

SPECIFIC DELIVERABLES & OTHER REQUIREMENTS

▫ RATIONALE :

Since the Commission on Audit is the custodian of public documents and is legally responsible for these records, the Commission on Audit Cordillera Administrative Region (COA CAR) Regional Office needs to build a Records Storage building which we call the Records Audit Evidence Management Unit (RAEMU) Building in PSAO- Kalinga for safekeeping and to preserve valuable documents and materials for long period of time. In relation to this, disputes, conflicts, complaints are often investigated by the availability of documents or records, and so it is important that these are well kept. Thus, COA CAR Auditors must have a place such as a records storage building to have an efficient safe keep and retrieval of documents.

Although Architectural Plans was already provided by the Engineering Building and Maintenance Division, General Services Office, COA Central Office, another important process in the Procurement of Infrastructure Projects is the preparation of Detailed Engineering which involves not only Architectural but the design and plans for the Structural, Electrical, Sanitary and Mechanical Works. However, COA-CAR Technical Audit Group does not have the competency/expertise to prepare and undertake the engineering design and plans, hence the need to engage the services of a Designer.

▫ GENERAL SCOPE OF WORK :

The Designer's Services shall include the following :

- 1 Preparation of Detailed Engineering Design (Structural, Sanitary, Electrical and Mechanical) to be approved by the Head of Procuring Entity (HOPE). Before the approval of the HOPE, the final design shall be reviewed by the Project Team of COA CAR.
- 2 Design and Specifications for the project shall conform to, but not limited to the minimum standards set by the following :
 - A. National Building Code of the Philippines (NBCP)
 - B. National Structural Code of the Philippines (NSCP)
 - C. Philippine Electrical Code (PEC)
 - D. National Plumbing Code of the Philippines
 - E. Philippine Mechanical Engineering Code
 - F. BP 344 - Accessibility Law
 - G. PD 9514 - Revised Fire Code of the Philippines
 - H. Applicable Local Regulations and Ordinances
 - I. Environmental Impact Statement as defined by the DENR and other Engineering Standards.
 - J. including legal and technical obligations and other relevant government commitments as required by existing laws and regulations.
- 3 The Designer shall likewise assist the Office in the execution of the project together with the COA CAR Project Team and must be available whenever there are questions and clarifications by COA CAR and/or the contractor. If design changes, modifications or revisions are necessary during implementation of the project, the designer and the Project Team shall validate and approve first before implementation.

▫ DETAILED SCOPE OF WORK -

I - PRE - PLANNING PHASE :

The prospective bidders, by submitting the proposal, represent that :

- 1 They thoroughly read and examined carefully and fully understood the COA proposal documents hence, the Bidder's proposal shall be in accordance therein.
- 2 Bid Proposal is based on the conditions and requirements of the proposal documents without exception.
- 3 They visited and inspected the project site and its surroundings and has determined and satisfied all matters pertaining to the project, including the location and nature of work; transportation and communication facilities; the requirement and availability of materials, labor, water, electric power, locations and other factors that may affect cost, duration and execution of the project, and has determined the general characteristics of the work and conditions indicated above.

- 4 They are acquainted and are familiarized with all the conditions affecting the carrying out of the contract work and has arrived at an estimate of the facilities needed for the project.
- 5 They are aware that COA CAR Regional Office shall not assume any responsibility regarding erroneous interpretations out of any data furnished by the said Office.
- 6 They are knowledgeable with all laws, decrees, regulations of the Philippines, local regulations and ordinances which may affect or apply to the operations and activities of the prospective contractor in the execution of the project design.

II - SURVEY AND STUDIES :

1 Survey of Existing Utilities

- A. The prospective bidders are expected to conduct an actual site survey of the project area to identify and verify preliminary parameters of the proposed structure. In the process, the prospective bidders shall be familiarized with the site condition and nearby building occupants.
- B. Likewise, it is expected that the prospective bidders shall be familiarized with existing relevant materials and other project literature, to be able to come up with the best proposal.
- C. Determine existing and proposed infrastructure, facilities and utilities which may have a bearing in the planning and design of the project. The proponent shall identify and/or locate existing utilities at site, namely :
 - ☐ Electrical Power Supply
 - ☐ Water Supply System
 - ☐ Sewer and Storm Drainage System

▫ **DELIVERABLES - SUBMITTAL/S :** REQUIREMENTS OF COA CAR -

▫ **STRUCTURAL WORKS :**

- 1 Five (5) photocopies and one (1) original copy of the Structural analysis/calculation, design and technical specifications, duly signed and sealed by a Structural Engineer.
- 2 One (1) set - original copy (reproducible) of Structural Plans drawn in an Auto Cad Program at a paper size 20" x 30 " with suitable scale and details, duly signed and sealed by a Structural Engineer.
- 3 Five (5) photocopies & one (1) original copy of Detailed Estimates including quantity take-off and computations of Structural Works duly signed and sealed by a Structural Engineer.

▫ **SANITARY WORKS :**

- 1 Five (5) photocopies and one (1) original copy of Sanitary analysis/calculation and design, duly signed and sealed by a Sanitary Engineer.
- 2 One (1) set - original copy (reproducible) of Sanitary Plans drawn in an Auto Cad Program at a paper size 20" x 30 " with suitable scale and details, duly signed and sealed by a Sanitary Engineer.
- 3 Five (5) photocopies & one (1) original copy of Detailed Estimates including quantity take-off and computations of Sanitary Works duly signed and sealed by a Sanitary Engineer.

▫ **ELECTRICAL WORKS :**

- 1 Five (5) photocopies and one (1) original copy of Electrical analysis/calculation and design; technical specifications duly signed and sealed by a Professional Electrical Engineer.
- 2 One (1) set - original copy (reproducible) of Electrical Plans drawn in an Auto Cad Program at a paper size 20" x 30 " with suitable scale and details, duly signed and sealed by a Professional Electrical Engineer.
- 3 Five (5) photocopies & one (1) original copy of Detailed Estimates including quantity take-off and computations of Electrical Works duly signed and sealed by a Professional Electrical Engineer.
- 4 One (1) original copy (reproducible) of Telephone and Internet Lines Layout Plans drawn in an Auto Cad Program at a paper size 20" x 30 " w/ suitable scale and details, duly signed and sealed by a Professional Electrical Engineer.

▫ **MECHANICAL WORKS :**

- 1 Five (5) photocopies & one (1) original copy of Detailed Estimates including quantity take-off and computations of Mechanical Works duly signed and sealed by a Professional Mechanical Engineer.
- 2 One (1) set - original copy (reproducible) of Mechanical Plans drawn in an Auto Cad Program at a paper size 20" x 30 " with suitable scale and details, duly signed and sealed by a Professional Mechanical Engineer.

▪ **OWNERSHIP OF THE DESIGN -**

The Designer shall provide the procuring entity copies of all the documents necessary in the implementation of the project. Copies shall be in soft (computer files) and hard, printed copies of the documents. The soft copies shall be in both Computer-Aided Design Drafting (CADD) File in CD and Portable Document Format (PDF). The design shall become property of COA CAR and may use the design or its concept in the renovation/construction works of the building in the future. Drawings and specifications submitted by the designer are properties of COA CAR thus, it would be unlawful to duplicate or make copies of these documents partly or in whole for other projects or buildings without the written consent of COA CAR Regional Office.

▪ **DURATION OF THE PROJECT -**

From preparation of Designs, Plans, Drawings and Program of Work (POW) with Detailed Estimates and quantity take-off including other pertinent requirements, if needed, **the project must be completed within thirty (30) calendar days from receipt of the Job Order.**

▪ **PAYMENT TERMS -**

▪	90%	-	Due after acceptance of all requirements stipulated above
▪	10%	-	Retention Fee - After completion of the project :
			Construction of Records Audit Evidence Management Unit (RAEMU) Building at
			COA PSAO, Bulanao, Tabuk City, Kalinga.