

construction.

- 2.2.5 Layout piping, conduits, manholes, boxes and other lines for utilities including tapping to existing utility lines. Facilitate the connection of all utilities (power, water, sewer, structured cabling and telephone) with their corresponding utility companies. All application fees shall be included in the project cost.
- 2.2.6 Preparation of shop-drawings for approval.
- 2.2.7 Coordinate with the CPDMO regarding scheduling of delivery and installation of all owner-furnished materials and equipment during construction.
- 2.2.8 Conduct all necessary tests (to be required by CPDMO) and issue reports of results.
- 2.2.9 Rectification of punch-listing works to be inspected and issued by CPDMO and/or the End-user.
- 2.2.10 Provide all other necessary documents that shall be required by CPDMO.

## 2.3 POST-CONSTRUCTION PHASE

- 2.3.1 Preparation of as-built plans
- 2.3.2 Turn-over of all manuals, certificates and warranties of installed items.

## VI. OVERALL PROJECT TIME SCHEDULE

The DESIGN & BUILD CONTRACTOR shall propose the most reasonable time schedule for the completion of the project. It is expected that this period will not exceed **210 calendar days** (seven months) from the date of the issuance of the Notice to Proceed (NTP): thirty (30) calendar days for the Design Phase and one hundred eighty (180) calendar days for the Construction Phase.

## VII. THE IMPLEMENTING AGENCY'S GENERAL RESPONSIBILITY

The implementing agency for the project is the Campus Planning, Development and Maintenance Office (CPDMO), with final approval for all decisions and actions from the Office of the Chancellor through the Office of the Vice Chancellor for Planning and Development. The CPDMO shall:

1. Prepare the design brief for the project in accordance with University policies, existing codes and standards, the traditions of the University of the Philippines and the conditions and design criteria enumerated in the Terms of Reference.
2. Coordinate with DESIGN & BUILD CONTRACTOR, and the Dean of SHS with regards to the design and implementation of the project.
3. Assist in the coordination of the DESIGN & BUILD CONTRACTOR with various utility agencies during the detailed design and implementation phases of the project.
4. Conducts regular coordination meetings between the DESIGN & BUILD CONTRACTOR and the end-user to facilitate the implementation of the project.

## VIII. THE DESIGN & BUILD CONTRACTOR'S GENERAL RESPONSIBILITY

1. The DESIGN & BUILD CONTRACTOR shall certify that he has, at his own expense, inspected and examined the proposed project site, its surroundings and existing infrastructure and facilities related to the execution of the work and has obtained all the pieces of information that are considered necessary for the proper execution of the work covered under these Terms of Reference.