



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

Prepared by:
Campus Planning & Development Office
Revision 08
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Engr. CHRISTOPHER G. MENDOZA, c.e
Senior Construction Engineer


Ar. ELLEN NOEMI T. DORADO, uap, pia
Campus Architect

Reviewed by:


CHERRYLYN D. CABRERA, DM-Hum Res Mgt
Chief, Campus Planning and Development Office

Recommending Approval by:


PROF. KAREN JOYCE CAYAMANDA, PhD
Vice Chancellor for Administration

Approved by:

PROF. LARRY N. DIGAL, PhD
Chancellor

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 Management	Project Execution Plan Design Work Plan Project Deliverables / Turnover Procedure Organization Chart Staffing Plan Project Roster / Contacts List Document Management Process Project Action / Milestone / Decision Logs Progress Reports Lessons Learned Report	Document Document Document Chart List List Document List Report Report	60 days after NTP of DAEDS Project 60 days after NTP of DAEDS Project 60 days after NTP receipt 30 days after Mobilization; Revisitation if required 7 days after Mobilization 7 days after Mobilization 60 days after Mobilization Monthly basis Bi-Monthly and Monthly End of Project
Project Controls	Project Close-out Report Project Controls Procedure Work Breakdown Structure (DAEDS and Construction) Cash Flow Forecasting Project Schedule Project Calendar Project Cost Reports Trend Notices Change Management Weekly Quantities/Monthly Report	Report Document Chart Estimate Schedule Schedule Report Report Report Estimate	30 days after Issuance of Certificate of Completion 60 days after Mobilization Upon the Start of project execution and preparation Monthly basis Monthly basis 15 days after Mobilization; Revisitation if required Monthly basis Monthly basis Monthly basis Weekly, Monthly
Regulatory / HSE Compliance	Environmental Management Plan Health and Safety Plan Project Permit List Near-Miss & Accident Reports Safety Audits Toolbox Talk and Report	Document Document List Report Report Report	30 days after Mobilization 30 days after Mobilization 15 days after Mobilization Weekly Monthly basis Weekly, Monthly
Engineering - Others	Design Guidelines Design Drawings Fire Hazard Zone Drawing Fire Water Layout Drawing Standards and Specifications List of Codes, Standards, & Regulations Master List of Specifications	Document Drawing Drawing List List	30 days after Mobilization As the needed arises As the needed arises 30 days after Mobilization Upon the Start of project execution and preparation
Mechanical	Mechanical Equipment Design Criteria (includes HVAC) Mechanical Design Basis (includes HVAC) Mechanical Equipment Scope Documents Mechanical Equipment Functional Specifications Mechanical Equipment Specifications Mechanical Calculations Mechanical Equipment List Mechanical Drawings: Material Selection Diagrams HVAC Schematics and Layouts Standard Mechanical Detail Drawings Equipment Detail Drawings	Document Document Document Document Document Calculation Document List Drawing Drawing Drawing	30 days after Mobilization Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation During Front End Engineering Phase During Front End Engineering Phase During Front End Engineering Phase During Front End Engineering Phase
Civil, Structural, Architectural	Structural Design Criteria Civil Design Basis Specifications Civil, Structural Calculations Site Survey Monument Location Plan Geotechnical Investigation 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	Document Document Document Calculation Drawing Document Document Document Document Document Document Document Document Document Document Document Document Document Document Document	30 days after Mobilization 30 days after Mobilization 60 days after Mobilization Upon the Start of project execution and preparation 30 days after Mobilization Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation
Electrical/ Auxilliary	Electrical Design Criteria Standards and Specifications Electrical Calculations Electrical Equipment List Reviews: Single Line Diagrams Electrical Equipment and Building Layout Drawings Motor Control Schematics Power and Control Layout Drawings	Document Document Calculation Document Drawing Drawing Drawing Drawing	30 days after Mobilization 30 days after Mobilization During the design phase Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation Upon the Start of project execution and preparation

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

*BOR – Board of Regents

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) Should have worked in similar capacity as a Contract Specialist in similar Assignments; proactively lead Change Order meetings, TOR Preparation and disputes. b) 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) 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 b) 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) 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; b) 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) 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; b) 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.	a) able to deliver Architectural/Engineering tasks as assigned and required for timely delivery; b) Focused on prevention, conscientious and farsighted, detail-oriented and ready to act in emergencies c) 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 up on the corrections, and closeout of safety issues with proper reporting and documentation.	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	d) able to calculate risks, identify and highlight safety measures and protocols required for site activities and programs and follow through proper implementation on site; e) 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) 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 cold-water systems, sanitary plumbing, surface water drainage; b) 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.	Should have worked in similar capacity as a Scheduling Specialist in similar Assignments; Develops, writes, and edits functional descriptions, system specifications, special reports, or any other project deliverables and documents. Experience in Quantity calculation	Sample take-off and quantity surveying output with sample project of the computation as signed and prepared

(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
- l. 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

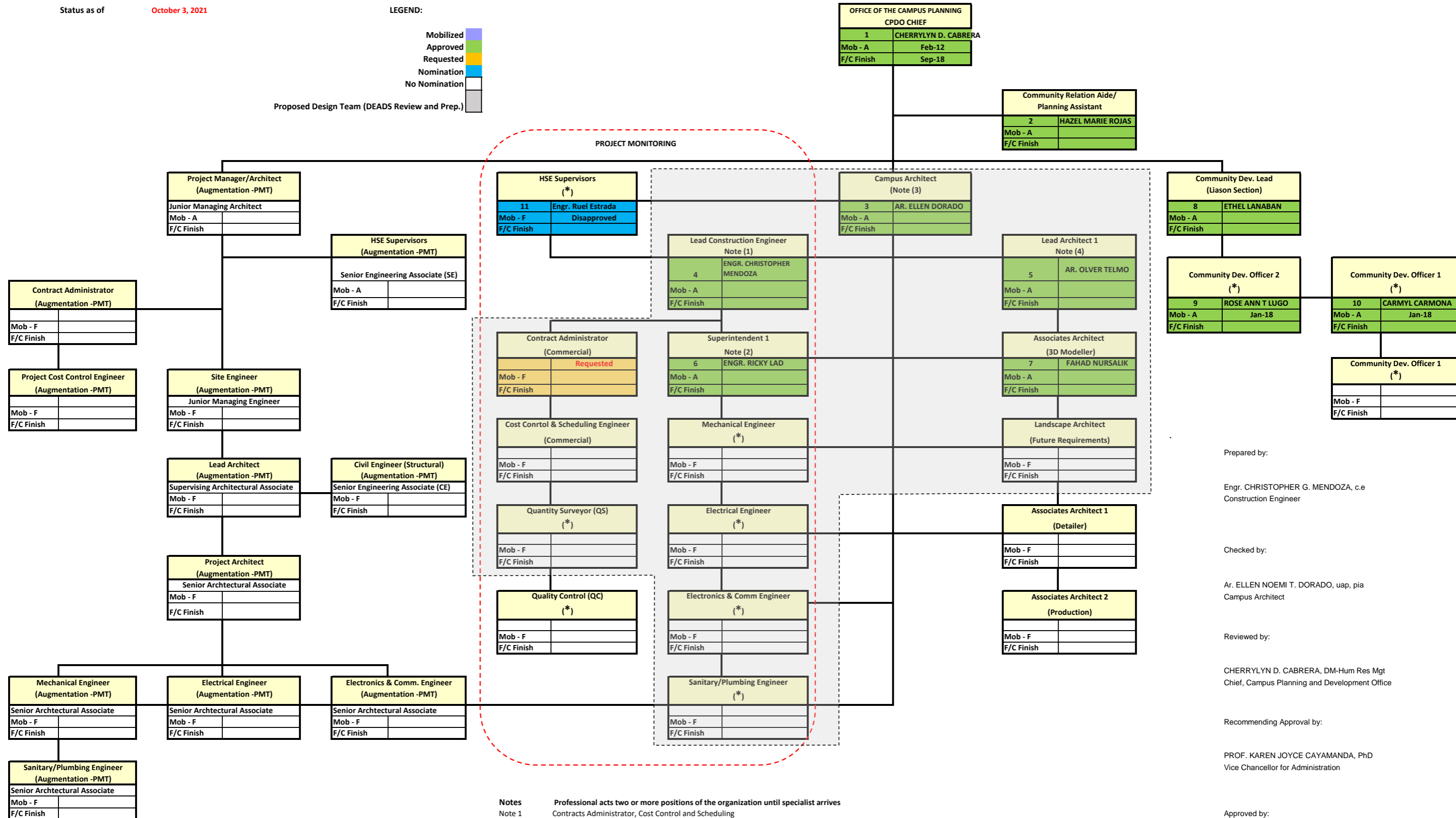
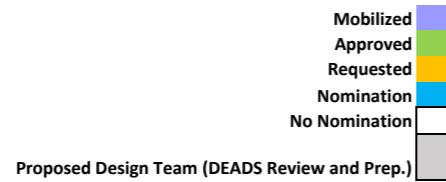
All reports, documents or other materials developed or prepared by the PMT or any other person engaged directly or indirectly by the PMT to perform the services required hereunder shall be and remain the property of the University without restriction or limitation upon their use.

END

ANNEX A CPDO ORGANIZATION

Status as of **October 3, 2021**

LEGEND:



Prepared by:
Engr. CHRISTOPHER G. MENDOZA, c.e
Construction Engineer

Checked by:
Ar. ELLEN NOEMI T. DORADO, uap, pia
Campus Architect

Reviewed by:
CHERRYLYN D. CABRERA, DM-Hum Res Mgt
Chief, Campus Planning and Development Office

Recommending Approval by:
PROF. KAREN JOYCE CAYAMANDA, PhD
Vice Chancellor for Administration

Approved by:
PROF. LARRY N. DIGAL, PhD
Chancellor

Notes

Professional acts two or more positions of the organization until specialist arrives

Note 1 Contracts Administrator, Cost Control and Scheduling

Note 2 Quality Control and Quantity Surveyor

Note 3 Detailer, Contract Administrator, Project Monitoring, Sanitary, Landscape

Note 4 Detailer, Production, Project Monitoring, SPT Assistant on site visit

ELIGIBILITY AND SHORTLISTING EVALUATION REPORT

ANNEX C

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.	Applicable Experience of the Consultant at least (5) years		100%	100%	10%	
1	Firm or Individual 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 experience		40%			
	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				
B.	Personnel Complement			100%	80%	
1	Architect/ Sr. Technical Advisor/Junior Managing Architect		100%	8%		
	a. Education		20%			
	Licensed and Registered Architect	100				
	b. Experience in Architectural & Engineering multidisciplinary interface design review		60%			
	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 design review		60%			
	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 Architect(PA)/ Jr. Technical Advisor/Senior Architectural Associate		100%	8%		
	a. Education		20%			
	Licensed and Registered Architect/Landscape Architect	100				
	b. Experience in Pre-design/ Planning scheduling, multidisciplinary interface design review		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				
4	Site Superintendent/Construction Specialist/Jr. Managing Engineer		100%	8%		
	a. Education		20%			
	Licensed and Registered Civil Engineer	100				
	b. Experience in Architectural & Engineering multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
5	Cost Engineer/Sr. Technical Advisor/Supervising Engineering Associate		100%	8%		
	a. Education		20%			

Item No.	Criteria	Score	Percentage	Total	Points	Design Consultant Bidder
	Licensed and Registered Civil Engineer	100				
	b. Experience in Cost Engineering, Cost controlling, Forecasting and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
6	Contracts Administrator/Sr. Technical Advisor/ Sr. Engineering Associate		100%	8%		
	a. Education		20%			
	Licensed and Registered Architect, Civil Engineer, Electrical Engineer, or Mechanical Engineer	100				
	b. Experience as Contract Specialist, proactive in Change Orders, Terms or Reference preparation and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
7	Structural Engineer/ Sr Technical Advisor/ Sr. Engineering Associate		100%	8%		
	a. Education		20%			
	Licensed and Registered Civil Engineer, practicing Structural Engr.	100				
	Licensed and Registered Civil Engineer	50				
	b. Experience in Structural Engineering design services, Value Engineering, Cost Engineering, Cost controlling, Scheduling, and multidisciplinary interface design review		60%			
	Above 10 years	100				
	10 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
8	Mechanical Engineer/ Design Engineer/ Sr. Engineering Associate		100%	8%		
	a. Education		20%			
	Licensed & Registered Mechanical Engineer with Master's Degree	100				
	Licensed and Registered Mechanical Engineer	70				
	b. Experience in mechanical engineering design and implementation, cost control, preparation of Terms or Reference preparation and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
9	Electrical Engineer/ Design Engineer/ Sr. Engineering Associate		100%	8%		
	a. Education		20%			
	Licensed & Registered Electrical Engineer with Master's Degree	100				
	Licensed and Registered Electrical Engineer	70				
	b. Experience in electrical engineering design and implementation, cost control, installation and testing and review of large-scale electrical systems, and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
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	100				
	5 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
11	Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate		100%	8%		
	a. Education		20%			

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	Quantity Surveyor/Specifications Writer/Technical 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				
C	Must have satellite 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 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