



September 06, 2024

**REQUEST FOR EXPRESSION OF INTEREST
 FOR THE**

***Procurement of Consulting Services for the Design Revision
 of the Detailed Architectural and Engineering Design of the
 Proposed Saliksik Extension Building***

1. The Philippine Council for Health Research and Development (PCHR), through the **General Appropriations Act (GAA2024)** intends to apply the sum of **Six Hundred Eighty Thousand Pesos (PhP 680,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PCHR – REI – 2024 – 01**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The PCHR now calls for the submission of eligibility documents for the **Procurement of Consulting Services for the Design Revision of the Detailed Architectural and Engineering Design of the Proposed Saliksik Extension Building**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **September 13, 2024 (Friday) 10:00AM**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of at most five (5) prospective bidders who will be entitled to submit bids. In the event that more than five (5) prospective bidders qualify, only the top five (5) scorers will be shortlisted. The criteria and rating system for short listing are:

Criteria	Score	Required Minimum Score
I. Applicable Experience a. Overall experience of the firm	50	
II. Qualification of Principal and Key Personnel a. Education, Training and Publication b. Technical adequacy for assignment	40	
III. Job Capacity a. Number of Technical Personnel in the firm relevant to the project b. Present workload	10	
TOTAL SCORE	100%	70%

The prospective Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.

4. Bidding will be conducted through small value procurement procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

5. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation (QCBE) procedure**. Wherein the technical and financial proposal shall be given corresponding weight equivalent to **80% (technical) and 20% (financial)**.
6. The contract shall be completed within fifty (50) calendar days upon signing/receipt of Contract.
7. The PCHRD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchr.dost.gov.ph
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(sgd.)

MARIA VIOLETA G. INTIA
Chairperson, Bids and Awards Committee

CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab No.	EF	Description
1	EF 1	Eligibility Submission Form
2		Platinum PhilGEPS Certificate of Registration (each member in case of JV or Consortium)
3	EF 2	Statement of all on-going and completed government and private contracts including contracts awarded but not yet started
4	EF 3A	Summary of all completed government and private contracts. Supported with: 1. Contract; 2. Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts; 3. Customer Feedback / Customer Performance Evaluation Report for Completed Projects
	EF 3B	Summary of all on-going government and private contracts including contracts awarded but not yet started. Supported with: 1. Notice of Award; 2. Notice to Proceed or signed contracts for on-going contracts for contracts awarded but not yet started
5	EF 4	Consultant's References
6	EF 5	Summary of CVs
7	EF 6	Curriculum Vitae for each of the following nominated key staff (Please attach supporting documents, i.e. valid licenses/professional registrations, certificates of trainings attended, work experiences, highest educational attainment, and other supporting documents relative to credentials of proposed Professional Staff)
8	EF 7	Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professional authorized by the appropriate regulatory body to practice those professions and allied professions
9	EF 8	Curriculum Vitae of the Firm Supported with: 1. Company Profile (Background, Services Offered, etc.)
10		Audited Financial Statement, duly stamped "RECEIVED" by the BIR.
11		Valid joint venture agreement, in case a joint venture is in existence.

12	Supplemental Bid Bulletin, if any
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Note: PCHRD shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by PCHRD in relation to this bidding. The Consultant shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the documents and its amendments.

Reminder: ALL PAGES TO BE SIGNED BY BIDDER'S REPRESENTATIVE

TERMS OF REFERENCE

FOR

PROCUREMENT OF CONSULTING SERVICES FOR THE DESIGN REVISION OF THE DETAILED ARCHITECTURAL AND ENGINEERING DESIGN OF THE PROPOSED SALIKSIK EXTENSION BUILDING

1. BACKGROUND / RATIONALE

The Department of Science and Technology – Philippine Council for Health Research and Development (DOST-PCHRD) intends to engage a qualified and experienced Architectural and Engineering Design Firm to revise the Detailed A&E Design for the Proposed Saliksik Extension Building.

In Fiscal Year 2022, DOST-PCHRD procured consulting services for Green Architectural and Engineering Design for the Proposed Three-Story Extension Building, which includes a basement and roof deck. The contract was awarded to Enrique O. Olonan and Associates, in joint venture with Enrique O. Olonan and Associates Co. The deliverables were accepted by DOST-PCHRD on January 11, 2023. However, the development of a perimeter road within the site has critical implications for the design that must be addressed. To address this new development without necessitating a complete plan revision, the following adjustments to the building's layout were proposed:

1. Building Setback Adjustments: Relocate the building away from the two service roads, ensuring appropriate setbacks.
2. Powerhouse Re-layout: Reconfigure the powerhouse layout due to its impacted location by the new service road
3. Sewage Treatment Plant (STP) Modifications: Alter the sewage treatment plant layout affected by the new service road.
4. Connecting Bridge Modifications: Adjust the connecting bridge to accommodate changes in building distance and structural support.
5. Main Entrance and Drop-off Area Re-layout: Redesign the main entrance access road and drop-off area due to the building's relocation.

The Proposed Saliksik Extension Building is designed as a Green Building, aimed at generating low-cost energy and incorporating renewable energy and water conservation features. In addition to housing organic PCHRD staff, the building will accommodate secretariats for the Philippine National Health Research System (PNHRS), the Philippine Health Research Ethics Board (PHREB), the National Ethics Committee (NEC), and the COA office. It will also serve as the base for the ASEAN-NDI Secretariat, DOH program staff, and other special projects personnel.

2. OBJECTIVES

To engage the expert services of a qualified design firm for the revision of the detailed plan for the proposed Saliksik Extension Building.

3. GENERAL SCOPE OF SERVICES

The project calls for the revision of the detailed plan for the proposed Saliksik Extension Building.

7. MINIMUM REQUIREMENTS OF THE FIRM AND ITS KEY PERSONNEL

7.1 Firm

The prospective consultancy firm must have a minimum of three (3) years of similar and/or relevant experience related to this Terms of Reference (TOR).

Similar projects refer to contracts involving the preparation of tender documents, green architectural design, and detailed engineering design for government/public and/or private buildings.

Relevant projects refer to contracts involving the preparation of tender documents and architectural and engineering design for other vertical structures, such as dams, ports, airports, and similar projects.

7.2 Key Personnel

- 7.2.1 Design Architect/s – Architect with minimum of seven (7) years experience in design of similar or greater complexity and in coordinating architectural with engineering and other disciplines.
- 7.2.2 Structural Engineer/s – Structural Engineer/s with extensive experience in design of structural steel and reinforced concrete structures for commercial, institutional, industrial building or projects of similar or greater magnitude and complexity, with minimum of seven (7) years civil/structural design experience.
- 7.2.3 Electrical Engineer/s - Electrical Engineer/s with extensive experience in design of electrical system requirements for commercial, institutional, industrial building or projects of similar or greater magnitude and complexity, with minimum of seven (7) years of electrical design experience.
- 7.2.4 Sanitary Engineer/s - Sanitary Engineer/s with extensive experience in design of storm and waste drainage system requirements and water distribution system requirements for commercial, institutional, industrial building or projects of similar or greater magnitude and complexity, with minimum of seven (7) years of sanitary/plumbing design experience.
- 7.2.5 Mechanical and Fire Protection Engineer/s – Professional Mechanical Engineer/s with extensive experience in design of air conditioning, ventilation and fire protection requirements for commercial, institutional, industrial building or projects of similar or greater magnitude and complexity, with minimum of seven (7) years of mechanical design experience.

All design (architectural and engineering) professionals to be deployed for this project must be registered with a valid PRC License.

8. SHORTLISTING OF PROSPECTIVE BIDDERS

Criteria	Weight (%)
I. Applicable Experience	50
a. Overall experience of the firm	
II. Qualification of Principal and Key Personnel	40
a. Education, Training and Publication	
b. Technical adequacy for assignment	
III. Job Capacity	10
a. Number of Technical Personnel in the firm relevant to the project	
b. Present workload	

Total	100
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Prospective bidders must achieve a minimum score of 70% to be shortlisted. Failure to meet the specified requirements will result in a score of zero (0) for that particular criterion.

9. DETERMINATION OF THE HIGHEST RATED BID (HRB)

Shortlisted bidders shall be evaluated to determine the bidder with the HRB, wherein the criteria shall be as follows:

Criteria	Weight (%)
I. Applicable experience of the firm	10
II. Qualification of key personnel	30
III. Adequacy of the proposed work plan and methodology and the organization and staffing	60
Total	100

To be declared as a Highly Responsive Bidder (HRB), the bidder must achieve a minimum technical score of seventy-five percent (75%). Failure to meet the specified requirements will result in a score of zero (0) for that particular criterion.

10.0 METHOD OF EVALUATION

Proposals will be evaluated using Quality-Cost Based Evaluation (QCBE) procedure wherein the technical and financial proposal shall be given corresponding weight equivalent to 80% (technical) and 20% (financial).

11.0 RESPONSIBILITY OF DOST-PCHRD

- 10.1 The DOST-PCHRD shall provide full information on all the requirements for the project
- 10.2 The DOST-PCHRD shall expedite all decisions required by the Consultant to proceed with their duties.
- 10.3 The DOST-PCHRD shall make timely payments to the Consultant for the services rendered.

12.0 PROJECT CONSTRUCTION COST

The Project Construction Cost shall mean the cost of all items indicated in the drawings, as specified or designated by the Design Firm subject for review of DOST-PCHRD.

13.0 OWNERSHIP OF DOCUMENTS AND CONFIDENTIALITY OF DATA AND INFORMATION

Ownership of all designs, drawings, specifications and copies thereof including electric file, prepared and furnished by the Design Firm in the performance of the services subject of this agreement shall be vested to DOST-PCHRD.

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

14.0 CONTRACT FEE AND TERMS OF PAYMENT

14.1 Fee

For and in consideration to the faithful and full performance of the services enumerated herein, DOST-PCHRDR agrees to pay the Design Firm the fee as may be agreed upon on by the parties after negotiations provided that the amount indicated in the financial envelope shall be made as the basis for negotiations, and the total contract amount shall not exceed the amount indicated in the envelope and the approved budget of the contract as stated in the invitation to Apply for Eligibility and to bid. The foresaid fee inclusive of all applicable taxes

14.2 Terms of Payment


The payment scheme below shall be observed in the processing of payment in favor of the Design Firm DOST-PCHRDR shall release the balance of fifteen percent (15%) to the Design Firm upon the final acceptance of the work and upon clearance of all liabilities relative to the PROJECT.

- a) **Fifteen percent (15%)** of the above fee shall be payable upon completion of the **Design Revision Phase** as approved by DOST-PCHRDR.
- b) **Eighty-five percent (85%)** of the above fee shall be payable upon the completion of the **Contract Document Phase** as approved by DOST-PCHRDR.


15.0 CONTRACT DURATION

The deliverables as stated in this TOR shall be submitted within fifty (50) calendar days upon award of the contract.


Prepared by:


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Recommending Approval:


MICHELLE W. ATIENZA
Chief Administrative Officer
Finance and Administrative Division

APPROVED:


PAUL ERNEST N. DE LEON
Officer-in-Charge
Office of the Executive Director