

REQUEST FOR QUOTATION

Consulting Services for Preparation of Architectural/Engineering Design for the Public-Private Partnership Center

Date: November 11, 2013
RFQ No. 2013-

TO : All Eligible Bidders

The Public-Private Partnership Center of the Philippines (the "PPP Center"), through its Bids and Awards Committee (BAC) invites consultants and consulting firms to bid for the hereunder project:

Name of Project : Consulting Services for the preparation of Architectural/Engineering Design of the Proposed Office/Interior Fit-Out at 8th Floor, One CyberpodCentris, EDSA, Diliman, Quezon City

Brief Description : To implement the interior fit-out of the building based on the approved conceptual layout and design of the PPP Center that will optimize the utilization of space and furniture, fixtures, equipment and accessories and promote an effective and efficient work environment.

Approved Budget for the Contract (ABC) : One Hundred Fifty Thousand Pesos (Php150,000.00), inclusive of all applicable taxes

Contract Duration : One (1) month

In accordance with the attached Terms of Reference (**Annex A**) and PPPCP Approved Conceptual Design (**Annex B**), prospective bidders shall accomplish and provide correct and accurate information and submit the duly signed Technical Proposal Form (**Annex C**) and Price Quotation Form (**Annex D**) not later than 12:00p.m. on November 20, 2013.

Open quotations shall be submitted manually at PPP Center c/o General Services Division, NEDA sa QC, EDSA, Diliman, Quezon City, or through facsimile (Fax No. 929-8593) or electronic mail (macastillo@ppp.gov.ph).

The PPP Center reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact Ms. Mildred Castillo, Chief Administrative Officer, General Services Division, Administrative Services, at telephone number 929-8593 Local 7301.

Very truly yours,

(SGD)

LELINA A. QUILATES

Director IV, Administrative Service &
Chairperson, PPPC - BAC

TERMS OF REFERENCE

Consulting Services for Preparation of Architectural/Engineering Design

Rationale

In view of the sale of the property where its present office is located, the Public-Private Partnership Center of the Philippines (the “**PPP Center**”) is required to transfer its Office to a new and conducive workplace. The selected location is the PPP Center’s new office at the 8th Floor of One CyberpodCentris, EDSA corner Quezon Avenue, Diliman, Quezon City (the “**Facility**”), with an area of 2,000.15 square meters or a dimension of 36.7 x 54.5 meters. The common area measures 300 square meters that includes five (5) elevators, 3 rest rooms (male, female and PWD), condenser, main lobby, 2 fire exits, storage room, electrical room and 2 smoking areas.

The designated area shall house the PPP Center’s offices and workstations for more or less 125employees. A modern interior design is envisaged for the Facility combined with the use of modular office partitions, glass walls and furniture’s. Common Areas like lobby, waiting lounge, conference rooms including the enclosed offices for the top officials of PPP Center are also incorporated in the floor plan.

Accordingly, the PPP Center requires an architectural/engineering design and space that will optimize the utilization of space and furniture, fixtures, equipment and accessories, thus, promoting an effective,efficient and conducive work environment.

Scope of Work

1.The Design Consultant shall, in collaboration with the PPP Center Design and Build Committee, prepare and submit the detailed architectural/engineering plans described below, including Performance Specification and Parameters, initial cost estimate and interior fit-out schedule in accordance with the PPP Center’s approved conceptual layout and design(attached as Annex B).

1.1 The Design Consultant shall prepare and submit to the Design and Build Committee the following:

1.1.1 Final and complete Architectural Plans consisting of but not limited to:

- a. Floor Plans including Furniture and Modular Partition Layouts;
- b. Reflected Ceiling Plans and Ceiling Details including Lighting Fixtures Specifications;
- c. Architectural Specifications.

1.1.2 Final and complete Civil Plans consisting of but not limited to:

- a. General Conditions for the Civil Works including Data Center details/specifications;

- b. Civil Specifications.

1.1.3 Final and complete Sanitary/Plumbing Plans consisting of but not limited to:

- a. Piping Computation for Water, Drainage and Sewer Systems;
- b. Water System Layout;
- c. Drainage System Layout;
- d. Sewer System Layout;
- e. Sanitary Specifications.

1.1.4 Final and complete Electrical Plans consisting of but not limited to:

- a. Electrical Load Computations;
- b. Power Distribution One Line Diagram, including power layout;
- c. Lighting Layout;
- d. Electrical Specifications.

1.1.5 Final and complete Mechanical Plans consisting of but not limited to:

- a. HVAC Systems General Conditions and Analysis;
- b. HVAC Layout including the relocation and re-installation of existing ACU;
- c. HVAC Specifications.

1.1.6 Final and complete Electronics Plans consisting of but not limited to:

- a. IT (e.g. Structured Cabling, Riser, etc.), Telephone, Cable, Intercom and other electronics system layout;
- b. Fire Protection System;
- c. Security Layout (CCTV, Access Control System, etc.)

1.2 The above described documents shall serve as reference for the interior fit-out of the facility. The same shall also be issued to the winning Contractor to whom the physical construction of the Facility will be awarded to, at a subsequent/final stage of the Project.

1.3 The Design Consultant shall also be required to submit the initial/preliminary drafts of the above described drawings for approval by the Design and Build Committee prior to the submission of the final drawings signed and sealed by the respective Engineers/Architect.

2. The Design Consultant shall also prepare and submit to the Design and Build Committee the following:

2.1 Consolidated Technical Specifications describing the color scheme, type and quality of materials, finishes, manner of construction and the general conditions under which the Facility will be constructed;

2.2 Consolidated definitive Cost Estimate for the construction of the proposed Facility and supported with Bill-of-Quantities (BOQ).

3. Other Requirements

3.1 The foregoing plans and documents duly signed and sealed by the concerned architect/engineer must include his/her valid registration/professional license number, date of registration and current PTR Number affixed/stamped on every page/sheet.

3.2 All Plans and Documents shall be delivered in sets as follows:

3.2.1 One (1) set Original Copies, scaled 1:100 meters prepared in AutoCAD Format, printed/plotted in Mylar Sepia original copies (20" x 30" size)

3.2.2 Ten (10) sets Blue Prints copies for each plan

3.2.3 Two (2) sets Soft Copies in PDF and JPEG format saved in CD/DVDR

3.2.4 One (1) copy of Front-desk Perspective (full color) on a 15"x 20" Illustration Board

3.2.5 One (1) original and ten (10) other copies of the detailed cost estimates, unit price analysis, technical specifications and tender documents in A-4 size quality paper.

3.3 The Design Consultant shall also be required to attend weekly update/progress report meetings with the Design and Build Committee.

Coverage of the Office Space Plan

1. The office space plan, in accordance with the Conceptual Layout and Design, shall cover/reflect the following areas/spaces:

- a. Office of NEDA Director-General
- b. Office of the Executive Director with T&B and pantry
- c. Offices of the Two (2) Deputy Executive Directors
- d. Offices of Six (6) Service Directors
- e. Offices of Three (3) Assistant Service Directors
- f. Work Stations for 125 employees
- g. One (1) Main Conference Room with Serving/Pantry Area
- h. Three (3) Mini Conference Room
- i. 1 Meeting Room per Service
- j. Library
- k. Data Center with Working Area and Communication Room
- l. Records Room
- m. COA Room
- n. Executive Lounge
- o. Employees' Lounge/Pantry
- p. Reception Area
- q. Multipurpose Room
- r. Driver's Waiting Room
- s. 2 Wash Rooms
- t. Supply/Storage Room
- u. Electrical Room
- v. Riser Room
- w. Utility Room

2. The A/E Design Consultant may also suggest improvements on the Concept Design and Layout for consideration by the Design and Build Committee and the PPP Center Executive Director.
3. The Consultant may request site survey upon coordination with the Design and Build Committee.

Qualifications and Selection Criteria

Both individual consultant and consulting firms are enjoined to submit their bids. Consulting firms shall be required to nominate an architect under its employ who would carry-out the services prescribed in this TOR.

The Architect (in case of individual consultant), or the nominated Architect (in case of consulting firms) must possess the following qualifications:

1. Must be a licensed Architect with a minimum practice of at least one (1) year;
2. Must have at least three (3) years of experience in architectural/engineering (A/E) design; and
3. Must have completed at least two (2) related A/E plans (for government and/or private sector purposes) for the last three (3) years.

The individual consultant or the designated architect of the consulting firm shall submit the following:

1. Curriculum Vitae of the consultant;
2. Photocopy of valid PRC license;
3. List of completed A&E plan/design projects for the last three (3) years which shall include the respective addresses and contact numbers; *provided that*, in the case of consulting firms, the list of projects shall only include those where the designated architect under its employ had been involved; and
4. Certified true copy of at least two (2) signed and sealed A&E design in the last 3 years supported with Certificate of Satisfactory Completion;

The contract shall be awarded to the bidder with the Highest Rated Bid who was determined as such during post-qualification.

Contract Duration

The architectural/engineering designs and space plans described above will be carried out within thirty calendar (30) days from receipt of the Notice to Proceed issued by the PPP Center.

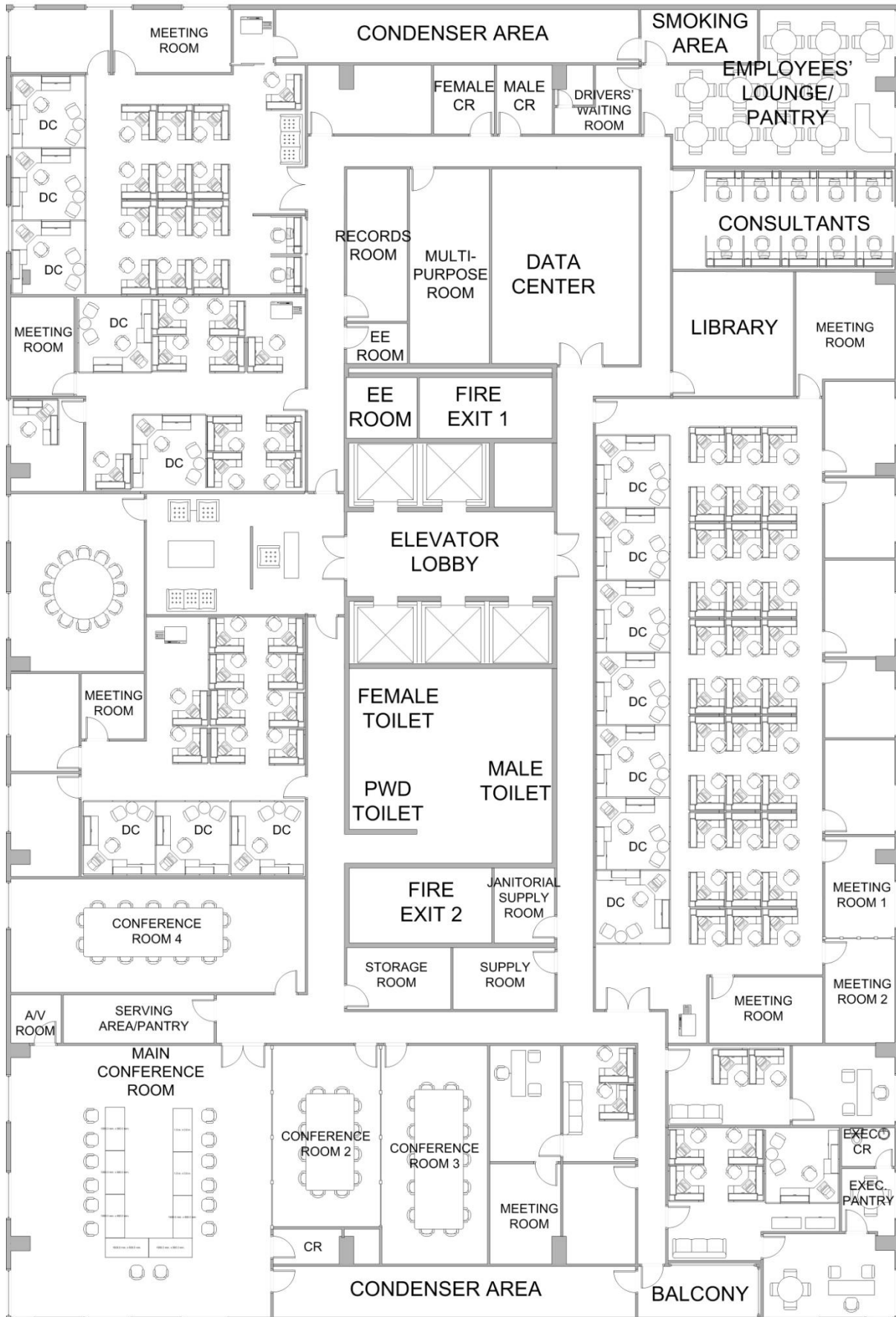
Approved Budget and Deliverables and Payment Schedule

1. The maximum budget in completing all of the tasks as detailed above, is **PHILIPPINE CURRENCY: ONE HUNDRED FIFTY THOUSAND PESOS (Php150,000.00)**; inclusive of all

applicable government taxes and charges.

2. The following are the expected deliverables / outputs from the selected A/E consultant and the corresponding schedule of payment:

DELIVERABLE/MILESTONE	MILESTONE DUE DATE	PAYMENT DUE DATE
Draft Architectural/Engineering Design	Within ten(10) calendar days from receipt of Notice to Proceed	30% of the Total Contract Price upon approval of the milestone outputs delivered
Submission of detailed Cost Estimate supported with Bill of Quantities	Within ten (10) calendar days after the submission of the Draft A/E Design	20% of the Total Contract Price upon approval of the milestone outputs delivered
Submission of Final Architectural/Engineering Design, Consolidated Technical Specifications	Within thirty (30) calendar days from receipt of Notice to Proceed	50% of the Total Contract Price upon approval of the milestone outputs delivered



TECHNICAL PROPOSAL FORM

Date

The Bids and Awards Committee, PPP Center
NEDA sa QC, EDSA, Diliman, Quezon City

Sir/Madam:

In accordance with your request, following is our quotation for your requirements:

Item	Description of Service Requirement	Offered Quotation Please fill-up each column with either: “comply” or “not comply”
1	Qualifications of Design Consultant	
	a. Must be a licensed Architect with a minimum practice of at least one (1) year as an Architect;	
	b. Must have at least three (3) years of experience in architectural/engineering (A&E) design; and	
	c. Must have completed at least two(2)similar A&E plans (government and/or private).	
2	Scope of Work/Services	
	a. To act as consultant to PPP Center on matters relating to architectural/engineering design for the PPP Center’s new office located at 8 th Floor, One CyberpodCentris, EDSA, Diliman, Quezon City	
	b. To prepare and submit the preliminary and final A&E design and space plan, including the Consolidated Technical Specifications and Consolidated definitive Cost Estimate for the construction of the proposed Facility, supported with Bill-of-Quantities (BOQ).	

Very truly yours,

Name of Bidder (Signature over printed name)

Date

PRICE QUOTATION FORM

Date

The Bids and Awards Committee, PPP Center
NEDA sa QC, EDSA, Diliman, Quezon City

Sir/Madam:

After carefully having read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotations for the items as follows:

Unit	Description	Bidder's Price Proposal
One (1) Lot	Consulting Services for Preparation of Architectural/Engineering Design	

AMOUNT IN WORDS: _____

The above-quoted price prices are inclusive of all cost and applicable taxes.

Very truly yours,

Name of Bidder
Signature Over Printed Name

Date