



## TERMS OF REFERENCE

# PROCUREMENT OF PROJECT MANAGEMENT SERVICES FOR TECHNICAL AND SUPPORT STAFF AUGMENTATION

University of the Philippines Mindanao UP Mindanao Campus Mintal Tugbok District, Davao City

Campus Planning and Development Office
OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES MINDANAO

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#### Part I GENERAL PROJECT INFORMATION

#### 1 PROJECT DESCRIPTION

#### 1.1 Project Title:

# Procurement of Project Management Services for Technical and Support Staff Augmentation

#### 1.2 General Description

The procurement is to put in place a Project Management Team (PMT) for the day-to-day CPDO functions including participation in the pre-DAEDS preparation, DAEDS Review, Project Supervision of construction, attend/conduct meetings with Contractors/Consultants, to facilitate the completion and timely delivery of existing projects as enumerated in the contract and such other projects that may be started during the period of the contract.

#### 2.0 GENERAL SCOPE OF WORK

The scope of services of this contract are as follows:

- i. Planning, administration and monitoring of CPDO projects;
- ii. Rendition of technical and management advice;
- iii. Reporting and Documentation of all project deliverables as outline in Part II Section 2.0 Indicative Scope of Work and Schedule of Deliverables;
- iv. Ensure compliance of the project implementation to the Rules and Regulations of the RA 9184 and its policies including safeguards, guidelines, requirements, and relevant government regulations.

## PART II THE PROJECT MANAGEMENT TEAM'S RESPONSIBILITIES

#### 1.0 General Provisions

The PMT shall (Refer to Annex A for reporting channels in the UP Mindanao CPDO Org Chart)

- i. be responsible for carrying out all tasks to ensure successful delivery and in a timely manner.
- ii. prepare all necessary reports/ analysis/documents as required to successfully manage the implementation of the University projects
- iii. comply with CPDO's document register monitoring, and other documentation protocols
- iv. perform forecasting techniques, Value of Work Done (VOWD), Flash Reporting for all work done
- v. provide clarifications and/or revisions to the construction documents arising from the normal process of construction and the review of drawings, product data and samples for conformance with the technical specifications and/or concepts expressed in the contract documents.
- vi. perform such other functions and responsibilities that may be assigned to them during the contract.

### 2.0 Indicative Scope of Work and Schedule of Deliverables

Functional Responsibility	Deliverables	Type of Deliverable	Frequency
Project	Project Execution Plan	Document	60 days after NTP of DAEDS Project
Management	Design Work Plan	Document	60 days after NTP of DAEDS Project
entrest tro-buses out that e.	Project Deliverables / Turnover Procedure	Document	60 days after NTP receipt
	Organization Chart	Chart	30 days after Mobilization; Revisitation if required
	Staffing Plan	List	7 days after Mobilization
	Project Roster / Contacts List	List	7 days after Mobilization
	Document Management Process	Document	60 days after Mobilization
	Project Action / Milestone / Decision Logs	List	Monthly basis
	Progress Reports	Report	Bi-Monthly and Monthly
	Lessons Learned Report	Report	End of Project
Project Controls	Project Close-out Report	Report	30 days after Issuance of Certificate of Completion
	Project Controls Procedure	Document	60 days after Mobilization
	Work Breakdown Structure ( DAEDS and Construction)	Chart	Upon the Start of project execution and preparation
	Cash Flow Forecasting	Estimate	Monthly basis
	Project Schedule	Schedule	Monthly basis
	Project Calendar	Schedule	15 days after Mobilization; Revisition if required
	Project Cost Reports	Report	Monthly basis
	Trend Notices	Report	Monthly basis
	Change Management	Report	Monthly basis
		Estimate	
Regulatory /	Weekly Quantities/Monthly Report		Weekly, Monthly
	Environmental Management Plan	Document	30 days after Mobilization
HSE Compliance	Health and Safety Plan	Document	30 days after Mobilization
	Project Permit List	List	15 days after Mobilization
	Near-Miss & Accident Reports	Report	Weekly
	Safety Audits	Report	Monthly basis
	Toolbox Talk and Report	Report	Weekly, Monthly
Engineering -	Design Guidelines	Document	30 days after Mobilization
Others	Design Drawings		
	Fire Hazard Zone Drawing	Drawing	As the needed arises
	Fire Water Layout Drawing	Drawing	As the needed arises
	Standards and Specifications	555-56	
	List of Codes, Standards, & Regulations	List	30 days after Mobilization
	Master List of Specifications	List	Upon the Start of project execution and preparation
Mechanical	Mechanical Equipment Design Criteria (includes HVAC)	Document	30 days after Mobilization
	Mechanical Design Basis (includes HVAC)	Document	Upon the Start of project execution and preparation
	Mechanical Equipment Scope Documents	Document	Upon the Start of project execution and preparation
	Mechanical Equipment Functional Specifications	Document	Upon the Start of project execution and preparation
	Mechanical Equiment Specifications	Document	Upon the Start of project execution and preparation
	Mechanical Calculations	Calculation	Upon the Start of project execution and preparation
	Mechanical Equipment List	Document	Upon the Start of project execution and preparation
	Mechanical Drawings:	Document	open the start of project excellent and proparatio
	Material Selection Diagrams	List	During Front End Engineering Phase
	HVAC Schematics and Layouts	Drawing	During Front End Engineering Phase
	Standard Mechanical Detail Drawings	Drawing	During Front End Engineering Phase
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Civil, Structural,	Equipment Detail Drawings	Drawing	During Front End Engineering Phase  30 days after Mobilization
	Structural Design Criteria	11.00	
Architectural	Civil Design Basis	Document	30 days after Mobilization
	Specifications	Document	60 days after Mobilization
	Civil, Structural Calculations	Calculation	Upon the Start of project execution and preparation
	Site Survey Monument Location Plan	Drawing	30 days after Mobilization
	[Centechnical Investigation		
	Geotechnical Investigation	Document	Upon the Start of project execution and preparation
	Civil, Structural, Architectural Drawings	Document	Upon the Start of project execution and preparation
		Document	
	Civil, Structural, Architectural Drawings		Upon the Start of project execution and preparation
	Civil, Structural, Architectural Drawings Topographical Map	Document	Upon the Start of project execution and preparation Upon the Start of project execution and preparation
	Civil, Structural, Architectural Drawings Topographical Map Site Preparation and Rough Grading Drawing	Document Document	Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation
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	Civil, Structural, Architectural Drawings Topographical Map Site Preparation and Rough Grading Drawing Foundation Drawings Structural Steel Drawings Architectural Drawings Standard Civil, Structural & Architectural Det Shop Drawings 3D CADD C/S/A Model Civil Material Take-Off (MTO) Structural Material Take-Off (MTO) Engineering Scope of Work Electrical Design Criteria Standards and Specifications	Document Document Document Document Document Document Document Jocument Document Document Document Document Document Document	Upon the Start of project execution and preparation upon the Start Mobilization
	Civil, Structural, Architectural Drawings Topographical Map Site Preparation and Rough Grading Drawing Foundation Drawings Structural Steel Drawings Architectural Drawings Standard Civil, Structural & Architectural Det Shop Drawings 3D CADD C/S/A Model Civil Material Take-Off (MTO) Structural Material Take-Off (MTO) Engineering Scope of Work Electrical Design Criteria Standards and Specifications Electrical Calculations	Document Document Document Document Document Document Document 3D Model Document Document Document Document Document	Upon the Start of project execution and preparation upon the Start Mobilization upon the design phase
	Civil, Structural, Architectural Drawings Topographical Map Site Preparation and Rough Grading Drawing Foundation Drawings Structural Steel Drawings Architectural Drawings Standard Civil, Structural & Architectural Det Shop Drawings 3D CADD C/S/A Model Civil Material Take-Off (MTO) Structural Material Take-Off (MTO) Engineering Scope of Work Electrical Design Criteria Standards and Specifications	Document Document Document Document Document Document Document Jocument Document Document Document Document Document Document	Upon the Start of project execution and preparation upon the Start Mobilization upon the design phase
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	Civil, Structural, Architectural Drawings  Topographical Map Site Preparation and Rough Grading Drawing Foundation Drawings Structural Steel Drawings Architectural Drawings Standard Civil, Structural & Architectural Det Shop Drawings 3D CADD C/S/A Model Civil Material Take-Off (MTO) Structural Material Take-Off (MTO) Engineering Scope of Work Electrical Design Criteria Standards and Specifications Electrical Equipment List	Document	Upon the Start of project execution and preparation upon the Start of project execution and preparation upon the Start of project exec
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Electrical/ Auxilliary	Civil, Structural, Architectural Drawings  Topographical Map Site Preparation and Rough Grading Drawing Foundation Drawings Structural Steel Drawings Architectural Drawings Standard Civil, Structural & Architectural Det Shop Drawings 3D CADD C/S/A Model Civil Material Take-Off (MTO) Structural Material Take-Off (MTO) Engineering Scope of Work Electrical Design Criteria Standards and Specifications Electrical Equipment List Reviews: Single Line Diagrams	Document	Upon the Start of project execution and preparation upon the Start Mobilization upon the Start Mobiliz

Functional	Dellementer	Type of	-
Responsibility	Deliverables	Deliverable	Frequency
	Lighting Layout Drawings	Drawing	Upon the Start of project execution and preparation
	Grounding Layout Drawings	Drawing	Upon the Start of project execution and preparation
	Power Layout Drawings	Drawing	Upon the Start of project execution and preparation
	Electrical Heat Tracing Isometrics	Drawing	Upon the Start of project execution and preparation
	CCTV System Layout Drawings	Drawing	Upon the Start of project execution and preparation
	Standard Electrical Installation Detail Drawings	Drawing	Upon the Start of project execution and preparation
	Wiring Diagrams	Drawing	Upon the Start of project execution and preparation
	3D CADD Electrical Model	3D Model with	During the design development phase
	AND ROLLINGS WHO WONED ON THE PROPERTY SERVICES	Simulation	During the design development phase
	Bulk Electrical Material Take-Off (MTO)	Document	Upon the Start of project execution and preparation
	Inspection and Testing Plans (ITP)	Document	Upon the Start of project execution and preparation
	Vendor / Shop Documents & Drawings	Document	Upon the Start of project execution and preparation
	Engineering Work Packages (Electrical)	Document	Upon the Start of project execution and preparation
Procurement	Procurement Plan	Document	30 days after Mobilization
For all on-going	Procurement Progress Reports	Report	Upon the Start of project execution and preparation
Construction projects	Shipping and Receiving Confirmation Reports	Report	Upon the Start of project execution and preparation
Quality Assurance	Quality Testing Procedures	Document	30 days after Mobilization
for Site Activities:	Technical Review	Document	Upon the Start of project execution and preparation
<ul> <li>concrete pouring</li> </ul>	Quality Audit Reports	Document	Upon the Start of project execution and preparation
inspection	QA / QC Documentation	Document	Upon the Start of project execution and preparation
<ul> <li>inspection of works</li> </ul>	Material Test Reports	Document	Upon the Start of project execution and preparation
prior to execution	Certificate of Compliance	Document	Upon the Start of project execution and preparation
- Testing and	Compaction Tests	Report	As per site schedule
Commissioning	Concrete Test Reports	Report	As per site schedule
	Other Quality Tests	Document	Upon the Start of project execution and preparation
	Equipment Testing Reports	Document	Upon the Start of project execution and preparation
Construction /	Construction Management / Execution Plan	Document	30 days after Mobilization
Shop Fabrication	Site Work Permit and Utilization Plan	Approval	Upon the Start of project execution and preparation
200	Building Permit (construction office)	Approval	Upon the Start of project execution and preparation
	Power, Water, Sewer Permit (construction)	Approval	Upon the Start of project execution and preparation
	Waste Disposal	Approval	Upon the Start of project execution and preparation
	Notice of Start to Construct	Approval	Upon the Start of project execution and preparation
	Site Inspection Reports	Report	Upon the Start of project execution and preparation
	Construction Progress Reports	Report	Weekly
	Construction Progress Certificates	Other	Upon the Start of project execution and preparation
	Site Installation Test Reports	Report	Upon the Start of project execution and preparation
	Final Inspection and Turnover Documentation	Other	End of Project
	Final Acceptance Certificate	Other	End of Project
Operations	Operations and Maintenance Philosophy	Guideline	Before Project Close out
	Facility Commissioning and Start-Up Plan	Program	During Punchlist exercise
	Commissioning and Start-Up Procedures	Procedure	Start of the Project
	Operator Training Manuals	Other	Before Project Close out
	Safe Operating Procedures (SOP)	Procedure	Start of the Project
	Performance Test Reports	Report	Before Project Close out

#### 2.0 BIDDING PHASE

#### 2.1 ELIGIBILITY AND QUALIFICATION

The eligibility requirements and qualification process shall be in accordance with the provisions of Section 24, Section 25.2.c and Annex "B" of the 2016 Revised IRR of RA 9184.

- A. The Bidder shall be a **PhilGEPS-registered firm** with experience and background in **Project Management Consultancy**.
- B. The Bidder shall have an existing office or if none, shall establish a satellite office within 5.0-kilometer radius from UP Mindanao to streamline the process and allow optimum allocation of resource, a quick turnaround of instruction, be able to participate in weekly technical meetings conducted by CPDO, where matters relevant to the project are discussed or information of the project are disseminated.
- C. Indicative Personnel for Deployment
  - (i) The Bidder shall provide all the technical personnel required by the University herein listed and shall further ensure that all personnel to be deployed under the contract meet the work experience and qualifications of each position as outlined in the table below.

ii) Eligibility, Qualification and Experience of Key Personnel: (Refer to Annex C for the Eligibility Criteria)

Discipline/ Designation/ Key Personnel BOR* Designation	Minimum Educational Qualifications	Minimum Length of Professional Experience	Qualification and  Experience on Similar Projects or Assignments	Minimum Submission Requirements to Qualify for Evaluation:
1) Architect / Sr. Technical Advisor / Junior Managing Architect	Registered and Licensed Architect	Minimum 8 years of project related technical field required	<ul> <li>a) Should have led multi-disciplinary teams for Design review &amp; PMT of similar assignments, strong working knowledge of pre-design and pre-construction, building systems/ components and technology, contract management, project delivery methods, team building and client relationship building required</li> <li>b) able to interface with allied trades' design requirements and assist to highlight and define the impact of the other engineering systems to the structure and design including cost implications</li> </ul>	a) Sample of Actual work and implemented work as Architect-of-Record;  b) Sample of working drawings produced
2) Architect/ Sr. Technical Advisor/ Supervising Architectural Associate	Registered and Licensed Architect	Minimum 5 years of project related technical field required	<ul> <li>a) Should have worked in similar capacity as an Architect in similar Assignments, strong working knowledge of pre-design and pre-construction, building systems/ components and technology, contract management, project delivery methods, team building and client relationship building required</li> <li>b) able to interface with allied trades' design requirements and assist to highlight and define the impact of the other engineering systems to the structure and design including cost implications</li> </ul>	a) Sample of Actual work and implemented work as Architect-of-Record;  b) Sample of working drawings produced
3) Project Architect (PA)/ Jr. Technical Advisor/ Senior Architectural Associate	Registered and Licensed Architect	Minimum 3 years of project related technical field required	Should have worked in similar capacity as an Architect in similar Assignments, strong working knowledge of pre-design and pre-construction, building systems/components and technology, contract management, project delivery methods, team building and client relationship building required;	Sample of working drawings produced, sketches, renderings
4) Site Superintendent/ Construction Specialist/ Junior Managing Engineer	Registered and Licensed Civil Engineer	Minimum 5 years of project related technical field required and construction management.	Should have worked with multi-disciplinary teams, knowledge of program and project management, engineering and construction practices and economic principles; calculation methods; design details; Philippine codes, standards, procedures, and specifications.	sample of scheduling works and program of works created for a particular project
5) Cost Engineer/ Sr. Technical Advisor/ Supervising Engineering Associate (CE)	Registered and Licensed Civil Engineer	Minimum 5 years of project related technical field required and construction management.	Should have worked in similar capacity as a Cost Engineer in similar Assignments; can manage and conduct accurate and timely financial accounting transactions, collaborate with business to analyze, and manage costs, prepare internal management information reports and ensure compliance with University policies, procedures, regulatory requirements and financial and accounting reporting standards. Forecasting, VOWD and Cost controlling	sample of cost estimates

6) Contracts Administrator/ Sr. Technical Advisor/ Senior Engineering Associate (CE, PA, EE or ME)	Registered and Licensed Civil Engineer	Minimum 5 years of project related technical field required and construction management.	a) b)	Should have worked in similar capacity as a Contract Specialist in similar Assignments; proactively lead Change Order meetings, TOR Preparation and disputes.  Able to determine the workability of the schedule such that actual deliverables are materialized and be able to forecast delays during the course of monitoring; determine, understand and highlight the impact of schedule deviations; substantiate and record	Write-up on work process
7) Structural Engineer/ Sr. Technical Advisor/ Senior Engineering Associate (CE)	Registered and Licensed Civil Engineer, practicing Structural Engineer	Minimum 10 years of project related technical field required and construction management.	a) b)	Should have worked in similar capacity as a Structural Engineer in similar Assignments with independently able to deliver closeout cost type contracts and task orders using their knowledge of Government closeout regulations, contract terms, and company policies and procedures. Perform multiple reconciliation and alignment studies for on-going design developments; assist with value Engineering evaluation of projects able to interface with design requirements and assist to highlight and define the impact of the all-other engineering systems to the structure and design including cost implications	Submit sample of work implemented with own output possibly signed and sealed, with calculations, system applied, detailed estimates, program of works and schedule
8) Mechanical Engineer/ Design Engineer/ Senior Engineering Associate (ME)	Registered and Licensed Mechanical Engineer with Master's Degree preferred	Minimum 5 years of project related technical field required and construction management.	a) b)	Should have led multi-disciplinary teams for Design review, can deliver detailed analytical concepts and then back up those concepts with written justification. Able to take a project from the conceptual stage through to completion, taking into account budgeting and operational considerations; able to interface with design requirements and assist to highlight and define the impact of the mechanical systems to the structure and design including cost implications	Submit Sample of implemented work and own drawing output, cost estimates and schedule of work
9) Electrical Engineer/ Design Engineer/ Senior Engineering Associate (EE)	Registered and Licensed Electrical Engineer with Master's Degree preferred	Minimum 5 years of project related technical field required and construction management.	a) b)	should have worked in similar capacity as an Electrical Engineer in similar Assignments; has managed the design review and construction of electrical systems in compliance with the necessary codes. Facilitated testing, installation and maintenance of large-scale electrical systems that transmit and generate power; should have experience in the generation of energy audit evaluation, reports and calculations for energy conservation program and implementation	Submit sample of work implemented with own output, with calculations, system applied, detailed estimates, program of works and schedule
10) Electronics and Communication	Registered and Licensed Electronics and Communication	Minimum 5 years of project related technical field required	a)	Should have worked in similar capacity as an Electronics and communication Engineer in similar Assignments; involved at all design and planning stages of a project	Submit sample of work implemented with own output, with calculations, system

Engineer/ Design Engineer/ Senior Engineering Associate (ECE)	Engineer Master's degree preferred	and construction management.	b)	able to interface with design requirements and assist to highlight and define the impact of the communication systems to the structure and design including cost implications and impact on schedules	applied, detailed estimates, program of works and schedule
11) Health and Safety Coordinator/ Sr. Technical Advisor/ Senior Engineering Associate (CE, PA, EE or ME)	Registered and Licensed Architect/ Engineer	Minimum 5 years of project related technical field required and construction site health and safety management.		able to deliver Architectural/Engineering tasks as assigned and required for timely delivery; Focused on prevention, conscientious and farsighted, detailoriented and ready to act in emergencies able to implement and monitor needed safety compliance across all construction sites in the campus and generate weekly report to mitigate unsafe practices hazards and unhealthy situations, follow	Submit sample Architectural or Engineering output in form of own drawings, site reports and the like
	Certified Health and Safety Coordinator (HSC)	Minimum 3 years in Construction Site Health and Safety management		up on the corrections, and closeout of safety issues with proper reporting and documentation. able to calculate risks, identify and highlight safety measures and protocols required for site activities and programs and follow through proper implementation on site; able to facilitate compliance with occupational health and safety (DOLE) guidelines	Submit sample safety report generated for an actual project implemented with supervisor signature;
12) Sanitary Engineer/ Plumbing Engineer/ Technical Advisor/ Senior Engineering Associate (CE, EE or ME)	Registered and Licensed Sanitary Engineer	Minimum 3 years of project related technical field required and construction management.	a) b)	Should have worked in similar capacity as a Scheduling Specialist in similar Assignments; High organizational skills and proactive approach in project management; Highly proficient in the following engineering design fundamentals: hot and coldwater systems, sanitary plumbing, surface water drainage; able to interface with design requirements and assist to highlight and define the impact of the sanitary systems to the structure and design including cost implications and impact on schedules	Submit sample of work implemented with own output, with calculations, system applied, detailed estimates, program of works and schedule
13) Quantity Surveyor/ Specification Writer/ Technical Advisor/ Engineering or Architectural Associate (CE, PA, EE or ME)	Registered and Licensed Architect/Engineer	Minimum 3 years of project related technical field required and construction management.	sim des pro	ould have worked in similar capacity as a Scheduling Specialist in nilar Assignments; Develops, writes, and edits functional scriptions, system specifications, special reports, or any other specifications, special reports, or any other specifications. Experience in Quantity culation	Sample take-off and quantity surveying output with sample project of the computation as signed and prepared

<sup>(</sup>ii) The Architects/Engineers shall have valid licenses issued by the Professional Regulatory Commission (PRC) with updated 2021 Professional Tax Receipts (PTRs) payments for renewals therein shall be according to Part II Section 2.11 of this TOR.

#### 2.2 DURATION OF THE CONTRACT AND BUDGET

The Project Management Fees Estimated Cost is **Five Million Two Hundred Twenty-Six Thousand and Nine Hundred Sixty Pesos (Php 5,226,960.00)** to be delivered within the total estimated duration of **Two Hundred and Forty (240) Calendar Days.** 

#### 2.3 DELIVERY OF SCOPE OF WORKS, MANNER OF PAYMENT AND SCHEDULE

- 2.3.1 The designated Lead architect of the augmentation team shall provide CPDO team with targeted development activities at the beginning of each month.
- 2.3.2 PMT shall comply and issue a weekly, monthly and quarterly activity reports, and shall at the beginning of every month/quarter provide a counterpart detailed work plan detailing the tasks to be undertaken to deliver the specified outputs on or before the delivery date.
- 2.3.3 PMT shall submit a signed and approved weekly timesheet of all on-going and completed activities of each week and shall be the basis for billing and payment as evaluated by CPDO.
- 2.3.4 The Approved timesheets shall become the basis of the **monthly payment** billable to the University upon endorsement of the CPDO.

#### 2.4 LIST OF PROJECTS TO BE UNDERTAKEN BY THE PMT TEAM

The PMT shall be undertaking responsibilities, scope of works in the TOR and all other instruction assigned to the team, for all the projects of the CPDO and all other projects that may be started during the duration of this contract and therefore not limited to the following on-going projects: (Refer to Annex B for interfacing schedule)

- a. RDE DAEDS Review and Evaluation
- b. CHK DAEDS Review and Evaluation
- c. CSM DAEDS Review and Evaluation
- d. CHSS DAEDS Review and Evaluation
- e. SOM Phase 3 DAEDS Review and Evaluation
- f. CARIM Ph.2 Construction Supervision
- g. CARIM Ph.3 Construction Supervision
- h. Aquatics Ph.1 Construction Supervision
- i. SOM Ph. 1 & 2 Construction Supervision
- j. PCR and Isolation Rooms Construction Supervision
- k. Power Substation Design and Build Review and Monitoring
- I. ALL Inter-Agency Project Monitoring and LGU-Supported Projects

#### 2.5 STANDARD OF CARE

The PMT and its professional team's duty is to act honestly and reasonably, considering the best interest of the University at all times. The PMT shall exercise the care, diligence and skills expected of each individual in the team with comparable knowledge and training and provide quality services expected in the performance of the professional services as ordinarily exercised by reputable members of the PMT's profession currently practicing in the same locality under similar conditions.

- **2.6 COMMUNICATION:** The PMT information and criteria regarding the UNIVERSITY's requirement for the Project, examine and in writing respond within a matter of Three (3) days to the PMT's submissions and give notice to the PMT whenever the UNIVERSITY observes or otherwise becomes aware of any defect in the Services.
- **2.7 LOGISTICAL ARRANGEMENTS:** All transportation costs and administrative costs related to the execution under this contract is to be borne by the PMT.

- **2.8 ACCESS**: The UNIVERSITY will provide IDs for the PMT to enter the campus and property to perform the duties and responsibilities listed herein within the contract duration of the project management services. These IDs shall be turned over after the same period and shall form part of the contract closure agreement.
- **2.9 UNIVERSITY REPRESENTATIVE**: The PMT shall take directive and address concerns to the UNIVERSITY through the CPDO technical team.
- **2.10 COMPLIANCE WITH LAW**: All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City Government of Davao and Philippine Laws or local government agencies having jurisdiction in effect at the time service is rendered.
- 2.11 LICENSES, PERMITS, FEES, TAXES AND ASSESSMENTS: to maintain and update The PMT shall be solely responsible to cover costs and expenses such as but not limited to, PRC license renewals, and expenses in the completion of the same as may be required by law for the performance of the services required by this Agreement, such that all licenses are valid and effective all throughout the contract.

The PMT shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties, and interest, which may be imposed by law arising from or are necessary for the PMT's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless to the University of the Philippines Mindanao against any such fees, assessments, taxes, penalties or interest.

**2.12 RELEASE OF DOCUMENTS:** All reports, records, documents, and other materials prepared by PMT in the performance of services under this Agreement shall not be released publicly without the prior written approval of the CPDO.

#### 2.13 CONFIDENTIAL INFORMATION:

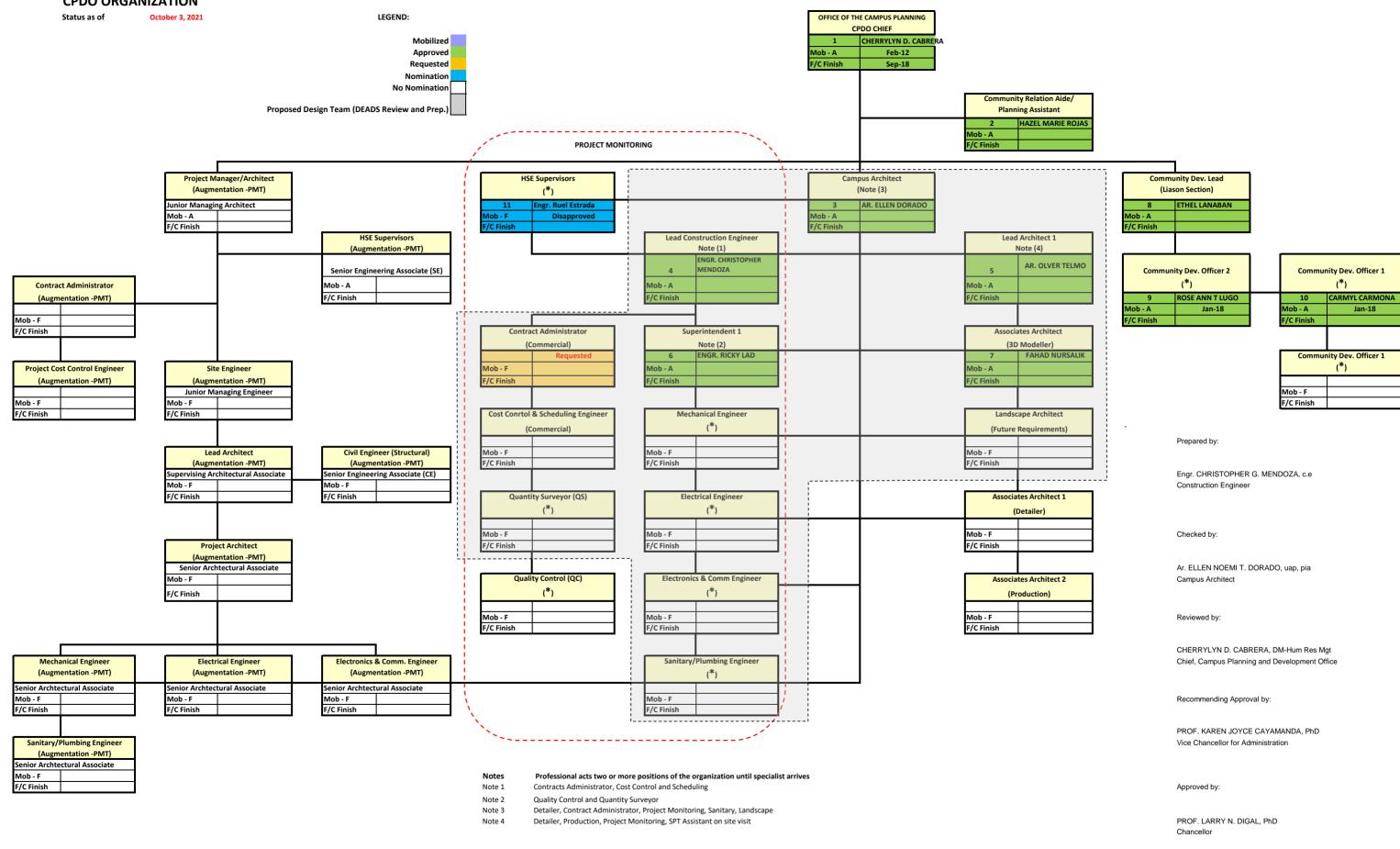
" Confidential Information " shall mean any and all information, reports, records, documents, know-how and data, technical or non-technical, or description concerning any matters affecting or relating to the PMT's services for the University, the operations of the CPDO, and/or the products, drawings, plans, processes, or other data of the University through the CPDO and the projects disclosed or provided to the PMT, whether disclosed or provided in oral, written, graphic, photographic, electronic or any other form shall be treated with strict confidentiality. No reproduction, distribution may be done within and outside the University unless there is prior approval for such disclosure.

#### 2.14 OWNERSHIP OF INSTRUMENTS OF SERVICE

All reports, documents or other materials developed or prepared by the PMT or any other person engaged directly or indirectly by the PMT to perform the services required hereunder shall be and remain the property of the University without restriction or limitation upon their use.

**END** 

## ANNEX A CPDO ORGANIZATION



#### Project Name: PROJECT MANAGEMENT SERVICESFOR TECHNICAL AND SUPPORT STAFFAUGMENTATION

Proposed Date of Award 18-Nov-21

180 Calendar Days 16-May-22 Duration:

Completion Date :

#### ANNEX B INTERFACING SCHEDULE

Nos	SCOPE OF WORK	ID	IC	Dur	START DATE	END DATE		Sep-21		(	October-	21			Novemb	er-21		De	ecember	r-21			Januar	ry-22		F	ebruary-	22		-	/larch-22			Ap	ril-22		ľ	May-22
							4	11 1	8	25	32 3	39 4	16	53	60 6	74	81	88	95	102	109	116	123	130	137 14	4 151	158	165	172	179	186 1	93 20	0 207	7 214	221	228	235	242 2
PROJ	JECT MANAGEMENT SERVICES			243	15-Sep-21	16-May-22																																
1	Tender Documents Review and Preparation of RDE	Building																																				
	DAEDS Review and Evaluation	CPDO Team	BMC Architect		15-Oct-21	17-Nov-21																																
	Project Close Out	PMT-Aug		21	18-Nov-21	8-Dec-21																																
2	Tender Documents Review and Preparation of CHI	( Building																																				
	DAEDS Review and Evaluation	Comm PMT	Palafox		05-Oct-21	17-Nov-21																																
	Project Close Out	PMT-Aug		21	18-Nov-21	8-Dec-21																																
3	Tender Documents Review and Preparation of CSM	/I Building																																				
	DAEDS Review and Evaluation	Comm PMT	Palafox	60	05-Oct-21	04-Dec-21																																
	Project Close Out	PMT-Aug		21	5-Dec-21	25-Dec-21																																
4	Tender Documents Review and Preparation of CH	SS Phase 2 Bui	lding												Total Fig	oat													1							1		
	Upon Completion of Procurement Process	BAC-Consulting		30	05-Oct-21	04-Nov-21								<b>+</b>	_13 days																							
	DAEDS Review and Evaluation (Part 2)	PMT-Aug		120	18-Nov-21	17-Mar-22	1		$\neg$						·																						1	
5	Tender Documents Review and Preparation of SOM	M Phase 3 Build	ling												Total Fl	loat																						
	Upon Completion of Procurement Process	CPDO/PITC	ĭ	20	15-Oct-21	04-Nov-21								+	- 13 days	5																						
``	DAEDS Review and Evaluation (Part 2)	PMT-Aua	BMC Architect	120	18-Nov-21	17-Mar-22	1		$\neg$																										_	1	+	
6	Construction of CARIM Phase 2						1		$\neg$																							$\neg$			$\top$		+	
	Supervision and Monitoring (Part 1)	CPDO/PITC		20	15-Oct-21	17-Nov-21	1		$\neg$																							$\neg$			$\top$		+	
	Supervision and Monitoring (Part 2)	PMT-Aua	ASMF	67	18-Nov-21	23-Jan-22	1	1 1	_																							-			_	+	+	-
7	Construction of CARIM Phase 3	· ···· / ··ag	1.5	<u> </u>	10 1101 21	20 04.1 22	1	1 1	$\dashv$																		1					-			+-	+	+	-
	Upon Completion of Procurement Process	BAC-Infra			30-Oct-21	14-Dec-21	1	1 1	$\neg$																							-			+-	1	+	-
	Till End of PMT Contract	PMT-Aug		151	15-Dec-21	15-May-22																																
8	Aquatics Ph.1 Construction Supervision	PMT-Aug	VBI	46	18-Nov-21	2-Jan-22			$\neg$																										$\overline{}$			
9	SOM Ph. 1 & 2 Construction Supervision	PMT-Aug	10 Builders/AVECS	180	18-Nov-21	16-May-22	1		$\neg$																													
10		Building					1		$\neg$																										$\top$			
	Supervision and Monitoring	PPO	Livestrong	90	15-Sep-21	14-Dec-21																																
	Project Close Out	PMT-Aug	1 1	21	15-Dec-21	4-Jan-22																										+			+-	+	+	-
11	Retrofitting works and Repair of PCR and Isolation	Rooms					1	1 1	$\neg$																							-			+-	1	+	-
	Supervision and Monitoring (Part 1)	CPDO Team	Legacy/CCK		15-Oct-21	17-Nov-21	t	1 1	$\neg$																		+					+	_		+	$\vdash$	+	-
	Project Close Out	PMT-Aug		21	18-Nov-21	8-Dec-21	t	1 1	$\dashv$				Т	otal Flo	oat																	-			+-	+-	+	-
12	Tender Documents Review and Preparation of Pow					* :	t	1 1	$\neg$					3 days													+					+	_		+	$\vdash$	+	-
	Upon Completion of Procurement Process			20	5-Oct-21	25-Oct-21	1		$\neg$			1		,			1	1 1										1	1	i i		$\neg$			$\top$	t	+	
	DAEDS Review and Evaluation	PMT-Aug		90	18-Nov-21	15-Feb-22	1	1 1	$\dashv$																							-			+	<del>+</del>	+	-
13	Inter-Agency Project Monitoring & LGU-Supported		1	180	18-Nov-21	16-May-22	$\vdash$	<del>                                     </del>	$\dashv$																													
- 13	inter Agency i reject mentering & 200-oupported	i wii-Aug		100	10 1104-21	10 May-22	_		_					_	_																							

Prepared by: Checked by: Reviewed by: Recommending Approval by: Approved by:

CHERRYLYN D. CABRERA, DM-Hum Res Mgt Chief, Campus Planning and Development Office PROF. KAREN JOYCE CAYAMANDA, PhD Vice Chancellor for Administration Engr. CHRISTOPHER G. MENDOZA, c.e Ar. ELLEN NOEMI T. DORADO, uap, pia PROF. LARRY N. DIGAL, PhD Construction Engineer Campus Architect Chancellor

#### **ELIGIBILITY AND SHORTLISTING EVALUATION REPORT**

## PROCUREMENT OF PROJECT MANAGEMENT SERVICES FOR TECHNICAL AND SUPPORT STAFF AUGMENTATION of the CAMPUS PLANNING and DEVELOPMENT OFFICE

Bid Reference No.:

**Bidding Activity:** Submission of Expression of Interest and Eligibility Documents and Opening of Eligibility Documents

Bid Opening Date: Name of Bidder:

Item No.		Criteria	Score	Percentage	Total	Points	Design Consultant Bidder
A.	Applicab	le Experience of the Consultant at least (5) years		100%	100%	10%	
1	Firm or In	dividual Professional Qualification					
	1.1	Must be operational / in professional practice for 5 years		20%			
		Above 8 years	100	100			
		8 years	70				
	1.2	Must have at least 3 years Architectural & Engineering consulting		40%			
	1.2	experience		40 /6			
		Above 3 years	100				
		3 years	70				
	1.3	Project Management Techniques and Controlling		40%			
		Familiar with document Register monitoring	20				
		Forecasting technique that uses historical data, estimating that are					
		predictive in determining the direction of future trends	30				
		Trend Reporting for Change Orders Register	30				
		Value of work done (VOWD) Flash Reporting for all work done	20				-
В.	Dorsonn	el Complement	20		100%	80%	
1		Sr. Technical Advisor/Junior Managing Architect		100%	8%	0070	
	1	Education		20%	0 /0		
	a.		100	20%			
		Licensed and Registered Architect	100				
	b.	Experience in Architectural & Engineering multidisciplinary interface		60%			
		design review	400				
		8 years and Above	100				
		8 years	70				
	C.	Locally Hired Consultant		20%			
		Locally hired Davao Region based consultant	100				
		Non Davao Region consultant	10				
2	Architect/	Sr. Technical Advisor/Supervising Architectural Associate		100%	8%		
	a.	Education		20%			
		Licensed and Registered Architect	100				
	b.	Experience in Architectural & Engineering multidisciplinary interface		60%			
	D.	design review		0070			
		Above 5 years	100				
		5 years	70				
	C.	Locally Hired Consultant		20%			
		Locally hired Davao Region based consultant	100				
		Non Davao Region consultant	10				
3	Project A	rchitect(PA)/ Jr. Technical Advisor/Senior Architectural Associate		100%	8%		
	a.	Education		20%			
		Licensed and Registered Architect/Landscape Architect	100				
		Experience in Pre-design/ Planning scheduling, multidisciplinary					
	b.	interface design review		60%			
		Above 3 years	100				
		3 years	70				┪
	C.	Locally Hired Consultant		20%			
	0.	Locally hired Davao Region based consultant	100	2070			
		Non Davao Region consultant	100				=
4	Cito Cupo	rintendent/Construction Specialist/Jr. Managing Engineer	10	1009/	00/		
4	1	Education		100% 20%	8%		
	a.		100	20%			
		Licensed and Registered Civil Engineer	100				
	b.	Experience in Architectural & Engineering multidisciplinary interface design review		60%			
		Above 5 years	100				
		5 years	70				7
	C.	Locally Hired Consultant		20%			
	0.	Locally hired Davao Region based consultant	100	2370			
	<b>†</b>	Non Davao Region consultant	100				1
5	Cost Engi	ineer/Sr. Technical Advisor//Supervising Engineering Associate	10	100%	8%		
	- JUJU LIIU	incorror. Toolinical ravisor/roupervising Engineering Associate		20%	0 /0		

Licented and Registered Core Engineering  b. Experience in Core Engineering Core controlling Forecasting and enablished principlinary interface design review  Accord 5 years  Coretal Coretal Free Core	Item No.		Criteria	Score	Percentage	Total	Points	Design Consultant Bidder
Access Systems   100			Licensed and Registered Civil Engineer	100				
Above 5 years  c. Locally Hired Consultant Loc		b.			60%			
c. Locally Hired Consultant c. Locally Hired Consultant c. Locally Hired Consultant Locally Hire				100				
Locally Interd Darwo Region based consultant  Non Deuvan Region based consultant  Engineering Continues Administrator/Sr. Technical Advisor/Sr. Engineering Associate  B. Education  Licensed and Registered Architect, Civil Engineer, Electrical  Engineer, or Mortimal Engineer  Engineer, or Mortimal Engineer  Engineer, or Mortimal Engineer  Engineer, or Mortimal Engineer  Engineering Continues Engineering Associate  Above 5 years  Systam  C. Locally Hired Consultant  Locally Interd Darwo Region based consultant  Non Davao Region Consultant  Engineering Continues Advisor(Sr. Engineering Associate)  Engineering Continues Associate As			,					
Non Davan Region consultant   10   10   10   10   10   10   10   1		C.	Locally Hired Consultant		20%			
6 Contracts Administrator/Sr Technical Advisor/Sr. Engineering Associate  a. Education  Licensed and Registered Architect, Civil Engineer, Electrical  Engineer, or Mochanical Engineer  Experience as Contract Specialist, processins in the Contract Specialist, processins of the Contract Specialist, processing of the Contract Specialists, processing of the Contract								
a Education   20%	6	Contracts		10	1009/	00/		
Licensed and Registered Architect, Chul Engineer, Electrical Engineer, or Mechanical Engineer  Experience as Contract Spocialist, proactive in Change Orders, b. Terms or Reference preparation and multidisciplinary interface design review  Above 5 years  C. Locally Hired Consultant  Locally mired Davas Region based consultant  Non Davas Region consultant  7. Structural Engineer Design Engineering Associate  a. Efficients  a. Efficients  a. Efficients  a. Efficients  b. Experience in Structural Engineery practicing Structural Engineery  Experience in Structural Engineering design services. Value  b. Engineering, Cost Engineering, Cost controlling, Scheduling, and multidisciplinary interface design review  Above 10 years  100 year	0					070		
Experience or Sortimate Specialists, proactive in Change Orders, Experience as Contract Specialists, proactive in Change Orders, Proview Above Systems Above		u.		400	2070			
b. Terms or Reference preparation and multidisciplinary interface design review  Above 5 years  5 years  100  6 years  100  100  Non Davas Region based consultant  100  Non Davas Region based consultant  100  100  100  100  100  100  100  1			Engineer, or Mechanical Engineer	100				
Review					000/			
Above 5 years   100		b.			60%			
Syears   C. Locally Hired Consultant   D. 20%				100				
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To Structural Engineer/ Ser Technical Advisor/ Sr. Engineering Associate  a. Education  Licensed and Registered Civi Engineer  Licensed and Registered Civi Engineer  Experience in Structural Engineering, Cost Engineering Associate  b. Experience in Structural Engineering, Cost Controlling, Scheduling, and Engineering Cost Engineering,								
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Licensed and Registered Electrical Engineer 70  Experience in electrical engineering design and implementation, cost control, installation and testing and review of large-scale electrical systems, and multidisciplinary interface design review  Above 5 years 100  5 years 70  c. Locally Hired Consultant 100  Non Davao Region consultant 100  10 Electronics and Communications Engineer/ Design Engineer/ Sr. Engineering Associate 100% 8%  a. Education 20%  Licensed & Registered EC Engineer with Master's Degree 100  Registered ECE Engineer 70  b. Experience in ICT design, security & FDAS and multidisciplinary interface design review and construction management 60%  Above 5 years 70  c. Locally Hired Consultant 100  Non Davao Region based consultant 100  Above 6 years 70  c. Locally Hired Consultant 100  Non Davao Region consultant 100  Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate 100% 8%		a.		100	20%			
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b. control, installation and testing and review of large-scale electrical systems, and multidisciplinary interface design review  Above 5 years  5 years  70  c. Locally Hired Consultant  Locally hired Davao Region based consultant  100  Non Davao Region consultant  10 Electronics and Communications Engineer/ Design Engineer/ Sr. Engineering Associate  a. Education  Registered EC Engineer with Master's Degree  100  Registered ECE Engineer  5 years  5 years  70  c. Locally Hired Consultant  10 Biggistered ECE Engineer  70 Consultant  10 Consu								
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c. Locally Hired Consultant  Locally hired Davao Region based consultant  Non Davao Region consultant  10  10 Electronics and Communications Engineer/ Design Engineer/ Sr. Engineering Associate  a. Education  Licensed & Registered EC Engineer with Master's Degree  Licensed & Registered EC Engineer  Registered ECE Engineer  b. Experience in ICT design, security & FDAS and multidisciplinary interface design review and construction management  Above 5 years  100  5 years  70  c. Locally Hired Consultant  Locally hired Davao Region based consultant  Non Davao Region consultant  10  Non Davao Region consultant  10  Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate  20%  100  8%		1	,					-
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Registered ECE Engineer  b. Experience in ICT design, security & FDAS and multidisciplinary interface design review and construction management  Above 5 years  100  5 years  70  c. Locally Hired Consultant  Locally hired Davao Region based consultant  Non Davao Region consultant  100  Non Davao Region consultant  11 Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate  70  80  100  80  80		a.		100	20%			
b. Experience in ICT design, security & FDAS and multidisciplinary interface design review and construction management  Above 5 years  5 years  70  c. Locally Hired Consultant  Locally hired Davao Region based consultant  Non Davao Region consultant  10  Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate  60%  60%  100  80%  100  80%		1						
interface design review and construction management  Above 5 years  5 years  70  c. Locally Hired Consultant  Locally hired Davao Region based consultant  Non Davao Region consultant  100  Non Davao Region consultant  11 Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate  00%  20%  100  8%				7.0	0671			
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Non Davao Region consultant  10  Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate  100%  8%		C.	•	100	20%			
11 Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate 100% 8%	-	1						
	11	Health and	, and the second	10	100%	8%		

Item No.		Criteria	Score	Percentage	Total	Points	Design Consultant Bidder
		Licensed and Registered Architect/Engineer and Certified Health and Safety Coordinator	100				
	b.	Experience in Architectural and Engineering design services delivery and review, construction management and implementation of health and safety protocols		60%			
		Above 5 years	100				
		3 to 5 years	70				
	C.	Locally Hired Consultant		20%			
		Locally hired Davao Region based consultant	100				
		Non Davao Region consultant	10				
12	Sanitary	Engineer/Plumbing Engineer/Technical Advisor/Sr. Eng'g Associate		100%	8%		
	a.	Education		20%			
		Licensed and Registered Sanitary Engineer	100				
	b.	Experience in Sanitary works		60%			
		Above 3 years	100				
		3 years	70				
	C.	Locally Hired Consultant		20%			
		Locally hired Davao Region based consultant	100				
		Non Davao Region consultant	10				
13	Quantitiy	Surveyor/Specifications Writer/Technial Advisor/Eng'g or Arch'l Assoc		100%	8%		
	a.	Education		20%			
		Licensed and Registered Architect/Engineer	100			100	
	b.	Experience in Specifications writing, scheduling, quantity surveying		60%			
		Above 3 years	100			100	
		3 years	70				
	C.	Locally Hired Consultant		20%			
		Locally hired Davao Region based consultant	100			100	
		Non Davao Region consultant	10				
С	Must ha	ve satelite office in Davao City		100%	100%	10%	
		Existing Office within 4-km Radius of UP Mindanao	100		100	10	
		Willing to establish an office as part of the Sworn Statement	70				
		No Office in Davao	10				
		TOTAL SCORE					
		PASSING SCORE					70.00

Evaluation was I	based on the documents submitted during the Submission of Expression of Interest and Eligibility Documents and Opening of Eligibility
Documents last	Based on the foregoing, the TWG hereby respectfully recommend to the Bids and Awards Committee that
	is shortlisted for the submission of Technical and Financial Bids.

Prepared by: UP MINDANAO CAMPUS PLANNING AND DEVELOPMENT OFFICE Prepared and Evaluated by: UP MINDANAO BAC TECHNICAL WORKING GROUP