



# West Visayas State University

(Formerly Iloilo Normal School)  
CAMPUS PHYSICAL PLANNING OFFICE  
Luna St., La Paz, Iloilo City 5000  
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## TERMS OF REFERENCE (TOR) For the Procurement and Implementation of the Project "Construction of Three (3)-Storey Academic Building (BSIT)" of WVSU Himamaylan City Campus

### 1. PROJECT INFORMATION

#### 1.1 Project Description

The WVSU Himamaylan City Campus, having no licensed engineer to facilitate their preparation of detailed engineering documents, requested this office to assist in the preparation of engineering works. However, due to the lack of experts needed for the preparation of the said documents, and having this project included in the National Expenditure Program of 2024, thus the urgency of this project to be bidded out under the Early Procurement Activity (EPA) of this year. On this basis, the university deems it appropriate to undertake a Design and Build (DB) Scheme guidelines as per R.A. 9184 and its Implementing Rules and Regulations to ensure the implementation of this project.

The contract will involve the **Design and Build Scheme** leading to the construction of the **Three (3)-Storey Academic Building I (IT Building) at WVSU Himamaylan City Campus**. The lot where the 3-storey building will be built is presently vacant and adjacent to an existing 2-storey structure. The lot area is approximately 720 sq.m. with each floor having an area of 560 sq.m. for a total floor area of 1,700.00 sq.m. The plans and designs shall be in accordance with the plan of the said structures as conceptualized by the end user's technical team and by the winning bidder (as defined in Section 3.1.1 of this TOR).

The Project shall have an Approved Budget for the Contract (ABC) of **Php 20,000,000.00**, (Twenty Million Pesos only) inclusive of the cost for the Detailed Architectural and Engineering Design DAED (for the Complete 3-storey Building and for the Phase 1 works of the said project), the soil bearing/boring test, and the Construction proper for the Phase 1 of the 3-Storey Academic Building, inclusive of taxes.

The project shall have the following basic components:

- a) Complete Detailed Architectural and Engineering Design Plans, technical specifications, and design calculations for the **Complete 3-storey** construction of the Project. Such plans, designs, and technical specifications shall be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. The Design Development (DD) and the Contract Documents (CD) phases of the design shall continue after the bid is awarded. It shall likewise be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president.
- b) Complete Detailed Architectural and Engineering Design Plans, technical specifications, and design calculations for the **Phase 1** of the 3-storey construction of the Project. Such plans, designs, and technical specifications shall be subject for review and recommendation by the end-user together with the TWG for endorsement and approval by the president. The Design Development (DD) and the Contract Documents (CD) phases of the design shall continue after the bid is awarded. It shall likewise be subject for review



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and recommendation by the end-user together with the TWG for endorsement and approval by the president. Please see details of the Phase 1 scope of works on the support documents attached this TOR.

- c) The bid shall be based on the conceptual/schematic design drawings as prepared and conceptualized and detailed as to technical specification of rooms, amenities and utilities included in the building such as data connectivity, server and internet connections, mechanical connections and FDAS, CCTV and other cabling, septic tank, sanitary and water lines among others as specified and recommendation by the end-user together with the TWG for endorsement and approval by the president.
- d) The Contractor shall demolish/clear any structures obstructing the site. Clearing also entails protection of existing lines and amenities inside the premises of the site for the project. To include safeguarding of the existing adjacent buildings near the site.
- e) A Soil Boring/bearing test is required as basis for the structural foundation plan of the project. The conduct of the said activity can be performed thru sub-contracting by the winning bidder, provided that the company/firm to perform such tests are qualified/accredited by the DPWH for conduct of testing. Likewise, the winning bidder will be held accountable as to the correctness of data and design derived thru the soil test. A complete and certified test results with recommendations and all pertinent information must be submitted to the end user for verification.

## 1.2 Contractual Framework

The contractual arrangement to be used for the project is the Design-and-Build (DB) scheme. Under this scheme the procuring entity awards a single contract for the architectural/engineering design and construction to a single firm, partnership, corporation, joint venture or consortium. The winning contractor shall consult and collaborate with the WVSU Design Architect and TWG for the preparation of the Detailed Architectural Design of the Project. The Detailed Architectural and Engineering Design shall be subject for the review and recommendation by the end-user together with the TWG for endorsement and approval by the president.

The obligations and liabilities of the contractor and its Architect shall be joint and solidary for purposes of the Detailed Architectural Design of the Project in accordance with Article 1723 of the Civil Code of the Philippines and other pertinent laws.

The DB Scheme of procurement was recommended, endorsed, and adopted pursuant to the guidelines provided in Annex "G" – Guidelines for the Procurement and Implementation of Contracts of Design and Build Infrastructure of the revised IRR of RA 9184.

## 2. SCOPE OF CONTRACT

### 2.1 OBLIGATIONS OF THE WINNING BIDDER/CONTRACTOR

- a. Render architectural and allied engineering design services including final schematic design necessary for the implementation of the Project. The allied engineering



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design services shall include, but shall not be limited to, design for architectural, civil, structural, electrical, mechanical/fire protection, sanitary/plumbing, electronics, cctv and data (fiber optics) and security systems works. All drawings shall be generated using licensed AutoCAD or Revit software and printed on A1 (594mm x 841mm.) High-Quality Tracing Papers. The winning bidder is required to submit an electronic AutoCAD file of the complete DAED plans as well as the final As-built plans in the same format (reflecting the changes in the original plans);

- b. Undertake Detailed Architectural and Engineering Designs (DAEDs) using the given data such as topographic, hydrographic and cross-section surveys, geotechnical and geological investigation, and hydrologic investigation and initial schematic design or design concept provided by the end user.
- c. The project shall be constructed according to the DAEDs prepared by the Winning Bidder by recommendation of the end-user together with the TWG for endorsement and approval by the president.

## Considerations

- Part A – Facilities for the Engineer
- Part B – Other General Requirements

## Construction Phase

- ➤ Part A – Earthwork
- ➤ Part B – Plain and Reinforced Concrete Works
- ➤ Part C – Finishing
- ➤ Part D – Electrical
- ➤ Part E – Mechanical/Fire Protection
- ➤ Sanitary/Plumbing Works (under Part E – Mechanical/Fire Protection)

The Proponent shall submit a certification from a recognized foreign or international institution to the effect that the new materials or technology meets the standards for this Project and has been successfully used in existing structures with proven integrity.

**The Winning Bidder or Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty period specified in Section 62.2 of the IRR of RA 9184; and,**

- a. If applicable, secure environmental clearance or an “Environmental Compliance Certificate (ECC)”. If the proposed project is considered outside the purview of the Philippine Environmental Impact Statement (EIS) System, a Certificate of Noncoverage or Certificate of Exemption shall be secured.
- b. Supervise and monitor the implementation of the project; and,
- c. Secure/ process all permits to include DOLE permit, building permit, zoning permit, fire permit and others in similar nature for the project implementation.

## 2.2 OBLIGATIONS OF THE PROCURING OFFICE (WVSU)

- a. Provide full information on all requirements for the Project;



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- b. Approve the Winning Bidder or Contractor's design without diminishing their full and sole responsibility for the quality and integrity thereof;
- c. Give prompt written notice thereof to Winning Bidder or Contractor, if it observes or becomes aware of any defect in the Project;
- d. Designate when necessary, representatives authorized to act on its behalf. It shall examine documents submitted by the Winning Bidder or Contractor and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of their work. It shall observe the procedure of issuing orders to the Winning Bidder or Contractor;
- e. Supervise and monitor the implementation of the project; and,
- f. Pay the accomplishment accepted in the conformance with the MPSS included under the Design and Build Contract.

## 2.3 BIDDING DOCUMENTS

The Bidding Documents for the Project shall govern the conduct of the procurement of the Project.

## 3. SCOPE OF WORKS

### 3.1 DESIGN PHASE

#### 3.1.1 Preliminary Architectural Plan (PAP) by Bidder

The approved concept design shall adopt the old building of the Main campus design which is characterized by columns and arches. The building's design shall blend with Quezon Hall features of the Main Campus.

Bidders shall submit also an alternative design concept with respect to the space allocation which provides an optimum use of spaces taking into consideration the classrooms and offices shown on the end user's conceptual floor plans. This alternative design by the winning bidder shall be adopted should the same be found to be superior than the one conceptualized by the end user.

#### 3.1.2 Detailed Architectural and Engineering Design (DAED) by the Winning Bidder

During the implementation of the Project, the Winning Bidder shall prepare the DAED of the Project and submit the same to the end user (WVSU) for approval prior to the execution of the construction works. The winning bidder must submit 2 different set of detailed cost estimates, complete with BOQ and technical specifications for the following:

1. Complete Set of DAED plans, cost estimates, specification, design analysis, and other requirement for a complete design for the Proposed 3-storey Academic Building and;
2. Complete Set of DAED plans, cost estimates, specification, design analysis, and other requirement for a complete design for the Phase 1 construction works of the Proposed 3-storey Academic Building, to indicate in the plans the cutting line/ termination point for phase 1 and indicate the start for phase 2 and other succeeding works. The Phase 1 plans will be based on the overall complete plans as required in no.1.



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3. The same approved complete documents that will be used during the Phase 1 construction of the building will be the basis and reference plan for succeeding construction phases until the project is completed. For succeeding construction phases that merits change due to the needs and requirement of the end users, the plans may be allowed for any revisions if it only pertains to the space utilization and minor details that does not affect/impact the existing design. For any major revisions as to the structural component and the overall architectural and engineering design of the building, the original designer/s will be notified and if needed to seek their certification.

The winning bidder is required to submit 7 complete DAED set of plans in white print standard size, signed sealed with corresponding and valid licenses; and 5 sets each in A4 Bond Paper or otherwise specified for the BOQ, Detailed Cost Estimates, Technical Specifications, Structural Design Analysis, and Building Permit forms (all mentioned signed and sealed). Likewise, they are required to submit an e-copy of their works in AutoCAD format, a jpeg copy of perspectives, and an excel file of their prepared Bill of quantities and Detailed Cost Estimates, and in Word format the Detailed Technical Specifications and other design analysis. (This applies to the complete set of documents for the complete 3-Storey Building, and the Construction of Phase 1 of the building).

The Winning Bidder shall prepare the DAED based on its PAP as reviewed and accepted by the end user and in accordance with the MPSS. The DAED shall be undertaken with a degree of accuracy that will allow estimates to be made within approximately plus or minus five percent (+/-5%) of the final quantities.

Once approved by the end user, the Winning Bidder's DAED shall form part of the MPSS. The WVSU (end user)-approved DAED, together with the MPSS provisions on Construction under Section 2.0 hereof, shall govern the actual Construction undertaken by the Winning Bidder.

The Winning Bidder shall undertake the necessary field surveys and investigation in accordance with the end user's Design Guidelines, Criteria and Standards in the preparation of detailed engineering plans in accordance with the requirements of the TWG of the project. In carrying out these works, the Winning Bidder shall ensure that the engineering, environmental, social and resettlement teams collaborate closely throughout the entire process, particularly during field investigations and the development of the preliminary and final detailed engineering designs. The Winning Bidder shall ensure that all designs submitted for approval have fully taken into account key findings from the engineering, environmental, and social analyses and that negative environmental and social impacts have been minimized or eliminated to the fullest extent possible.

3.1.2 The foundation plan should be based on the design analysis of the carrying capacity of the intended structure. Thus, a **Soil investigation (Soil Bearing/Boring Test)** is required. This activity should be conducted by an accredited agency/testing center and should have concrete results and recommendations signed by certified and licensed engineers or qualified equivalent personnel with certifications. The Test results should clearly indicate the suggestions/recommendations for foundation plan, as well as water table levels, water/soil



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saturation test and other findings required on a soil boring test. As mentioned above, the winning bidder is only allowed to go into sub-contracting for conduct of soil testing, which is considered as special activity, that will be conducted by a qualified and accredited company or firm by the DPWH. The winning bidder will be held accountable of the said activity and of any results and documents that will be derived from the said works.

**3.1.3 See attached support documents for the checklist and details of the conceptual plan.**

## 3.2 CONSTRUCTION PHASE

The following works shall comprise this phase:

- I. Demolition/clearing of existing site.
- II. Boring test (required as pre-requisite to design of structural foundation).
- III. General requirements:
  1. Service Vehicles for the Engineer and Engineer's Representative during testing of materials and similar activities.
  2. Temporary facilities such as field offices for the engineers and quarters for laborers; bodega for the construction material.
  3. Office furniture and equipment, survey equipment and consumables not limited to:
  4. Photographs  

This item consists of the supply of equipment and materials, i.e., album, necessary to undertake photographic progress activities of the project and of all costs incidental to the preparation and submission of photographs (at least 12 photographs per day). The quantities for photographs shall be one (1) set of photographs per month selected and provided as "Progress Photographs". Unit measurement and payment shall be "Month".
  5. Health and Safety Program including Personal Protective Equipment (PPE)
  6. Environmental compliance
  7. Billboards (COA standard size)
  8. Traffic management
  9. Permits and Licenses

The winning bidder shall process and secure all the necessary permits as required by authorities for the preparation, and execution. The winning bidder shall coordinate with other agencies and pay the corresponding fees incidental to the acquisition of the required permits.

## IV. Building Construction

For Phase 1 of the project construction, the winning bidder will prepare the phase 1 works which will be based on the overall design of the 3-storey structure, wherein the phase 1 project construction costing will be in the amount of **PhP 20,000,000.00 (Twenty Million)**. The



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firm will provide complete detailed specifications for the said phase 1, as well as the necessary BOQ, structural analysis, design analysis, detailed architectural and engineering plans and the detailed estimates covered for and set as the cutting line/ end of works included in the said phase. Likewise, the winning bidder will already establish the cutting line (scope of works for phase 1), but not limited to preparation for future tapping points, dowels and other connections required to proceed for phase 2 and succeeding phases if needed.

#### 4. MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS (MPSS)

The Contractor shall undertake the design and construction of the Project in conformance with the MPSS as contained in Section VI of the bidding documents.

#### 5. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **Php 20,000,000.00**. This is the ceiling for acceptable bids. Bids higher than ABC shall be automatically rejected.

Particulars				Total (in Php)
<b>1. Remuneration Cost</b>				
a.) Basic Rates				
Scope of work	Qty.	Unit	Unit cost	
Soil Boring test	1	lot	50,000.00	50,000.00
Complete design of the 3-storey building	1	lot	950,000.00	950,000.00
a. Complete plans, specifications, detailed estimates for the 3-storey structure				
b. Complete plans, specifications, detailed estimates for Phase 1 of the 3-storey structure				
Construction of Phase 1 base on the BOQ and program of works as indicated/required	1	lot	19,000,000.00	19,000,000.00
<ul style="list-style-type: none"> <li>➤ DAED plans</li> <li>➤ Permits and licenses</li> <li>➤ As built plans</li> <li>➤ Mobilization</li> <li>➤ Reproductions and printings</li> </ul>				
<b>TOTAL APPROVED BUDGET OF THE CONTRACT</b>				<b>20,000,000.00</b>



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5.1 The contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the winning bidder.

5.2 Schedule release of payment for services rendered as follows:

-Based on progress billing according to the Approved Contract Amount upon submission of all required documents and endorsement of approval for payment by the Procuring Office. Percentage of billing accomplishment will be subject to inspection report for verification of actual percentage accomplishment.

### 5.3. Payment Scheme/Schedule

5.3.1. Payments for the contract by the winning bidder shall be made upon submission of all documents by the company accompanied by billing statement, and upon acceptance and issuance of certificate of satisfactory service by the Procuring Office. Billing must be accompanied by an Accomplishment Inspection Report, photos of accomplishments, and test results as performed (if applicable).

All submitted works will be checked before processing of payments. Winning bidder shall be paid according to the stated fees subject to the required Expanded withholding Tax (EWT) of Ten percent (10%) or Fifteen percent (15%), whichever is applicable, subject to the consultant's gross income and Final Withholding VAT of Five percent (5%).

Payments shall be made within reasonable time after submission of all required documents.

## 6. PROPOSED IMPLEMENTATION SCHEDULE (Example):

### Work Schedule

- a) For the following items, the design, computations and other detailed works for the mentioned works shall be submitted to the Procuring office within 45 calendar days upon receipt of Notice to Proceed (NTP) for checking and evaluation:
  1. Complete documents for the proposed 3-storey Academic Building
  2. Complete documents for the proposed phase 1 of the 3-storey Academic building
- b) Approved signed and sealed documents within 15 calendar days upon receipt of corrections and comments from the procuring office. For a total of sixty (60) CD for the preparation of detailed plans for items no.1 and no. 2 respectively.
- c) The total number of days for the Construction works for Phase 1 of the 3-Storey Building will be 210 (CD) calendar days.

## 7. ELIGIBILITY CRITERIA FOR BIDDERS

### 7.1 General

The Eligibility Requirements for this DB Project shall adopt the provisions of Annex "G" of the Implementing Rules and Regulations of RA 9184 (e.g. Eligibility Requirement). However,