

Republic of the Philippines
Philippine Economic Zone Authority
10th Floor, Double Dragon West Center Building,
DD Meridian Park, Macapagal Avenue, Pasay City

TERMS OF REFERENCE

For the PROPOSED DESIGN and BUILD of MEZ ADMINISTRATION OFFICE BUILDING

I. STATEMENT OF THE PURPOSE

This Terms of Reference (TOR) has been compiled by the Philippine Economic Zone Authority (PEZA) solely for use by a prospective Designer / Contractor (the Firm) in the Design and Build of the Mactan Economic Zone (MEZ) Administration Office Building.

II. OBJECTIVE

The primary purpose of this TOR is to assist the Firm in submitting a proposal to PEZA that will satisfy PEZA's requirements, particularly the design and build of the MEZ Administration Office Building (Core and Shell) at the most feasible, possible time and within the indicated budget.

III. SCOPE OF SERVICES

The Firm shall perform all works and services necessary to attain the objectives. The services shall consist of three phases, namely:

Phase 1: Design of the MEZ Administration Office Building

Using the conceptual design as a preliminary basis, the Firm shall prepare and submit the plans, bill of quantities, technical specifications of materials, PERT-CPM, project supervision and monitoring, and all other documents necessary to complete the project. The Firm shall design the MEZ Administration Office Building, located in MEZ 1, Lapu-Lapu City, Cebu. The detailed design will include the Building Foundation (to include soil investigation), Civil / Structural, Architectural, Plumbing, Electrical, Mechanical, Electronics designs necessary to complete the building. The detailed design should be signed and sealed by respective professionals. It should conform to the provisions of the latest applicable national and local codes (Philippine National Building Code, Philippine Mechanical, Electrical and Electronics Codes, BP 344 (PWD Law), Fire Code of the Philippines, and DOLE Occupational Safety and Health Standards.

Once the review and design of the MEZ Administration Office Building are accepted and approved by PEZA, the Firm shall continue to provide the necessary project supervision and project monitoring during the mobilization and other preparatory procedures during the pre-construction phase.

The Firm shall be the one to process necessary plans and other documents to be submitted in preparing the Building Permits, Certificate of Occupancy, and all other required permits and clearances required for the completion of the project.

Phase 2: Construction of the MEZ Administration Office Building

The Firm shall proceed to the construction using the detailed plans and specifications submitted by the Firm duly approved by PEZA and Lapu-Lapu City LGU.

The following shall be included, but not limited to:

1. Construction of New Building
 - 1.1 Building Foundation (including soil investigation) (earthquake-proof)
2. Civil and Structural Works
3. Architectural Works
 - 3.1 Masonry Works
 - 3.2 Glass and glazing
 - 3.3 Metals
 - 3.4 Doors and Hardware
 - 3.5 Finishes:
 - Wall – painted
 - facade
 - Ceiling – gypsum boards on aluminum t-runners
 - Flooring – porcelain tiles
 - 3.6 Stair Railings
 - 3.7 Toilet partitions
 - 3.8 Painting Works
4. Electrical Works including general lighting only & power feeders
5. Plumbing and Sanitary Works including bathroom fixtures, tanks, and pumps
6. Mechanical Works
 - 6.1 AC and Ventilation System roughing-ins (including equipment)
 - 6.2 Fire Protection System including tank and pumps
 - 6.3 Elevators
7. Auxiliary Works including roughing-ins, risers, CCTV, and FDAS (excluding servers)
8. Site Development Works

INCLUSIONS:

1. Basic finish for hotel rooms – painted wall finish, porcelain tile flooring, gypsum board ceiling (painted) and basic power outlets and general lightings.
2. Basic finish for offices – painted wall finish, porcelain tile flooring, acoustic ceiling on aluminum t-runners and basic power outlets and general lightings
3. Basic finish for lobbies, hallways and other common areas – painted wall finish, porcelain tile flooring, gypsum board ceiling (painted)
4. Basic finish for function area / auditorium - painted wall finish, carpet tile flooring, gypsum board ceiling (painted) and basic power outlets and general lightings.
5. AC and Ventilation system roughing-ins only
6. General lighting for the offices and public areas
7. Elevators
8. Acoustic Treatment for the Auditorium
9. AC and Ventilation Equipment
10. Soft and Hard Landscape works, including water features for interiors, roof decks, and exterior areas
11. Generator Set

EXCLUSIONS:

1. Demolition of existing structures
2. FF&E of Function Area / Auditorium interiors

3. AVR equipment for the Auditorium
4. Specialty System and Lighting Effects for the Auditorium
5. FF&E for the Hotel rooms
6. FF&E for all lobbies and public areas
7. Special lighting fixtures such as chandeliers and the like for common areas.
8. FF&E for all offices
9. Data Servers
10. Sewage Treatment Facilities (STP)
11. Transformers

In no circumstances shall the Firm install/construct any project features that are not in conformity with the approved plans, specifications including quantities thereof. All other construction works not mentioned in the proposed plans and/or the above will not be included. It is the contractor's responsibility not to exceed their submitted project cost.

IV. GENERAL PRINCIPLES

The Firm shall conduct design and build, including design supervision and monitoring of the new building and all works necessary to complete the construction. All works to be constructed shall comply with the National Building Code of the Philippines, Fire Code of the Philippines, Philippine Green Building Code, and other related national and local existing/related codes.

Meeting PEZA's Needs

The Firm shall satisfy PEZA's requirements for the design within the agreed construction period and approved budget of the contract. The Firm shall submit construction drawings, shop drawings, and other documents necessary for PEZA's approval. Material specifications and color scheme approval should be submitted before procurement and/or installation.

Cost Considerations and Project Completion Date

The Firm shall ensure that the required works do not exceed the Approved Budget for the Contract (ABC). The estimated ABC cost for this project is Php 264,000,000.00 (inclusive of VAT). All other incidental works that might arise during Phase 1 (Design), Phase 2 (Construction) are deemed included and to the Firm's account. The project should be completed within 24 calendar months. The budget and allotted days for the completion of this project are as follows:

ITEM	AREA	MONTHS	TOTAL
DESIGN and BUILD of MEZ ADMINISTRATION OFFICE BUILDING	Approx. 6,000 sq.m.	24 mos.	Php 264,000,000.00

Other Conditions

The Firm shall be responsible for all construction activities and shall undertake the following at no additional cost to PEZA:

1. The Firm shall provide Temporary Facilities and must be located outside the building.
2. The Firm shall shoulder the cost of power and water.

3. The Firm shall enforce safety and security for the project implementation and conform to the PEZA's safety, security, and house rules regulation.

1. STAFF REQUIREMENTS

The Firm shall provide an adequate number of qualified professionals, support, and administrative staff to perform the services described herein. The key personnel to be assigned should possess sufficient experience in his/her field of specialization in completing this project. The general qualifications of the minimum key personnel are as follows:

- a. Project Manager / Team Leader
 1. Must have comprehensive experience in directing, coordinating, and administering related projects, particularly from design to construction.
 2. Should be knowledgeable and familiar with all required code provisions. Preferably an Architect who has a clear grasp of the various disciplines involved in the design, construction, installation, and material cost savings for related projects, is familiar with national and local code provisions and is a decisive project implementer.
 3. Preferably someone with at least five (5) years of work-related experience.
- b. Architect, Civil Engineer, Electrical Engineer, Electronics Engineer, Sanitary and other professionals
 1. Should be involved in the design and/or execution of this project
 2. Must have been involved in the design and construction of other similar projects
 3. Should have at least three (3) years of work-related experience
 4. They should be professional engineers and/or architects and sign and seal all necessary reports, design analysis/computations, plans, specifications, etc.
- c. Materials Engineer / Quality Controller
 1. Should have the expertise to conduct material evaluation and must source out suppliers necessary to ensure good quality workmanship
 2. Should have at least three (3) years of work-related experience
- d. Quantity Surveyor / Cost Analyst
 1. Should have the experience as quantity surveyor/cost analyst to ensure that the project is within the approved budget
 2. Will be in charge of preparing the bill of quantity
 3. Must ensure that the project schedule is being attained
 4. Should have at least three (3) years of work-related experience
- e. Draftsman
 1. Should have experience in the preparation of drawings/plans using the latest design software
 2. Should know how to prepare 3D perspectives with rendering for presentation purposes
- f. Construction Foreman
 1. Should have extensive experience as a construction foreman and could provide commanding presence during construction
 2. Should have at least five (5) years of work-related experience

VI. REQUIRED SUBMITTAL

Upon the award of contract / Notice of Award (NOA), the Firm shall provide the design concept and other plans for PEZA's approval. The following minimum submittals and corresponding quantities shall be provided:

1. Conceptual design, including the plans, conceptual section, and elevation complete with the initial material specifications/swatch board
2. 3D interior and exterior perspectives
3. Complete and detailed design of the proposed MEZ Administration Office Building
4. Bill of Quantities
5. Technical specifications / Material specifications

Building Permit Application

Upon PEZA's approval of the concept, the Firm shall finalize plans, technical specifications, and a bill of materials. This shall be reproduced for their application of Building Permit, Fire Safety Evaluation Clearance (FSEC), and other ancillary permits and clearances. The Firm shall be responsible for producing and facilitating the requirements for the permits mentioned above.

The Firm shall prepare the six (6) copies of the following documents (hard copies, soft copies, or pdf if necessary) for the application of Building Permit, FSEC, and other ancillary permits and clearances, but not limited to:

- a. Civil / Architectural Plans (not smaller than 1:200)
 - i. Foundation Plans
 - ii. Setting-out Plans
 - iii. Structural Plans
 - iv. Structural Analysis
 - v. Floor Plans
 - vi. Roofing Plans
 - vii. Floor Finish Plans
 - viii. Reflected Ceiling Plans
 - ix. Elevations
 - x. Sections
 - xi. Schedule of Doors and Windows
 - xii. Spot Details
 - xiii. Material specifications
 - xiv. 3D Exterior Perspectives
- b. Electrical Plans (not smaller than 1:200)
 - i. Power Layout
 - ii. Lighting Layouts
 - iii. Schedule of Load
 - iv. Load Analysis
 - v. Single Line Diagrams
- c. Mechanical Plans (not smaller than 1:200)
 - i. Air-Conditioning Plans
 - ii. Ventilation system Plans
 - iii. Equipment Schedule
 - iv. Fire Protection Plan
- d. Electronics Plans (not smaller than 1:200)

- i. Structures Cabling System
 - ii. CCTV System
 - iii. Fire Detection and Alarm System
- e. Plumbing and Sanitary Plans (not smaller than 1:200)
 - i. Waterline layout
 - ii. sanitary line layout
 - iii. Testing and Commissioning Certificates

Certificate of Occupancy Application

Prior to PEZA's acceptance and before the request of final billing, the Firm shall finalize as-built plans, Certificate of Completion, Fire Safety Evacuation plans, and other required documents shall be produced for the application of Certificate of Occupancy and FSIC. The Firm shall be responsible for the production and facilitation of the requirements for the certificates mentioned above.

The Firm shall prepare the six (6) copies of the following documents (hard copies, soft copies, or pdf if necessary) for the application of Certificate of Occupancy, FSIC, and other ancillary permits and clearances, but not limited to:

- a. Civil / Architectural As-built Plans (not smaller than 1:200)
 - i. Foundation Plans
 - ii. Structural Plans
 - iii. Structural Analysis
 - iv. Floor Plans
 - v. Roofing Plans
 - vi. Reflected Ceiling Plans
 - vii. Elevations
 - viii. Sections
 - ix. Schedule of Doors and Windows
- b. Electrical As-built Plans (not smaller than 1:200)
 - i. Power Layout
 - ii. Lighting Layouts
 - iii. Schedule of Load
 - iv. Single Line Diagrams
 - v. Testing and Commissioning Certificates
- c. Mechanical As-built Plans (not smaller than 1:200)
 - i. Air-Conditioning Plans
 - ii. Ventilation Plans
 - iii. Equipment Schedule
 - iv. Fire Protection Plan
 - v. Testing and Commissioning Certificates
- d. Electronics As-built Plans (not smaller than 1:200)
 - i. Structured Cabling System
 - ii. CCTV System
 - iii. Fire Detection and Alarm System
 - iv. Testing and Commissioning Certificates
- e. Plumbing and Sanitary As-built Plans (not smaller than 1:200)
 - i. Waterline layout

- ii. Sanitary line layout
- iii. Testing and Commissioning Certificates

VII. DATA AND ASSISTANCE PROVIDED BY PEZA

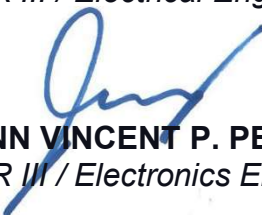
PEZA will provide the TOR and minimum specifications, which will guide the Firm for the design and construction of the MEZ Administration Office Building, as reference.

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