

TERMS OF REFERENCE FOR CONSULTING SERVICES

Project Title: Preparation of Detailed Engineering for Electrical Works of West Visayas State University Calinog Campus

I. Objectives:

The consultant is expected to prepare detailed engineering comprising of preparation of drawings of all designs; and material take off and cost estimate of materials, accessories, and equipment needed for electrical works.

II. Approved Budget for the Contract (ABC)

The ABC for the proposed consulting services is Three Hundred Thousand Pesos Only (Php 300,000.00) inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

III. Scope of Works

The Consultant/Firm shall undertake the following:

a. Ocular Survey of Campus Site

The Consultant shall conduct ocular survey / inspection of the campus site to determine the possible location of electrical lines and posts, power house, transformers and other accessories. The Consultant shall determine the existing power loads of the campus site to consider lightings, outlets, aircons, computers, internets, electric water pumps, etc.

b. Plans, Specifications, and Material Take Off

The Consultant shall prepare electrical plans (above the ground and underground), and specifications in accordance with electrical code of the Philippines. The plans and specifications shall be signed and sealed by the Professional Electrical Engineer (PEE). In addition, the Consultant shall prepare, signed, and sealed the bill of materials, accessories, and equipment; cost estimates needed for electrical works. The drawing plans shall include vicinity map, site development plan, lay out of electrical lines and posts, location of power house and transformers, and accessories. The basis of the design will be the present power loads plus the projected power loads for 50 years.

c. Requirements

The Consultant shall submit seven (7) copies of the electrical plans, specifications, bill of materials, cost estimates, and design computations duly signed and sealed by PEE to West Visayas State University Calinog Campus including Computer-Aided Design (CAD) file. The CAD File shall be drawn to a scale of 1:1000. The Plan shall be in an appropriate scale.

d. Quality Control

The Consultant shall fulfil all its obligations by using its technical expertise and in accordance with the highest professional and industry standards. The CONSULTANT shall exercise all reasonable skill, care, diligence and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of WVSUCC. To attain these ends, the Consultant/Firm shall provide personnel with sufficient qualifications and experience to ensure the full and satisfactory accomplishment of the required services.

IV. Qualification of Consultants and Its Key Personnel

The consultant must be in the business of providing electrical services for at least two (2) years. In case of joint ventures, each company should have at least three (3) years business operation;

The minimum required experiences of proposed professional staff are as follows:

Min. Number of Position	Name of Position	Qualification	Min. No. of Years at the Position
One (1)	Project Manager	Professional Electrical Engineer	Five (5)
One (1)	Electrical Engineer	Assoc. Electrical Engineer	Three (3)
One (1)	CAD Operator	Graduate of any 4-year course or	Three (3)

V. Project Time Line

Activity	Timeline (Working days)
a. Ocular Survey	5
b. Plans, Specifications, and Material Take Off	25
Total	30

VI. Contract Term

The Project shall be effective from the issuance of the Notice to Proceed to the Consultant/Firm.

Consultant/Firm is given thirty (30) working days to prepare and submit the required outputs reckoned from the date of receipt of the Notice to Proceed from WVSU Calinog. The Project shall end upon the receipt by the Consultant/Firm of the Certificate of Acceptance and Completion issued by WVSU Calinog, unless sooner terminated for a cause or upon mutual agreement by both parties.

VII. Mode of Payment

Any payments relative to the partial or full completion of the contract shall be in accordance with the government procurement and auditing regulations.

Prior to any release of payment, a statement of work accomplished must be submitted by the consultant and shall be subjected to verification by WVSU Calinog authorized representative.

VIII. LIQUIDATED DAMAGES


When the consultant fails to satisfactorily deliver services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the consultant shall be liable for damages for the delay an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed services scheduled for delivery for every day of delay until such services are finally delivered and accepted by the procuring entity concerned. Such amount shall be deducted from any money due or which may become due to the consultant.

IX. Mode of Procurement

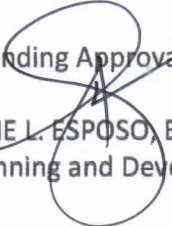
The procurement of the consulting services shall be undertaken through Alternative Mode - Small Value Procurement (AM-SVP) pursuant to RA 9184 and its Revised IRR. Bids shall be evaluated using the Quality-Cost Based Evaluation (QCBE) wherein the Technical Proposals shall be given a weight of 70% and the Financial Proposal shall be given a weight of 30%. The consultant obtaining the highest total score shall be declared by the BAC as the bidder with the Highest Rated Bid (HRB).

X. Assistance Provided by the WVSU Calinog

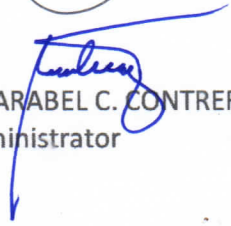
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