

## PROJECT REQUIREMENTS

### FOR THE PROCUREMENT AND IMPLEMENTATION OF THE PROPOSED COMPLETION OF MOTORPOOL AND PARKING AREA

*Of the Philippine Science High School- Central Mindanao Campus (PSHS-CMC)  
Located at Nangka, Balo-i, Lanao de Norte*

#### 1. BACKGROUND

PSHS-CMC has three (3) motor vehicle (mini-bus, passenger van and crosswind) which were parked at the service road or at the vehicle bay area together with the other private vehicle of employees. Oftentimes, when preventive or corrective maintenance have been undertaken, no dedicated place or area for servicing can be used for this purpose. Thus there is a need to have a well ventilated motor pool and parking area exclusively for the use of all owned motor vehicle and organized working space for the drivers including their tools when conducting preventive maintenance.

The Phase 1 of this project has an approved budget for contract (ABC) amounting to One Million Nine Hundred Forty Thousand Pesos (1,940,000.00) with corresponding scope of works:

- Site clearing, grubbing, layout and staking
- Structure excavation and embankment
- Footing, column, Tie Beam and Roof Beam
- Steel Girt with Red Paint, Roof Truss and Fascia Frame with Red Paint and Roofing
- Masonry Works with Footing and Reinforcement
- Sanitary Vault, Grease Trap, Catch Basin and Plumbing

#### 2. PROJECT DESCRIPTION AND LOCATION

The proposed structure is a single-storey reinforced concrete with an office and storage room with an estimated floor area of two hundred sixty (260) square meters. It can accommodate four (4) motor vehicles with a provision for offices, stock room, workshop area, toilet, and wash area.

The project has an approved budget for contract (ABC) amounting to One Million Nine Hundred Forty Thousand Pesos ( Php 1,940,000.00 ) inclusive of taxes.

The proposed project is located in the Philippine Science High School Central Mindanao Campus, Nangka, Balo-i, Lanao de Norte.

#### 3. SELECTION OF CONTRACTOR

3.1 Bidding shall be conducted by the Bids and Awards Committee (BAC) constituted to conduct the procurement of the project.

3.2 The CONTRACTOR shall be PCAB accredited.

#### 4. SCOPE OF WORK

##### 4.1 Pre-Construction Phase

- 4.1.1 Preparation of the PERT-CPM/ Gantt chart, equipment, materials and manpower schedule of the construction phase.
- 4.1.2 Provide all other necessary documents that shall be required by PSHS-CMC.

##### 4.2 Construction Phase

- 4.2.1 Implement the following scope of works as indicated in the construction drawings and specifications:
  - a. Concrete Works (Concrete Flooring & Concrete Parking Area)
  - b. Wall Masonry (Smooth Finishes of Column, Beam, Stairs & Concrete Wall)
  - c. Glass Doors and Glass Windows (Offices, Stock room & C.R)
  - d. Metal Works (S40 G.I Pipes and Steel Matting)
  - e. Ceiling Works (Offices, Stockroom, C.R & Hallways)
  - f. Painting Works
  - g. Plumbing Works
  - h. Tile Works (Offices, Stockroom, C.R, Kitchen, Sink and Hallways)
  - i. Electrical and Electrical Fixtures
- 4.2.2 Rectification of punch-listing works to be inspected and issued by PSHS-CMC.
- 4.2.3 Provide all other necessary documents that shall be required by PSHS-CMC.

##### 4.3 Post-Construction Phase

- 4.3.1 Preparation of as-built plans.

#### 5. MINIMUM REQUIREMENTS

##### 5.1 Personnel

- 5.1.1 Civil Engineer– Licensed with at least five (5) year experience in building construction works.
- 5.1.2 Safety Officer – Should be a Construction Occupational Safety and Health (COSH) or BOSH Certified.
- 5.1.3 Master Plumber – must be registered Master Plumber with at least five (5) years of experience.
- 5.1.4 Mechanical Engineer – licensed with at least five (5) years of experience in building construction works.
- 5.1.5 Electrical Engineer – licensed with at least five (5) years of experience in building construction works.



## **5.2 Equipment**

- 5.2.1 1 unit Concrete Mixer (1-bagger)
- 5.2.2 1 unit Plate Compactor
- 5.2.3 1 unit Welding Machine
- 5.2.4 1 unit Mini-Dump Truck
- 5.2.5 1 unit Generator Set , minimum of 25 kilowatt
- 5.2.6 2 units hand drill machine
- 5.2.7 2 units grinder
- 5.2.8 1 lot metal scaffoldings
- 5.2.9 1 unit Water Truck

## **6. PROJECT TIME SCHEDULE**

The CONTRACTOR shall complete the project within one-hundred twenty (120) calendar days from receipt of Notice to Proceed (NTP).

## **7. PSHS-CMC GENERAL RESPONSIBILITY**

- 7.1 Coordinate with the CONTRACTOR and the PMO pertaining to issues during the construction.
- 7.2 Conducts regular coordination meetings between the CONTRACTOR and the PMO.

## **8. CONTRACTORS GENERAL RESPONSIBILITY**

- 8.1 The CONTRACTOR shall certify that he has, at his own expense, Inspected and examined the proposed project site, its surroundings and existing infrastructure and facilities related to the execution of the work and has obtained all the of information that are considered necessary for the proper execution of the work.
- 8.2 The CONTRACTOR shall be PCAB accredited and shall have a Construction Safety and Health Program approved by DOLE and designed specifically for this project.
- 8.3 The CONTRACTOR will be held accountable for accidents that might occur during the execution of the project. The CONTRACTOR is required to install warning signs and barriers for the safety of the general public and the avoidance of any accidents and provide appropriate personal protective equipment for their construction personnel.

## **9. SUBMITTALS AND OTHERS**

- 9.1 Project detailed schedule in PERT-CPM and or Gantt chart format.
- 9.2 Materials/ Manpower Schedule
- 9.3 Equipment Schedule
- 9.4 Test Results
- 9.5 3 sets As-built Plan with digital copy



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9.6 All other necessary documents to be required by PSHS-CMC.

## 10. MANNER OF PAYMENT

10.1 PSHS-CMC shall pay the CONTRACTOR based on the following payment schedule:

Payment Schedule	Gross Amount (Php)	Cumulative gross amount of payment (Php)
<b>ADVANCE PAYMENT</b> 15% of the construction amount. The advance payment shall be in one time deduction from the First Progress Billing	291,000.00	291,000.00
<b>FIRST PROGRESS BILLING</b> 25% accomplishment One Time deduction of Advance Payment	194,000.00	485,000.00
<b>SECOND PROGRESS BILLING</b> 50% accomplishment	485,000.00	970,000.00
<b>THIRD PROGRESS BILLING</b> 75% accomplishment, third progress billing (net of recoupment of mobilization fee)	485,000.00	1,455,000.00
<b>FINAL BILLING</b> 100% accomplishment	485,000.00	1,940,000.00

10.2 Materials or equipment delivered on the site but not completely installed in place or used in the project shall not be included for payment.

10.3 All progress payment shall be subject to retention of ten percent (10%) based on the amount due.

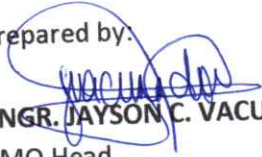
10.4 The CONTRACTOR may request in writing which must be submitted to form part of the Contract Documents, for an advanced payment equivalent to fifteen percent (15%) of the total Contract Price. The advance payment shall be made once the CONTRACTOR issues its irrevocable standby letter of credit from a reputable bank acceptable to PSHS-CMC, or GSIS Surety Bond of equivalent value, within fifteen (15) days from the signing of the Contract Agreement to cover said advanced payment.



10.5 The following documents must be submitted to PSHS-CMC before processing of payments to the CONTRACTOR can be made:

- 10.5.1 Statement of Work Accomplished (SWA)
- 10.5.2 Request for Payment by the Contractor
- 10.5.3 Pictures/photographs of original site conditions (for First Billing only)
- 10.5.4 Pictures/photographs of work accomplished
- 10.5.5 Inspection Work Request and Work Permit
- 10.5.6 Contractor's Affidavit on payments of labor and materials
- 10.5.7 Photocopy of Paid Disbursement Vouchers

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