall cover the following:

1. Remuneration/professional fees; and
2. Incidental expenses – which would include costs for the preparation, signing, and sealing of all the complete engineering plans including facilitation of pertinent permits, CNC processing, and all other necessary documents to complete the requirements stipulated in this contract.

This contract is a fixed price contract. Any approved extension of contract time shall not involve any additional cost to the Government.

V. Deliverables and Schedule

The Service Provider shall be responsible to deliver the range of output as follows;

1. Complete engineering/architectural plans and drawings in the size measuring 20" x 30", duly signed and sealed by a respective licensed/registered professional. The plans shall be in blue print in ten (10) sets with one (1) original printed on tracing paper
2. Complete Technical Specifications
3. Detailed Cost Estimates (DUPA)/ Bill of Materials
4. Program of Works
5. Work Schedule
6. Structural Analysis
7. Hydraulic Analysis (for Water System)
8. Topographic Survey Result and Volume Computation (for the embankment)
9. Electrical Analysis/ Detailing (for the Transmission Line)
10. Provide soft copies of plans in PDF & CAD format and detailed estimates on excel format
11. Others, as deemed necessary to the project.

The deliverables shall be submitted to the Department through the RPMT or its designated representative for review and approval.

All the deliverables shall be made available in both hard copy and electronic formats.

The equipment, software, supplies, and materials deemed acquired for the services shall be turned over to the Department at the conclusion of the engagement.

VI. Implementation Arrangement

The Service Provider shall be contracted to provide technical support in carrying out the Department's program directives and deliverables. In this regard, the engagement with the Service Provider will be supervised by an internal committee referred to as Regional Program Management Team (RPMT) who shall provide policy direction and monitor the progress of contract implementation.

Constant/regular supervision of the engagement shall be undertaken by the members of RPMT or through its designated representative. Monitoring and reporting of progress based on milestone shall be done.

During the progress of contract implementation, the Service Provider shall coordinate with the RPMT or through its designated representative to ensure adherence with the Department's program directive. As deemed necessary, the service provider must be willing to take any revision on the design and specification, as applicable, to fit the requirements or standards without any additional cost.

In the process of acquisition of pertinent permits and in the procurement of *Contracting Firm* to undertake the construction phase of the infrastructures mentioned in this TOR, the Service Provider must be willing to render technical assistance.

The Service Provider must be willing to extend monitoring services and provide technical assistance during the construction stage, at no additional cost, as a measure to ensure that their design is being implemented in accordance with the approved design and technical specification.

VII. Payment Schedule

The Service Provider will be paid in accordance with the government accounting rules and regulation. The mode of payment will be as follows:

Conditions of payments	Timeline	Percentage (%)
Complete submission of all accomplishment, outputs or deliverables as stated in this TOR	Within 45 Calendar Days from receipt of Notice To Proceed (NTP)	100% (One-Time Full Payment)

The Department will issue a *Certificate of Service Rendered* upon submission of complete deliverables and will form part of the supporting documents. The issuance of such document will signify due payment to the Service Provider.

VIII. Qualification of the Service Provider

The service provider shall be a duly **registered firm** existing at least three (3) years and known to be in the business of providing technical services similar/relevant to the requirements referred to in this TOR.

The prospective firm is required to present a **single similar/relevant** experience. Similar/relevant experience referred to in this TOR shall refer to contract with similar scope of works related to the preparation of technical documents such as but not limited to, engineering plans, design, technical specification, and detailed cost estimate intended for structures mentioned in Section II, entered either with Public or Private Agency.

The prospective firm must have qualified personnel to undertake the requirements of the works stated in this TOR, such as, but not limited to the following;

Expert	Qualification
Civil Engineer	Licensed/registered Civil Engineer with at least two (2) years of relevant experience in site development, design, quantity survey/estimate, and construction management of buildings and other similar infrastructures
Architect/ Architectural Designer	Licensed/registered Architect/ Architectural Designer with at least two (2) years of relevant experience in development and design of structures stipulated in this TOR
Electrical Engineer/ Master Electrician	Licensed/registered Electrical Engineer/Master Electrician with at least two (2) years of relevant experience in the development, design, quantity survey/estimate, and construction management particularly dealing with electrical matters of structures stipulated in this TOR.

IX. Evaluation Criteria for Technical Service Provider

A. Eligibility

In the selection of Service Provider, the following criteria will be the basis of evaluation;

CRITERIA	SCORE (HPS=100)*
Relevant Experience and Financial Capability of the Firm	50
Qualification/ Efficiency of Key Personnel assigned to this contract	30
Current workload relative to capacity	20
TOTAL	100

To qualify for short-listing, the Service Provider must have earned a final rating of not less than Seventy Percent (70%).

B. Technical and Financial Proposal

The Technical Proposal should contain a complete technical information/documents and the Financial proposal must be submitted with in the Approved Budget for Contract (ABC)

X. Duration

The engagement with the Service Provider will cover **45 Calendar days**. Generally, the engagement shall be carried out in strict adherence with the timeline of project implementation. Where needed, the timeline may be adjusted with the approval of the Head of the Department.

XI. Source of Fund:

The fund to be utilized for the payment of rendered technical services of the Service Provider in the preparation of the requirement for the Detailed Engineering Design for CRCF Projects shall come from **Services for Residential and Center-Based Fund**.

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