



Annex A. Terms of Reference (TOR)

TERMS OF REFERENCE

Consultancy Services

Project Title: **STRUCTURAL ENGINEERING SERVICES (STEEL DESIGN) FOR FOUR-STOREY LIBRARY BUILDING - BULANA O CAMPUS**

1. PROJECT DESCRIPTION

1.1 Background and Rationale:

For FY 2021, two (2) civil works projects were approved by the Department of Budget and Management which were included in the National Expenditure Program (NEP) for the Kalinga State University. These two projects will be implemented by January of next year upon award by the Head of Procuring Entity of the University. To fast track the implementation of multi-storey buildings, the Office of the Planning and Strategy Services decided to have a shift from Reinforced Concrete structures to Structural Steel Design. However, considering the technical manpower of the said office, they have no capability to come up with such design as there are no engineers who specialize on structural steel.

To obtain an authentic and reliable design, the Planning Department recommended on outsourcing the services of structural engineers, specializing on steel construction in coordination with the Director for Library Services and the University President.

1.2 Specific Objectives

The specific objectives of the project are the following:

- a. To come up with Structural Analysis and Design including Structural Drawings.
- b. To have a signed and sealed Structural Analysis and Design.
- c. To provide Responses to Request for Information and review and approval of third-party documents related to Structural Engineering
- d. To provide Estimate for Structural Material, Manpower and Equipment

2. SCOPE OF THE CONSULTANCY

The Scope of Work on the Structural Design will be as follows:

2.1 Structural Analysis and Structural Drawings

- a. Field measurement of structural members shall be done for the purpose of preparing the structural drawings.
- b. Soft and hardcopy of structural analysis
- c. Compliance with the filling out of documentary forms necessary and required in the processing of building permits.

2.2 Signed and Sealed Structural Drawings and Calculations

- a. Preparation and submission of drawings in CAD format (soft copy/ original and 7 sets of plans with minimum scale of 1:100 for the plans to be printed in an appropriate size of paper, hard copy) of the 4-storey building.



- 2.3 Responses to Request for Information and Review and Approval of Third-party documents related to Structural Engineering.
- 2.4 Estimate for Structural material, manpower and Equipment.
- 2.5 Conduct periodic site inspection, as the need arises or maybe deemed necessary during actual implementation of the project and submit a comprehensive inspection report, until full completion of all structural related works.

3. ELIGIBILITY REQUIREMENTS

3.1 Specialized

For the Detailed Design, the Bidder is required to design the project with the minimum number of professionals as shown below:

3.1.1 For Juridical Entity

- a. A local civil/ structural engineering design and services entity, duly organized under the laws of the Philippines
- b. At least sixty percent (60%) of the interest/ outstanding capital stocks belonging to the citizen of the Philippines.
- c. Employing experienced and Professional Regulations Commission (PRC) licensed Civil/ Structural Engineer/s, a member of the Association of Structural Engineer of the Philippines (ASEP) and in good standing.
- d. With extensive experience in providing general structural engineering design (Steel, reinforced concrete, composite steel- concrete, etc.).
- e. With a minimum of five (5) completed contracts/ projects.
- f. Prospective bidders are required to submit the following:
 - i. Copies of Certificate of Project Completion and Acceptance or equivalent Certification from their previous related projects.
 - ii. Company Profile
 - iii. Curriculum Vitae of Key Personnel highlighting their relevant work experience.

3.1.2 Consultant Team and Staff

To effectively carry out the task of the consultancy services for the project, the Team should be able to field key professional/ technical personnel with adequate educational and technical experience and capability of the fields of civil engineering, planning, structural design and project management. Any changes or replacements of assigned personnel shall be subject to KSU’s review and approval. It is expected that all key personnel, as proposed, should be available for the duration of the project, especially during kick-off meeting, presentation of records and anytime whenever their presence is essential in the discharge of their duties.

DESIGNATION	MAN-MONTH
PROFESSIONAL STAFF	
1. Project Manager/ Sr. Structural Engineer	1
2. Cost/Specs/Quantity Engineer	1
3. Jr. Structural Engineer	1
SUPPORT STAFF	
1. CAD Operator/ Computer Encoder	2



4. CRITERIA FOR SHORTLISTING

1. Qualification of Firm – 40%
2. Quality of Key Personnel – 40%
3. Job/Financial Capacity – 20%

5. CRITERIA FOR THE EVALUATION OF THE TECHNICAL AND FINANCIAL PROPOSAL

1. Technical Proposal (70%)

- a. Experience and Capability of the Firm (10 points)
- b. Qualification of Key Personnel proposed to be assigned to the Project (50 points)
- c. Plan, Approach and Methodology (40% points)

2. Financial Proposal (20%)

6. METHOD OF EVALUATION

The proposal will be evaluated using the Quality-Cost Based Evaluation (QCBE) Procedure under the IRR of RA 9184, with quality of the Technical Proposal allocated seventy percent (70%) and Financial Proposal thirty percent (30%).

7. REPORT REQUIREMENTS AND DELIVERABLES

The Consultant shall submit reports and documents for the project building that include but not limited to the following:

a. Structural Analysis	:	Soft and hardcopy of structural analysis
	:	Filled-out forms required in the processing of building permits
a. Structural Drawings	:	One (1) original copy to be submitted not later than Fourteen (14) days upon issuance of the Notice to Proceed
	:	Seven (7) copies/sets to be submitted at the beginning of the services
b. Contract Drawings	:	
b.1 Draft Final Design Plans and Drawings	:	One (1) original copy to be submitted not later than Fourteen (14) days upon issuance of the Notice to Proceed
b.2 Final Design Plans and Drawings (signed and sealed structural drawings and calculations)	:	Seven (7) copies/sets to be submitted at the beginning of the services
	:	
c. Completion Report	:	Seven (7) copies to be submitted at the beginning of the services

The Completion Report shall give a summary of the whole program of work carried out during the period of the services.



8. RESPONSIBILITY OF THE UNIVERSITY

The University shall:

- a. Provide full information on all requirements for the project.
- b. Give prompt written notice thereof to the Consultant, if it observes or becomes aware of any defect related to structural in the project.
- c. Designate, when necessary, representatives authorized to act on its behalf. It shall examine documents submitted by the Consultant and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Consultant design firm's work.

9. CONTRACT PERIOD

The Consultant's contract period for undertaking the services set out in this Terms of Reference shall not be more than Fourteen (14) calendar days.

10. APPROVED BUDGET COST (ABC)

The total approved budget cost for the Consulting Services on Procurement of Structural Engineering Services (Steel Design) for 4-Storey KSU Library is **One Million Philippine Pesos (PhP 1,000,000.00)**.

11. MODE OF PAYMENT

The payment for this consultancy service is on a one-time basis. The payment shall be made on January 2021 as this project is budgeted for next year.

All payments will be subject to the usual government accounting and auditing rules and regulations.

12. DISCLOSURE OF RELATIONS

All bidding documents shall be accompanied by a sworn affidavit of the Consultant that it, or any officer of its corporation, is not related to the Head of the Procuring Entity, members of the BAC, the TWG and the BAC Secretariat, by consanguinity or affinity up to the third civil degree. Moreover, the prospective bidder must also declare in the sworn affidavit that it does not have any "conflict of interest" with any government agencies or officials. Failure to comply by the aforementioned provisions shall be a ground for the disqualification of the bid in consonance with Section 30 of the IRR of RA 9184.

13. OWNERSHIP OF DOCUMENTS AND CONFIDENTIALITY OF DATA AND INFORMATION

Ownership of all designs, drawings, specifications and copies thereof including electronic file, prepared and furnished by the winning Consultant in the performance of the services subject of this agreement shall be vested in the University.

All data and information related to this project shall be treated as confidential and shall not be released without the written consent of the University.



14. COMMUNICATIONS

All communications about this project shall be addressed to the President of the Kalinga State University. During the bidding process, copies of the communication should be provided to the BAC Chairperson and the Head of the BAC Secretariat. A copy of technical queries should also be forwarded to the Director for Planning and Strategy.

14.1	President	:	DR. EDUARDO T. BAGTANG
14.2	BAC Chairperson	:	DR. EDNA P. YUMOL
14.3	BAC Secretariat	:	RONALDO B. DALUPING
14.4	Director for Planning and Strategy	:	DR. LOPE T. BUEN

15. CONSULTANT'S CONFORME ON THIS TOR

I hereby certify to deliver all the Requirements and comply with all the above Terms of Reference.

_____	_____	_____
Name of Company/Bidder	Signature Over Printed Name of Representative	Date