

PROJECT REQUIREMENTS

FOR THE PROJECT – UPGRADING AND REPAIR OF ADMINISTRATION BUILDING

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

1. BACKGROUND

The administration building was constructed in year 2011. It houses the office of the campus director and its administrative staff.

To date, the campus staff had increased, hence additional floor area is needed to accommodate the added personnel.

2. PROJECT DESCRIPTION AND LOCATION

This edifice shall house additional floor area / rooms modify existing ones to accommodate the increased needs of the campus. It includes the upgrading of offices at the ground floor and expanding the Campus directors' office (2nd floor).

The project approved budget for construction is *Eighteen Million Eight Hundred Thirty Six Thousand Nine Hundred One & 72/100* (Php 18,836,901.72) 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 for the project.
- 4.1.2 Submit a comprehensive Safety and Health Program for the project approved by DOLE.
- 4.1.3 Submit Organizational Chart for the project.
- 4.1.4 Submit manpower and equipment loading.
- 4.1.5 Process Building Permit until approved from the concerned government agencies.
- 4.1.6 Provide all other necessary documents that shall be required by PSHS-CMC

4.2 Construction Phase

- 4.2.1 The contractor shall furnish all the construction materials needed for the execution of the work to include manpower, equipment, tools and other incidentals necessary to complete the works in accordance with the construction drawings, technical specifications. These include but are not limited to; Site development, Civil, Architectural, Electrical, Sanitary and Mechanical works.
- 4.2.2 Perform all works as enumerated in the Bill of Quantities.
- 4.2.3 Demolition works and to provide temporary enclosures for safety purposes.
- 4.2.4 Removal / demolish all existing structure that affects the new building configuration per drawings.
- 4.2.5 Remove all air conditioning units and re-install to each room.
- 4.2.6 Remove all existing items such as doors, windows, electrical fixtures, wirings, toilet fixtures, etc. and haul to a designated storage area within the campus.
- 4.2.7 Construct the building components complete resulting in operable and usable structure.
- 4.2.8 Layout piping, conduits, manholes, boxes and other lines for utilities including tapping to existing utility lines.
- 4.2.9 Haul all demolished materials that will not be re-used at a designated storage area within the campus.
- 4.2.10 Conduct all necessary tests (as required by PSHS-CMC) and issue reports of results.
- 4.2.11 Rectification of punch-listing works to be inspected and issued by PSHS-CMC and/or by the Consultant.
- 4.2.12 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.
- 4.3.2 Process occupancy permit from the concerned government agencies.

- 4.3.3 Clean and haul all demolished items to a designated area within the Campus.

5. MINIMUM REQUIREMENTS

5.1 Personnel

- 5.1.1 Civil Engineer- Licensed with at least three (3) years experience in building construction works.
- 5.1.2 Electrical Engineer – Licensed with at least three (3) years experience in building electrical works.
- 5.1.4 Mechanical Engineer – Licensed with at least three (3) years experience in building mechanical works.
- 5.1.3 Sanitary Engineer or Master Plumber – Licensed with at least three (3) years experience.
- 5.1.4 Safety Officer – Should be a Construction Occupational Safety and Health (COSH) or BOSH Certified.

5.2 Minimum Equipment

- 5.2.1 Concrete Mixer (1-bagger), 2-units
- 5.2.2 Concrete Transit Mixer, 2-units minimum (Owned or leased).
- 5.2.3 Pumpcrete, 1-unit (Owned or Leased)
- 5.2.4 Concrete Vibrators, 2-units
- 5.2.5 Welding Machine, 2-units
- 5.2.6 Backhoe, 1-unit
- 5.2.7 Dump Truck, 1-unit
- 5.2.8 Air Compressor
- 5.2.9 Jack Hammers (at least 2-units)

6. PROJECT TIME SCHEDULE

The CONTRACTOR shall complete the project within **two hundred forty (240) calendar days** from signing of the Contract.

7. PSHS-CMC GENERAL RESPONSIBILITY

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

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 Contractor shall assist OWNER in processing Building Permit and other Government permits.
- 8.3 The CONTRACTOR shall be PCAB accredited and shall have a Construction Safety and Health Program approved by DOLE and designed specifically for this project.
- 8.4 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 DURING THE PROJECT

- 9.1 Project detailed schedule in PERT-CPM and or Gantt Chart format.
- 9.2 Test Results.
- 9.3 Certificate of Occupancy.
- 9.4 All other necessary documents to be required by PSHS-CMC.

10. MODE OF PAYMENT

- 10.1 PSHS-CMC shall pay the CONTRACTOR progress payments based on billings for actual works accomplished, as certified by PSHS-CMC and the Designer. In no case shall progress billing be made more than once every thirty (30) calendar days. Materials or equipment delivered on the site but not completely installed in place or used in the project shall not be included for payment.
- 10.2 All progress payment shall be subject to retention of ten percent (10%) based on the amount due.
- 10.3 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.

10.4 First Payment/Billing shall have an accomplishment of at least 20%.

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

10.5.1 Progress Billing

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

Prepared by:


ELEAZAR A. ESLAO
Resident Engr.

Recommending Approval:


CARLITO C. LARIOSA
DAF Chief

Approved by:


LORVI B. PAGOROGON, RPAE, MHWQ
Campus Director