

TERMS OF REFERENCE

Project Title : PROPOSED RENOVATION OF PGH NURSES' HOME

Location : PGH COMPOUND, TAFT AVENUE, MANILA

Date : AUGUST 2022

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AUG 26 2022

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Read and accepted as part of the Contract

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PART I GENERAL PROJECT INFORMATION

1. PROJECT DESCRIPTION

1.1 Project Title: PROPOSED RENOVATION OF PGH NURSE'S HOME

1.2 Definition of Terms

- a. UNIVERSITY shall mean the University of the Philippines (UP)
- b. HOSPITAL shall mean the Philippine General Hospital (PGH)
- c. END-USER shall mean the Office of engineering and Technical Services (OETS), UP-PGH
- d. IMPLEMENTING AGENCY shall mean the University of the Philippines – Philippine General Hospital (UP-PGH).
- e. CONTRACT shall mean the written agreement entered into between the UNIVERSITY and the CONTRACTOR engaged for the implementation of the PROJECT.
- f. CONTRACT DOCUMENTS shall mean the agreements or CONTRACTs, including General Conditions and Special Conditions, as well as any and all documents which are referred to in the CONTRACTs as CONTRACT DOCUMENTS, or any modifications, revisions or alterations authorized by the HOSPITAL and agreed to by the CONTRACTOR during negotiation.
- g. CONSTRUCTION shall mean the delivery of all necessary architectural and engineering designs, materials, labor and equipment in accordance with the HOSPITAL-approved design brief and specifications of the PROJECT, performed within a specified CONTRACT duration. This includes all the works/activities and/or scope of works to be performed and completed, as well as any revisions, alterations and any extra work ordered to be done by the HOSPITAL to the CONTRACTOR.
- h. CONTRACTOR shall mean the individual, sole proprietorship, partnership or corporation engaged by the HOSPITAL to execute the PROJECT through the delivery of architectural and engineering design, materials, labor and equipment in accordance with the HOSPITAL-approved plans, specifications and bill of quantities of the PROJECT, performed within a specified CONTRACT duration.
- i. CONSTRUCTION PROJECT/WORK shall mean all the works/activities and/or scope of works to be performed and completed, as well as any revisions, alterations and any extra work ordered to be done by the HOSPITAL to the CONTRACTOR.
- j. PROJECT SITE shall mean the place or area where the CONSTRUCTION WORK is or will be carried out.
- k. HERITAGE STRUCTURE/BUILDING shall mean any buildings or structure classified and declared as National Cultural Treasure or Important Cultural Property by the National Commission for Culture and the Arts or the National Museum of the Philippines, as a National Historical Landmark by the National Historical Commission of the Philippines, a work of a National Artist, and a structure/building over 50 years in age."

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1.3 General Description

The Nurses' Home at the north-eastern quadrant of the PGH complex has spaces that can be renovated to better serve the needs of nurses and resident doctors. The antiquated building has problems associated with water filtration that basically originates from faulty roof construction in the north wing, as well as from defects in waterlines and cracks in walls and ornamentation in the exterior. Bathrooms and other needed utilities will also be upgraded, along with antiquated pipes and electrical wires.

All works are classified urgent so as to make the building efficient and to improve its conditions for our medical front liners. These will be done in deference to the historic character of the building, and shall, in no way, alter or modify any of its original features.

Given the heritage designation of the Nurses' Home which is, along with key buildings in the PGH complex, an Important Cultural Property, it is important that guidelines from the National Museum, National Historical Commission of the Philippines, as well as accepted international charters and standards for conservation are observed in the repair and rehabilitation of the building.

1.4 Project Components

The project shall have the following basic components:

- (a) As-found plans for the area as basis for construction plans. This shall include/indicate utility lines that will be affected by the project for proper and complete documentation.
- (b) Coordination with the Office of Engineering and Technical Services (OETS) of the PGH for utility requirements and permits.
- (c) Coordination with the PGH police for access and other permits.
- (d) Complete Architectural and Engineering Designs including Structural, Plumbing and Sanitary, Electrical, that will conform with the HOSPITAL-approved Architectural Design Brief included in the annexes of this TOR.
- (e) Aside from the Architectural and Engineering professional design fees, other incidental expenses that are also to the account of the winning bidder shall include necessary site tests and surveys and other design and construction requirements.
- (f) Compliance with all applicable permits/licensing and documentary requirements of the local government (LGU), the HOSPITAL and the UNIVERSITY.

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2. PROCUREMENT OVERVIEW

- 2.1 The procurement of this project will be conducted in adherence to the declared policies of **Republic Act (RA) 9184** or the ***Government Procurement Act***.
- 2.2 Eligibility requirements shall be subject to Section 23, Rule VIII, RA 9184 and in compliance with the requirements enumerated under the Instruction to Bidders (ITB) and in the forms prescribed by the Government Procurement Policy Board (GPPB) for this type of procurement.
- 2.3 The determination of award to the winning bidder shall be subject to compliance with the minimum qualification requirements for this contract and through a series of pre-determined evaluation processes and procedures as enumerated under this Terms of Reference (TOR) and in accordance with the provisions of RA 9184 and other pertinent laws, circulars, and orders.
- 2.4 The Head of the Procuring Entity (HoPE) reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
- 2.5 Contractors/applicants who are interested in this PGH Project are required to register prior to the scheduled submission of bids while those already registered shall keep their records current and updated. Contractor's eligibility to bid on the project will be determined using PGH Bids and Awards Committee (PGH-BAC) rules and regulations and subject to further post-qualification.
- 2.6 Interested Bidders shall be required to submit PCAB License applicable to the type and cost of this project and classification of contractors as "B" PCAB License, Special PCAB License in case of Joint Ventures, and a completed single contract that is similar to the project equivalent to at least 50% of the ABC, and a similar contract for the conservation of a heritage structure/building.

3. PROCUREMENT OBJECTIVES

- 3.1 To successfully compete the construction works as specified in the Architectural and Engineering Designs and Specifications and related studies/investigations and the attached scope of work that consider the following:
- 3.2 To properly document the built structure and utilities of the site/project location.
- 3.3 To implement a turnover procedure in accordance with the acceptance procedures of the HOSPITAL / IMPLEMENTING AGENCY.
- 3.4 The objective in partaking in the Renovation of PGH Nurse's Home of the Philippine General Hospital is to be fully responsible for all Construction Works such as but not limited to, labor,

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materials, equipment, services and other appurtenances necessary for the complete Construction of the building.

4. SCOPE OF WORK

In compliance with the Architectural and Engineering Design and these Terms of Reference, the CONTRACTOR shall perform the remaining work as follows.

The Bidder, by submitting his Proposal, represents that:

- a) He has thoroughly read or examined carefully and understands fully all the proposal documents and his proposal will be in accordance therewith.
- b) His Proposal is based upon the conditions and requirements of the proposal documents without exception.
- c) He / She shall include in the proposal their reference of guidelines for restoration for the structure.
- d) He / She has visited and inspected the Site of Works and its surroundings and has determined for and satisfied himself as to all matters pertaining to the project, including the location and the nature of the work; climatic conditions; the nature and condition of the terrain: geological conditions at the site; transportation and communication facilities; the requirement and the availability of materials, labor, water, electric power and roads: the locations and extent of aggregate sources, and other factors that may affect the cost, duration and execution of the work; that he has determined the general characteristics of the project and the conditions indicated above.
- e) He / She has acquainted and familiarized himself with all conditions, local or otherwise, affecting the carrying out of the contract work and has arrived at an estimate of the facilities available and the facilities needed for the project.
- f) He / She has familiarized himself with all laws, decrees, regulations of the Philippines and the Local Government, which may affect or apply to the operations and activities of the contractors.

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- g) He / She has conducted an actual site survey of the project area preliminary identifying the limitations of land utilization. In the process, he shall be able to familiarize himself with the site and its surrounding.
- h) He / She has determined existing infrastructure, facilities, utilities, etc., which may have a bearing on the planning and design consideration; The bidder shall identify/locate the existing utilities at the site, namely:

Electrical Power Supply Water Supply
Sewer and Storm Drainage Telephone Lines
Others that may be necessary

- i) He / She is aware that the contract duration of the project shall be 288 working days.

4.1 Construction Phase

Architectural Works

4.1.1 Masonry work: this is restricted to the construction of new walls, rehabilitation of bathrooms, and the repair of cracks in the exterior walls of the building which admit water into the structure, and also damage the embedded metal reinforcement bars.

a. Tilework

- 1. Installation of new tiles in the expanded bathrooms (North wing)
- 2. Rehabilitation of tilework and partitions in existing bathrooms (North and Taft wing)

b. New walls in expanded bathrooms: the extended bathrooms will need new walls, the design and locations of should be sympathetic to the architecture of the building's interiors.

c. Repair of cracks and other access points for water coming from the exterior: a number of defects in the building's exterior have been noted, many of which are rooted in cracks and damages on the walls, moldings, and concrete gutters, but also include exposed reinforcement bars.

d. Repairs on floors and walls in the interior of the building: given the age of the building, it is inevitable that there will be cracks and defects on the floors. Repairs to these will be restricted to the North Wing, and select public areas of the Taft Wing.

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4.1.2 Repainting of exterior of the building and interior of the North Wing as well as public areas of the Taft Wing: A study of the original color scheme through paint scrapes and research is to be done before this is finalized. It is important that the scheme is as close to the original as possible and shall make use of durable paint materials.

4.1.3 Roof repair: The concentration of roof repairs will be in the North wing and Taft wing of the Nurses' Home. Repairs entail replacement (where needed) of deteriorated, repair and replacement of deteriorated gutters, and the replacement and repair of deteriorated wooden truss members, including purlins.

a. *Repair and replacement of deteriorated truss members entails the following operations:*

i. For structural members that are partially deteriorated: cut and replace only the deteriorated section. Use the same wood species or one whose characteristics are similar/comparable to the original.

ii. For structural members that are almost entirely damaged: should replacement wood not be available (possibly due to the size of the deteriorated member), consider the following options:

- Properly spliced wood
- Use of steel structural members
- Combination of wood and steel (as approved)

b. *Rectification of roof design at joint between the North and Taft wings:* It is possible that throughout the building's history, the problem of leaks in the joints between the Taft wing and the North and South wings has been a regular experience. In order to resolve this, the North Wing's roof design may be rectified.

c. *Repair and replacement of damaged/deteriorated metal sheets (North and Taft wing)*

d. *Repair and replacement of fascia boards (North and Taft wing)*

e. *Installation of insulating material at the North wing*

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Electrical Works

Electrical rehabilitation: with the goal of making the North Wing and the public areas of the Taft Wing functional and efficient for nurses and resident doctors, a rehabilitation of its electrical system is to be carried out. This should be done out of respect for the original elements and components of the building, especially in the installation of new electrical lines.

- a. Upgrade of electrical lines in the North Wing and Taft Wing: as these have not been upgraded in quite some time, it is recommended that this be part of the current scope of work to be able to ensure that the building is safe from possible short-circuiting and other problems that may arise from faulty electrical wiring.

Plumbing and Sanitary Works

Plumbing and sanitary rehabilitation: An important aspect of any building, the plumbing and sanitary system of the building shall be rehabilitated in key areas of intervention – such as in the bathrooms that are to be expanded to accommodate more users. Drain lines and catch basins around the Nurses' Home shall also be improved.

- a. Bathrooms and toilets: the aims of this operation are to increase the number of showers and toilet stalls, as well as to upgrade the plumbing and water lines in the areas intervened.
 - i. Expand current bathrooms at the end of the North wing
 - ii. New water and sanitary lines;
 - iii. New fixtures and fittings.
 - iv. Rehabilitation of other bathrooms in the building (North and Taft wing)
- b. *Improvement of drain lines and catch basins*
- c. *New septic tank*

Securing of Government Permits

The CONTRACTOR shall be responsible for securing and processing the necessary permits from government agencies – Office of the Building Official and pertinent National Cultural Agencies NCAs.

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Bidder/Contractor

4.2 Project Deliverables

1. Project Cost Estimates

The Bidder shall prepare and submit for the purpose of the Bill of Quantities (BOQ) in this contract, a detailed estimate in accordance with the limit available on the Approved Budget for the Contract.

2. Detailed Unit Price Analysis

The Bidder shall draw up a unit price analysis for each of the pay items.

3. Reports

- (a) Weekly Progress Report
- (b) Monthly Progress Report

4. Daily Construction Logbook

- (a) Material Delivery Log
- (b) Manpower Log
- (c) Equipment at Site Log
- (d) Weekly Statement of Time Elapsed
- (e) Weather Log/Report

5. Environmental, Safety and Health Program

Provide safety protocol plan for the construction phase of the PROJECT. Practice full compliance of the safety, health and environment provisions including providing all necessary and required protective equipment for all workmen carrying out the Works.

6. As Built Plans

The General Contractor shall prepare and submit as-built plans duly signed and sealed by the corresponding Architect/ Engineer in the same sheet size and scale as the original drawings in two (2) reproducible copies. Electronic Copies of the As-built contract drawings shall also be submitted. The *.PDF format files shall be delivered with the CAD or BIM Files.

The CONTRACTOR shall do the preparation and submission of as-built plans duly signed and sealed by a professional electrical engineer in the same sheet size and scale as the original drawings in four (4) reproducible copies for application of Certificate of Electrical Inspection (CEI).

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7. Methodology

The Bidders are to submit a full methodology as part of their tender.

8. Eligibility and Criteria

a. General Contractor Requirements

A local Construction Company with extensive experience in the area of heritage building restoration and general construction as well as site development with the following credentials:

- (a) Must be operating for at least five (5) years.
- (b) Must have previously handled/managed at least three (3) project involving heritage building/structure/landmark in private or in public entities with building construction and restoration.
- (c) Must have a PCAB license with B Category or Special PCAB License in case of Joint Venture.
- (d) Must have previously completed a restoration project with a single contract amount with a total of 50% of the Approved Budget of the Contract.

b. Key Personnel Requirements

The General Contractor should be able to supply the following key personnel:

For the Construction Phase:

1) Project Manager

- a) Currently Employed by the General Contractor
- b) Must be a Licensed Architect or Engineer for at least 15 years
- c) Must have handled a restoration, renovation, and hospital support facility construction project and/or related construction project.

2) Project in Charge

- a) Currently Employed by the General Contractor b)
Must be a Licensed Architect or Engineer for at least 10 years c)
Must have handled a restoration, renovation, and hospital support facility construction project and/or related construction project.

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3) Project Electrical Engineer

- a) Currently employed by the General Contractor
- b) Must be a Licensed Electrical Engineer for at least 5 years
- c) Must have handled a renovation project/hospital support facility construction project and/or related construction project.

4) Project Civil Engineer

- a) Currently employed by the General Contractor
- b) Must be a Licensed Civil Engineer for at least 5 years
- c) Must have handled a renovation project/hospital support facility construction project and/or related construction project.

5) Project Sanitary Engineer

- a) Currently employed by the General Contractor
- b) Must be a Licensed Sanitary Engineer for at least 5 years
- c) Must have handled a renovation project/hospital support facility construction project and/or related construction project.

6) Safety Officer

- a) Currently employed by the General Contractor
- b) Must have a valid COSH Certificate of Training
- c) Must have at least Five (5) year of experience and has completed a renovation project.

7) General Foreman

- a) Currently employed by the General Contractor
- b) Must have at least ten (10) years' experience in general construction

4.3 Approved Budget

The total approved budget cost for the Project is **Forty-Nine Million Nine Hundred Seventy-Three Thousand Three Hundred Sixteen Pesos and Ninety-Two Cents (Php49,973,316.92)**

Warranty

The Winning Bidder shall guarantee the completed Project for the period of one-year (Defects Liability Period) from the issuance of Certificate of Acceptance, except for defects and failures occasioned due to force majeure and those by third parties.
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4.4 Data to Be Provided by The Procuring Entity

These data are for reference only. The bidder is responsible for the accuracy or applicability of any data that he will use in his construction proposal.

1. Bid Drawings (See Attached)

4.5 Timetable

The Contract Period shall be made with the schedule indicated below. Works shall start fourteen (14) Days after the issuance and receipt of Notice to Proceed (NTP).

4.6 Proposal Submission

The following submission requirements shall be included as part of the BIDDER'S proposal:

The following submission requirements shall be included as part of the BIDDER'S proposal:

2. Complete name and address of the bidder.
3. A description of:
 - a. The Bidder's experience includes certification, qualifications, experience with a project of similar nature, and experience with highly qualified technical personnel.
 - b. The bidder's knowledge of the subject including relevant expertise on the matter's scope of work, and ability to fulfill this TOR.
 - c. The bidder's ability to perform that may include references of past clients, understanding of deliverables, and time required.
 - d. A stipulated fee for the work including outlined milestone dates.
4. An individual schedule for completion of the work including outline milestone dates; and
5. A list of proposed sub-consultants (if any) for the work.

Two (2) separate copies of the proposals (Technical and Financial) must be submitted in separate sealed envelopes to:

Read and accepted as part of the Contract:

Bidder/Contractor

Bids and Awards Committee (BAC) Attention: _____
Address: _____
Date and Time: _____

Proposals received after the Closing Date/Time specified herein will not be considered. All of the provisions of this TOR are deemed to be accepted by the bidder and are incorporated into each proposal by this reference.

To fully evaluate the Technical and Financial Proposal, the following shall be included by the bidders:

Technical Proposal:

1. Detailed Construction Schedule
2. Manpower and Equipment Utilization Schedule
3. Project Organizational Chart and Qualification of Key Staff Proposed for the Project (See item E.2 for Key Personnel Qualification)
4. Construction Methodology
5. Project Facility Layout
6. Quality Control Program
7. Environmental, Health & Safety Program
8. List of Similar Projects undertaken for the last ten (10) Years and valuation of respective works

Financial Proposal:

1. Completed and Signed Bid Forms
2. Unit Price Analysis

SPECIAL PROVISION: The Bidders must not submit (whether intentional or unintentional) any part of the Financial Proposal/ Bid Amount Prices to the Technical Proposal. Failure to comply with this special provision shall mean automatic disqualification from the bidding exercise.

4.7 Proposal Evaluation

The selection of the General Contractor for the Philippine General Hospital - Renovation and Façade Restoration of PGH Nurse's Home shall be through public/competitive bidding to be conducted, in accordance with the pertinent provisions of RA 9184, by the Bids and Awards Committee (BAC).

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4.8 Proposal Acceptance

The proposals shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the proposal closing date. BAC reserves the right to accept or reject any or all proposals. The successful bidder will be required to enter into agreement with the PGH based on the terms and condition of this TOR.

4.9 Reservation Clause

The head of the PGH reserves the right to reject any and all Bids, declare a failure of bidding, or not award a contract in the following situations:

1. If there is *prima facie* evidence of collusion between appropriate public officers or employees of the procuring entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies, or tends to restrict, suppress or nullify competition.
2. If the BAC is found to have failed in following the prescribed bidding procedures Or
3. For any justifiable and reasonable grounds where the award of the contract will not redound to the benefits of the government as defined in the IRR of RA 9184.

4.10 Notice to Proceed

NTP shall be issued by the Procuring Entity to the winning bidder upon submission of the Approved Detailed Bill Quantities (BOQ) and shall become the official initiating time of the Construction Phase.

5.0 APPROVED BUDGET AND PROJECT DURATION

The Philippine General Hospital (PGH) intends to apply the sum of **Forty-Nine Million Nine Hundred Seventy-Three Thousand Three Hundred Sixteen Pesos and Ninety-Two Cents (Php49,973,316.92)**

5.1 being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROPOSED RENOVATION AND FACADE RESTORATION OF PGH NURSE'S HOME.**

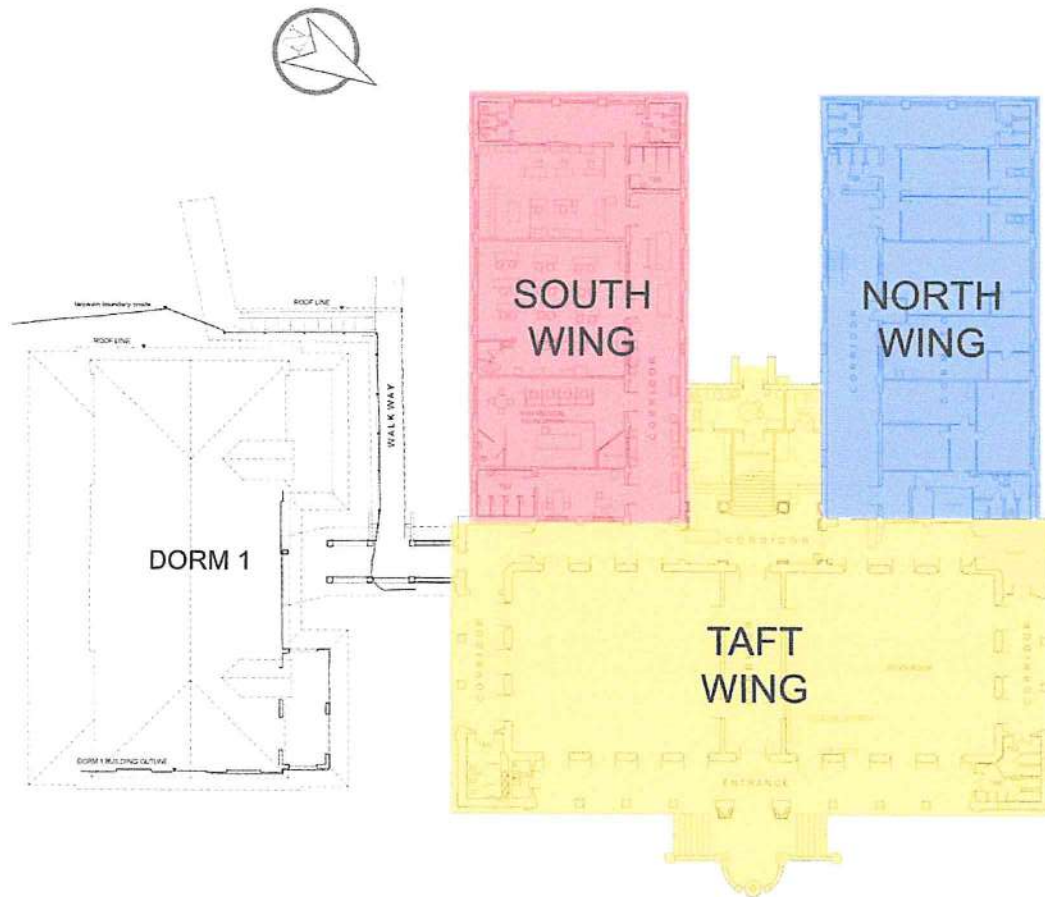
5.2 The Philippine General Hospital (PGH) now invites bids for the **PROPOSED RENOVATION OF PGH NURSE'S HOME** in the UP-PGH Compound that will include all necessary works to complete this project. **Completion of work is 375 calendar days from the date of acceptance of Letter of Award (LOA).**

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PART II ANNEXES

1.0 ANNEX 1: KEY PLAN OF THE NURSES' HOME PRIMARY AREAS



2.0 ANNEX 2: DETAILED ARCHITECTURAL AND ENGINEERING DESIGN PLANS (see attached drawings)

3.0 ANNEX 3: TECHNICAL SPECIFICATIONS (see attached document)

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