

**LAND BANK OF THE PHILIPPINES**

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**BID BULLETIN NO. 1
For ITB No. 2014-3-237**

PROJECT : **One Lot Services of Structural Engineer for the Construction/Renovation of Six (6) LANDBANK Office Building Projects**

IMPLEMENTOR : **Procurement Department**

DATE : **January 21, 2015**

This Bid Bulletin is hereby issued for the information of the participating bidders on the revision of requirements for the above mentioned project, to wit:

- 1) The Terms of Reference (TOR) has been revised. Please see attached pages 1 to 24 for the TOR per project.
- 2) Please see attached Annex B for the total floor area per project.
- 3) Section VII (Technical Specifications) and Checklist of Bidding Documents have been revised. Please see attached revised pages 71, 72 and 90.
- 4) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is re-scheduled from January 22, 2015 to **January 29, 2015, 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, 1598 M. H. Del Pilar corner Dr. Quintos Streets, Malate, Manila.


ALWIN I. REYES
Department Manager
Procurement Department

Technical Specifications

Specification	Statement of Compliance
<p>One Lot Services of Structural Engineer for the following Six (6) LANDBANK Office Building Projects</p> <ol style="list-style-type: none"> 1. Construction of Two (2) Storey Subic Branch Office Building 2. Construction of Three (3) Storey with Roof Deck Leadership Development Center Building (Intramuros) 3. Construction of Three (3) Storey Dasmarias Branch Office Building 4. Renovation of Single Storey with Mezzanine West Avenue Branch Office Building 5. Construction of Five (5) Storey with Roof Deck Baguio Corporate Center Building 6. Construction of Seven (7) Storey Davao Corporate Center Building 	<p>Bidders must state below either "Comply" or "Not Comply" against each of the individual parameters of each specification stating the corresponding performance parameter of the items offered.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii)</p> <p>Please state here either "Comply" or "Not Comply"</p>

<p>Other requirements:</p> <ol style="list-style-type: none"> 1. Compliance to the terms and conditions per attached Revised Terms of Reference (Annexes A1 to A24) 2. Submission of the following documents inside the eligibility/technical envelope: <ol style="list-style-type: none"> a) Valid Professional Regulation Commission (PRC) ID as Structural/ Civil Engineer b) Current certificate of good standing membership with the Association of Structural Engineers of the Philippines (ASEP) c) Certification issued by the bidder stating that it has at least 10 years experience in providing general structural design services d) List of at least 10 completed projects with complete addresses, contact persons and contact numbers. 	<p>Please state here either "Comply" or "Not Comply"</p>
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Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

6. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form - Form No. 5).
8. Valid Professional Regulation Commission (PRC) ID as Structural / Civil Engineer.
9. Current certificate of good standing membership with the Association of Structural Engineers of the Philippines (ASEP).
10. Certification issued by the bidder stating that it has at least 10 years experience in providing general structural design services.
11. List of at least 10 completed projects with complete addresses, contact persons and contact numbers.

Class "B" Document

12. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.
13. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);
14. Schedule VI - Schedule of Requirements with signature of bidder's authorized representative.
15. **Revised Section VII - Technical Specifications with response on compliance and signature of bidder's authorized representative.**
16. Duly notarized Omnibus Sworn Statement (sample form - Form No. 6).

**TERMS OF REFERENCE
FOR
THE HIRING OF STRUCTURAL DESIGN PROFESSIONAL FOR THE PROPOSED
TWO (2) STOREY LAND BANK OF THE PHILIPPINES (LBP) -
SUBIC BRANCH OFFICE BUILDING
AT MANILA AVE., SUBIC BAY FREEPORT ZONE, SBMA, OLONGAPO ZAMBALES**

I. GENERAL OBJECTIVE :

To provide a complete structural analysis and design for the planning and implementation of the proposed project.

II. QUALIFICATIONS :**A. For Juridical Entity**

1. A recognized local engineering design entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives);
2. At least Sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines;
3. Employing experienced and Professional Regulation Commission (PRC) licensed Civil/Structural Engineer/s, member/s of the Association of Structural Engineers of the Philippines (ASEP) and in good standing;
4. With at least ten (10) years-experience in providing general structural design services (steel, reinforced concrete, composite steel-concrete, etc.) for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

B. For Practicing Individual

1. Filipino citizen, not more than 55 years old;
2. PRC-licensed Civil/Structural Engineer;
3. A bona fide member of ASEP, in good standing;
4. With at least ten (10) years-experience in providing structural design services for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

III. SCOPE OF THE SERVICES :

1. Attend preliminary meetings with LBP officials/representative for the initial building design concept;
2. Conduct actual project site investigation/inspection.

3. Prepare complete and detailed structural analysis and design of the proposed building using applicable and acceptable licensed structural/engineering design computer software. The analysis and design shall:
 - 3.1. Consider the climatic and geological conditions of the site;
 - 3.2. Generally be based on the latest edition of the National Structural Code of the Philippines (NSCP);
 - 3.3. Be based on documents/data to be provided by the Bank such as, but not limited to, the following:
 - a. Complete set of approved and detailed architectural floor plans and elevations;
 - b. Schedule of proposed floor loadings;
 - c. Topographic survey/map;
 - d. Lot plan;
 - e. Comprehensive Geotechnical soil sub-surface analysis/investigation report;
 - f. Other documents/data as maybe justifiably required and deemed necessary.
 - 3.4. Consider economical design concept.
4. Submit to LBP-PMED the following duly signed and sealed pre-construction documents :
 - a. Structural Design Computations;
 - b. Structural Notes and Specifications;
 - c. Design Summary/Schedule of Structural Members including but not limited to roof trusses/deck, girders, beams, columns, floor slabs/ steel decking, retaining walls and footings/foundations.
 - d. Loading Map
 - e. Set of complete and detailed structural plans/drawings on standard 20" x 30" sheets (1 original, 10 blueprints).
5. Sign and seal all technical/ legal documents necessary to secure government permits/ clearances/ certification for the project.
6. Attend pre-construction conference and any other related meetings necessary for the project.
7. Conduct a minimum of five (5) periodic site inspections, and as maybe deemed necessary, during the actual construction/implementation of the project and submit a comprehensive inspection report to LBP-PMED, until full completion of all structural-related works;
8. Evaluate and recommend amendments and/or introduce alternative methodology in the revision and improvement of structural design and/or implementation, upon occurrence and recognition of unforeseen problems or eventualities considered certain to affect the overall stability of the building, far and beyond the design criteria used in accordance with the standards as per NSCP and other authorized regulatory body, during construction or even after the full accomplishment of the project.

9. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

IV. SCHEDULE OF SUBMISSION OF REPORTS

1. *Comprehensive Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days from the actual project site inspection to be conducted three (3) days prior to the scheduled actual implementation of, but not limited to, the following applicable activities :
 - a. Pile driving;
 - b. Concrete pouring of general foundation/below ground structures – footings, tie beams, grade girder/beam, etc.
 - c. Concrete pouring of ground level structural members
 - d. Concrete pouring of structural members on every succeeding floor levels.
2. *Final Inspection Report* - in any technical report format acceptable to the Bank containing among others specific statement as to general compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days upon final inspection of the fully accomplished structural-related work activities.

V. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY LBP :

- a. Refer to item III 3.3
- b. Schedule and venue for pre-construction conference and any other related meetings.

VI. PERFORMANCE DURATION :

- a. Submission of documents/deliverables enumerated on item III.4 above shall be within forty five (45) days upon receipt and acceptance of all required data and documents to be provided by LBP.
- b. Signing and sealing of all technical documents necessary to secure government/building construction permits for the project shall be within (3) days upon proper notification and receipt of the duly filled-out forms.
- c. Inspection Reports shall be submitted per schedule as enumerated above (item IV. 1 and 2).

VII. MANNER OF PAYMENT :

Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, visitation, reporting and all other miscellaneous fees, shall be payable in the manner as follows :

- a. Eighty percent (80%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon delivery and acceptance of all pre-construction documents/deliverables;
- b. Twenty percent (20%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon submission of all necessary technical/ legal and other documents, subject to PMED evaluation.

Prepared by:

PROJECT MANAGEMENT & ENGINEERING DEPARTMENT

**TERMS OF REFERENCE
FOR
THE HIRING OF STRUCTURAL DESIGN PROFESSIONAL FOR THE PROPOSED
THREE (3) STOREY WITH ROOF DECK LAND BANK OF THE PHILIPPINES (LBP) -
LEADERSHIP DEVELOPMENT CENTER
CABILDO ST., INTRAMUROS, MANILA**

I. GENERAL OBJECTIVE :

To provide a complete structural analysis and design for the planning and implementation of the proposed project.

II. QUALIFICATIONS :**A. For Juridical Entity**

1. A recognized local engineering design entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives);
2. At least Sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines;
3. Employing experienced and Professional Regulation Commission (PRC) licensed Civil/Structural Engineer/s, member/s of the Association of Structural Engineers of the Philippines (ASEP) and in good standing;
4. With at least ten (10) years-experience in providing general structural design services (steel, reinforced concrete, composite steel-concrete, etc.) for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

B. For Practicing Individual

1. Filipino citizen, not more than 55 years old;
2. PRC-licensed Civil/Structural Engineer;
3. A bona fide member of ASEP, in good standing;
4. With at least ten (10) years-experience in providing structural design services for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

III. SCOPE OF THE SERVICES :

1. Attend preliminary meetings with LBP officials/representative for the initial building design concept;
2. Conduct actual project site investigation/inspection.

3. Prepare complete and detailed structural analysis and design of the proposed building using applicable and acceptable licensed structural/ engineering design computer software. The analysis and design shall:
 - 3.1. Consider the climatic and geological conditions of the site;
 - 3.2. Generally be based on the latest edition of the National Structural Code of the Philippines (NSCP);
 - 3.3. Be based on documents/data to be provided by the Bank such as, but not limited to, the following:
 - a. Complete set of approved and detailed architectural floor plans and elevations;
 - b. Schedule of proposed floor loadings;
 - c. Topographic survey/map;
 - d. Lot plan;
 - e. Comprehensive Geotechnical soil sub-surface analysis/investigation report;
 - f. Other documents/data as maybe justifiably required and deemed necessary.
 - 3.4. Consider economical design concept.
4. Submit to LBP-PMED the following duly signed and sealed pre-construction documents :
 - a. Structural Design Computations;
 - b. Structural Notes and Specifications;
 - c. Design Summary/Schedule of Structural Members including but not limited to roof trusses/deck, girders, beams, columns, floor slabs/ steel decking, retaining walls and footings/foundations.
 - d. Loading Map
 - e. Set of complete and detailed structural plans/drawings on standard 20" x 30" sheets (1 original, 10 blueprints).
5. Sign and seal all technical/ legal documents necessary to secure government permits/ clearances/ certification for the project.
6. Attend pre-construction conference and any other related meetings necessary for the project.
7. Conduct a minimum of five (5) periodic site inspections, and as maybe deemed necessary, during the actual construction/implementation of the project and submit a comprehensive inspection report to LBP-PMED, until full completion of all structural-related works;
8. Evaluate and recommend amendments and/or introduce alternative methodology in the revision and improvement of structural design and/or implementation, upon occurrence and recognition of unforeseen problems or eventualities considered certain to affect the overall stability of the building, far and beyond the design criteria used in accordance with the standards as per NSCP and other authorized regulatory body, during construction or even after the full accomplishment of the project.

9. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

IV. SCHEDULE OF SUBMISSION OF REPORTS

1. *Comprehensive Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days from the actual project site inspection to be conducted three (3) days prior to the scheduled actual implementation of, but not limited to, the following applicable activities :
 - a. Pile driving;
 - b. Concrete pouring of general foundation/below ground structures – footings, tie beams, grade girder/beam, etc.
 - c. Concrete pouring of ground level structural members
 - d. Concrete pouring of structural members on every succeeding floor levels.
2. *Final Inspection Report* - in any technical report format acceptable to the Bank containing among others specific statement as to general compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days upon final inspection of the fully accomplished structural-related work activities.

V. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY LBP :

- a. Refer to item III 3.3
- b. Schedule and venue for pre-construction conference and any other related meetings.

VI. PERFORMANCE DURATION :

- a. Submission of documents/deliverables enumerated on item III.4 above shall be within sixty (60) days upon receipt and acceptance of all required data and documents to be provided by LBP.
- b. Signing and sealing of all technical documents necessary to secure government/building construction permits for the project shall be within (3) days upon proper notification and receipt of the duly filled-out forms.
- c. Inspection Reports shall be submitted per schedule as enumerated above (item IV. 1 and 2).

VII. MANNER OF PAYMENT :

Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, visitation, reporting and all other miscellaneous fees, shall be payable in the manner as follows :

- a. Eighty percent (80%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon delivery and acceptance of all pre-construction documents/deliverables;
- b. Twenty percent (20%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon submission of all necessary technical/ legal and other documents, subject to PMED evaluation.

Prepared by:

PROJECT MANAGEMENT & ENGINEERING DEPARTMENT

**TERMS OF REFERENCE
FOR
THE HIRING OF STRUCTURAL DESIGN PROFESSIONAL FOR THE PROPOSED
THREE (3) STOREY LAND BANK OF THE PHILIPPINES (LBP) -
DASMARIÑAS BRANCH OFFICE BUILDING
AGUINALDO HIGHWAY, BRGY. SAN AGUSTIN, DASMARIÑAS CITY**

I. GENERAL OBJECTIVE :

To provide a complete structural analysis and design for the planning and implementation of the proposed project.

II. QUALIFICATIONS :**A. For Juridical Entity**

1. A recognized local engineering design entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives);
2. At least Sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines;
3. Employing experienced and Professional Regulation Commission (PRC) licensed Civil/Structural Engineer/s, member/s of the Association of Structural Engineers of the Philippines (ASEP) and in good standing;
4. With at least ten (10) years-experience in providing general structural design services (steel, reinforced concrete, composite steel-concrete, etc.) for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

B. For Practicing Individual

1. Filipino citizen, not more than 55 years old;
2. PRC-licensed Civil/Structural Engineer;
3. A bona fide member of ASEP, in good standing;
4. With at least ten (10) years-experience in providing structural design services for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

III. SCOPE OF THE SERVICES :

1. Attend preliminary meetings with LBP officials/representative for the initial building design concept;
2. Conduct actual project site investigation/inspection.

3. Prepare complete and detailed structural analysis and design of the proposed building using applicable and acceptable licensed structural/ engineering design computer software. The analysis and design shall:
 - 3.1. Consider the climatic and geological conditions of the site;
 - 3.2. Generally be based on the latest edition of the National Structural Code of the Philippines (NSCP);
 - 3.3. Be based on documents/data to be provided by the Bank such as, but not limited to, the following:
 - a. Complete set of approved and detailed architectural floor plans and elevations;
 - b. Schedule of proposed floor loadings;
 - c. Topographic survey/map;
 - d. Lot plan;
 - e. Comprehensive Geotechnical soil sub-surface analysis/investigation report;
 - f. Other documents/data as maybe justifiably required and deemed necessary.
 - 3.4. Consider economical design concept.
4. Submit to LBP-PMED the following duly signed and sealed pre-construction documents :
 - a. Structural Design Computations;
 - b. Structural Notes and Specifications;
 - c. Design Summary/Schedule of Structural Members including but not limited to roof trusses/deck, girders, beams, columns, floor slabs/ steel decking, retaining walls and footings/foundations.
 - d. Loading Map
 - e. Set of complete and detailed structural plans/drawings on standard 20" x 30" sheets (1 original, 10 blueprints).
5. Sign and seal all technical/ legal documents necessary to secure government permits/ clearances/ certification for the project.
6. Attend pre-construction conference and any other related meetings necessary for the project.
7. Conduct a minimum of five (5) periodic site inspections, and as maybe deemed necessary, during the actual construction/implementation of the project and submit a comprehensive inspection report to LBP-PMED, until full completion of all structural-related works;
8. Evaluate and recommend amendments and/or introduce alternative methodology in the revision and improvement of structural design and/or implementation, upon occurrence and recognition of unforeseen problems or eventualities considered certain to affect the overall stability of the building, far and beyond the design criteria used in accordance with the standards as per NSCP and other authorized regulatory body, during construction or even after the full accomplishment of the project.

9. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

IV. SCHEDULE OF SUBMISSION OF REPORTS

1. *Comprehensive Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days from the actual project site inspection to be conducted three (3) days prior to the scheduled actual implementation of, but not limited to, the following applicable activities :
 - a. Pile driving;
 - b. Concrete pouring of general foundation/below ground structures – footings, tie beams, grade girder/beam, etc.
 - c. Concrete pouring of ground level structural members
 - d. Concrete pouring of structural members on every succeeding floor levels.
2. *Final Inspection Report* - in any technical report format acceptable to the Bank containing among others specific statement as to general compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days upon final inspection of the fully accomplished structural-related work activities.

V. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY LBP :

- a. Refer to item III 3.3
- b. Schedule and venue for pre-construction conference and any other related meetings.

VI. PERFORMANCE DURATION :

- a. Submission of documents/deliverables enumerated on item III.4 above shall be within sixty (60) days upon receipt and acceptance of all required data and documents to be provided by LBP.
- b. Signing and sealing of all technical documents necessary to secure government/building construction permits for the project shall be within (3) days upon proper notification and receipt of the duly filled-out forms.
- c. Inspection Reports shall be submitted per schedule as enumerated above (item IV. 1 and 2).

VII. MANNER OF PAYMENT :

Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, visitation, reporting and all other miscellaneous fees, shall be payable in the manner as follows :

- a. Eighty percent (80%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon delivery and acceptance of all pre-construction documents/deliverables;
- b. Twenty percent (20%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon submission of all necessary technical/ legal and other documents, subject to PMED evaluation.

Prepared by:

PROJECT MANAGEMENT & ENGINEERING DEPARTMENT

**TERMS OF REFERENCE
FOR
THE HIRING OF STRUCTURAL DESIGN PROFESSIONAL FOR THE PROPOSED
RENOVATION OF A SINGLE STOREY WITH MEZZANINE
LAND BANK OF THE PHILIPPINES (LBP) -
WEST AVENUE BRANCH OFFICE BUILDING
NO. 47 WEST AVENUE, QUEZON CITY**

I. GENERAL OBJECTIVE :

To provide a complete structural analysis and design for the planning and implementation of the proposed project.

II. QUALIFICATIONS :**A. For Juridical Entity**

1. A recognized local engineering design entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives);
2. At least Sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines;
3. Employing experienced and Professional Regulation Commission (PRC) licensed Civil/Structural Engineer/s, member/s of the Association of Structural Engineers of the Philippines (ASEP) and in good standing;
4. With at least ten (10) years-experience in providing general structural design services (steel, reinforced concrete, composite steel-concrete, etc.) for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

B. For Practicing Individual

1. Filipino citizen, not more than 55 years old;
2. PRC-licensed Civil/Structural Engineer;
3. A bona fide member of ASEP, in good standing;
4. With at least ten (10) years-experience in providing structural design services for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
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III. SCOPE OF THE SERVICES :

1. Attend preliminary meetings with LBP officials/representative for the initial building design concept;
2. Conduct actual project site investigation/inspection.

3. Prepare complete and detailed structural analysis and design of the proposed building using applicable and acceptable licensed structural/engineering design computer software. The analysis and design shall:
 - 3.1. Consider the climatic and geological conditions of the site;
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 - b. Schedule of proposed floor loadings;
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8. Evaluate and recommend amendments and/or introduce alternative methodology in the revision and improvement of structural design and/or implementation, upon occurrence and recognition of unforeseen problems or eventualities considered certain to affect the overall stability of the building, far and beyond the design criteria used in accordance with the standards as per NSCP and other authorized regulatory body, during construction or even after the full accomplishment of the project.

9. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

IV. SCHEDULE OF SUBMISSION OF REPORTS

1. *Comprehensive Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days from the actual project site inspection to be conducted three (3) days prior to the scheduled actual implementation of, but not limited to, the following applicable activities :
 - a. Pile driving;
 - b. Concrete pouring of general foundation/below ground structures – footings, tie beams, grade girder/beam, etc.
 - c. Concrete pouring of ground level structural members
 - d. Concrete pouring of structural members on every succeeding floor levels.
2. *Final Inspection Report* - in any technical report format acceptable to the Bank containing among others specific statement as to general compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days upon final inspection of the fully accomplished structural-related work activities.

V. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY LBP :

- a. Refer to item III 3.3
- b. Schedule and venue for pre-construction conference and any other related meetings.

VI. PERFORMANCE DURATION :

- a. Submission of documents/deliverables enumerated on item III.4 above shall be within forty five (45) days upon receipt and acceptance of all required data and documents to be provided by LBP.
- b. Signing and sealing of all technical documents necessary to secure government/building construction permits for the project shall be within (3) days upon proper notification and receipt of the duly filled-out forms.
- c. Inspection Reports shall be submitted per schedule as enumerated above (item IV. 1 and 2).

VII. MANNER OF PAYMENT :

Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, visitation, reporting and all other miscellaneous fees, shall be payable in the manner as follows :

- a. Eighty percent (80%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon delivery and acceptance of all pre-construction documents/deliverables;
- b. Twenty percent (20%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon submission of all necessary technical/ legal and other documents, subject to PMED evaluation.

Prepared by:

PROJECT MANAGEMENT & ENGINEERING DEPARTMENT

**TERMS OF REFERENCE
FOR
THE HIRING OF STRUCTURAL DESIGN PROFESSIONAL FOR THE PROPOSED
FIVE (5) STOREY WITH ROOF DECK LAND BANK OF THE PHILIPPINES (LBP) -
BAGUIO CORPORATE CENTER BUILDING
AT HARIZON ROAD, BAGUIO CITY**

I. GENERAL OBJECTIVE :

To provide a complete structural analysis and design for the planning and implementation of the proposed project.

II. QUALIFICATIONS :**A. For Juridical Entity**

1. A recognized local engineering design entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives);
2. At least Sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines;
3. Employing experienced and Professional Regulation Commission (PRC) licensed Civil/Structural Engineer/s, member/s of the Association of Structural Engineers of the Philippines (ASEP) and in good standing;
4. With at least ten (10) years-experience in providing general structural design services (steel, reinforced concrete, composite steel-concrete, etc.) for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

B. For Practicing Individual

1. Filipino citizen, not more than 55 years old;
2. PRC-licensed Civil/Structural Engineer;
3. A bona fide member of ASEP, in good standing;
4. With at least ten (10) years-experience in providing structural design services for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

III. SCOPE OF THE SERVICES :

1. Attend preliminary meetings with LBP officials/representative for the initial building design concept;
2. Conduct actual project site investigation/inspection.

3. Prepare complete and detailed structural analysis and design of the proposed building using applicable and acceptable licensed structural/ engineering design computer software. The analysis and design shall:
 - 3.1. Consider the climatic and geological conditions of the site;
 - 3.2. Generally be based on the latest edition of the National Structural Code of the Philippines (NSCP);
 - 3.3. Be based on documents/data to be provided by the Bank such as, but not limited to, the following:
 - a. Complete set of approved and detailed architectural floor plans and elevations;
 - b. Schedule of proposed floor loadings;
 - c. Topographic survey/map;
 - d. Lot plan;
 - e. Comprehensive Geotechnical soil sub-surface analysis/investigation report;
 - f. Other documents/data as maybe justifiably required and deemed necessary.
 - 3.4. Consider economical design concept.
4. Submit to LBP-PMED the following duly signed and sealed pre-construction documents :
 - a. Structural Design Computations;
 - b. Structural Notes and Specifications;
 - c. Design Summary/Schedule of Structural Members including but not limited to roof trusses/deck, girders, beams, columns, floor slabs/ steel decking, retaining walls and footings/foundations.
 - d. Loading Map
 - e. Set of complete and detailed structural plans/drawings on standard 20" x 30" sheets (1 original, 10 blueprints).
5. Sign and seal all technical/ legal documents necessary to secure government permits/ clearances/ certification for the project.
6. Attend pre-construction conference and any other related meetings necessary for the project.
7. Conduct a minimum of five (5) periodic site inspections, and as maybe deemed necessary, during the actual construction/implementation of the project and submit a comprehensive inspection report to LBP-PMED, until full completion of all structural-related works;
8. Evaluate and recommend amendments and/or introduce alternative methodology in the revision and improvement of structural design and/or implementation, upon occurrence and recognition of unforeseen problems or eventualities considered certain to affect the overall stability of the building, far and beyond the design criteria used in accordance with the standards as per NSCP and other authorized regulatory body, during construction or even after the full accomplishment of the project.

9. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

IV. SCHEDULE OF SUBMISSION OF REPORTS

1. *Comprehensive Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days from the actual project site inspection to be conducted three (3) days prior to the scheduled actual implementation of, but not limited to, the following applicable activities :
 - a. Pile driving;
 - b. Concrete pouring of general foundation/below ground structures – footings, tie beams, grade girder/beam, etc.
 - c. Concrete pouring of ground level structural members
 - d. Concrete pouring of structural members on every succeeding floor levels.
2. *Final Inspection Report* - in any technical report format acceptable to the Bank containing among others specific statement as to general compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days upon final inspection of the fully accomplished structural-related work activities.

V. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY LBP :

- a. Refer to item III 3.3
- b. Schedule and venue for pre-construction conference and any other related meetings.

VI. PERFORMANCE DURATION :

- a. Submission of documents/deliverables enumerated on item III.4 above shall be within sixty (60) days upon receipt and acceptance of all required data and documents to be provided by LBP.
- b. Signing and sealing of all technical documents necessary to secure government/building construction permits for the project shall be within (3) days upon proper notification and receipt of the duly filled-out forms.
- c. Inspection Reports shall be submitted per schedule as enumerated above (item IV. 1 and 2).

VII. MANNER OF PAYMENT :

Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, visitation, reporting and all other miscellaneous fees, shall be payable in the manner as follows :

- a. Eighty percent (80%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon delivery and acceptance of all pre-construction documents/deliverables;
- b. Twenty percent (20%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon submission of all necessary technical/ legal and other documents, subject to PMED evaluation.

Prepared by:

PROJECT MANAGEMENT & ENGINEERING DEPARTMENT

**TERMS OF REFERENCE
FOR
THE HIRING OF STRUCTURAL DESIGN PROFESSIONAL FOR THE PROPOSED
SEVEN (7) STOREY LAND BANK OF THE PHILIPPINES (LBP) -
DAVAO CORPORATE CENTER BUILDING
AT PALM DRIVE CORNER OLIVE ROAD, BAJADA, DAVAO CITY**

I. GENERAL OBJECTIVE :

To provide a complete structural analysis and design for the planning and implementation of the proposed project.

II. QUALIFICATIONS :**A. For Juridical Entity**

1. A recognized local engineering design entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives);
2. At least Sixty percent (60%) of the interest/outstanding capital stocks belongs to citizens of the Philippines;
3. Employing experienced and Professional Regulation Commission (PRC) licensed Civil/Structural Engineer/s, member/s of the Association of Structural Engineers of the Philippines (ASEP) and in good standing;
4. With at least ten (10) years-experience in providing general structural design services (steel, reinforced concrete, composite steel-concrete, etc.) for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

B. For Practicing Individual

1. Filipino citizen, not more than 55 years old;
2. PRC-licensed Civil/Structural Engineer;
3. A bona fide member of ASEP, in good standing;
4. With at least ten (10) years-experience in providing structural design services for multi-storey building construction projects in diverse classification (*e.g. residential, commercial, industrial, institutional, etc.*) and usage (*e.g. office, storage/warehouse, parking, condominium, apartment, etc.*);
5. With a minimum of ten (10) completed contracts/projects.

III. SCOPE OF THE SERVICES :

1. Attend preliminary meetings with LBP officials/representative for the initial building design concept;
2. Conduct actual project site investigation/inspection.

3. Prepare complete and detailed structural analysis and design of the proposed building using applicable and acceptable licensed structural/engineering design computer software. The analysis and design shall:
 - 3.1. Consider the climatic and geological conditions of the site;
 - 3.2. Generally be based on the latest edition of the National Structural Code of the Philippines (NSCP);
 - 3.3. Be based on documents/data to be provided by the Bank such as, but not limited to, the following:
 - a. Complete set of approved and detailed architectural floor plans and elevations;
 - b. Schedule of proposed floor loadings;
 - c. Topographic survey/map;
 - d. Lot plan;
 - e. Comprehensive Geotechnical soil sub-surface analysis/investigation report;
 - f. Other documents/data as maybe justifiably required and deemed necessary.
 - 3.4. Consider economical design concept.
4. Submit to LBP-PMED the following duly signed and sealed pre-construction documents :
 - a. Structural Design Computations;
 - b. Structural Notes and Specifications;
 - c. Design Summary/Schedule of Structural Members including but not limited to roof trusses/deck, girders, beams, columns, floor slabs/ steel decking, retaining walls and footings/foundations.
 - d. Loading Map
 - e. Set of complete and detailed structural plans/drawings on standard 20" x 30" sheets (1 original, 10 blueprints).
5. Sign and seal all technical/ legal documents necessary to secure government permits/ clearances/ certification for the project.
6. Attend pre-construction conference and any other related meetings necessary for the project.
7. Conduct a minimum of five (5) periodic site inspections, and as maybe deemed necessary, during the actual construction/implementation of the project and submit a comprehensive inspection report to LBP-PMED, until full completion of all structural-related works;
8. Evaluate and recommend amendments and/or introduce alternative methodology in the revision and improvement of structural design and/or implementation, upon occurrence and recognition of unforeseen problems or eventualities considered certain to affect the overall stability of the building, far and beyond the design criteria used in accordance with the standards as per NSCP and other authorized regulatory body, during construction or even after the full accomplishment of the project.

9. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.

IV. SCHEDULE OF SUBMISSION OF REPORTS

1. *Comprehensive Inspection Report* – in any technical report format acceptable to the Bank containing among others specific statements as to compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days from the actual project site inspection to be conducted three (3) days prior to the scheduled actual implementation of, but not limited to, the following applicable activities :
 - a. Pile driving;
 - b. Concrete pouring of general foundation/below ground structures – footings, tie beams, grade girder/beam, etc.
 - c. Concrete pouring of ground level structural members
 - d. Concrete pouring of structural members on every succeeding floor levels.
2. *Final Inspection Report* - in any technical report format acceptable to the Bank containing among others specific statement as to general compliance to the structural design plan, drawings, notes and specifications to be submitted to LBP-PMED within five (5) working days upon final inspection of the fully accomplished structural-related work activities.

V. DATA, LOCAL SERVICES, AND FACILITIES TO BE PROVIDED BY LBP :

- a. Refer to item III 3.3
- b. Schedule and venue for pre-construction conference and any other related meetings.

VI. PERFORMANCE DURATION :

- a. Submission of documents/deliverables enumerated on item III.4 above shall be within sixty (60) days upon receipt and acceptance of all required data and documents to be provided by LBP.
- b. Signing and sealing of all technical documents necessary to secure government/building construction permits for the project shall be within (3) days upon proper notification and receipt of the duly filled-out forms.
- c. Inspection Reports shall be submitted per schedule as enumerated above (item IV. 1 and 2).

VII. MANNER OF PAYMENT :

Professional Services fee based on the Approved Contract Price (ACP), inclusive of basic fee, visitation, reporting and all other miscellaneous fees, shall be payable in the manner as follows :

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- b. Twenty percent (20%) of the ACP – on a monthly basis until fully settled, but in no case that a monthly payment will exceed ₱100,000.00, to commence upon submission of all necessary technical/ legal and other documents, subject to PMED evaluation.

Prepared by:

PROJECT MANAGEMENT & ENGINEERING DEPARTMENT

Project Name	Level	Floor Area (in m ²)	Total Floor Area (in m ²)
1. Construction of Subic Branch Office Building	Ground Floor	603.75	1,207.50
	2 nd Floor	603.75	
2. Renovation of West Ave. Branch Office Building	2 nd Floor	885.00	885.00
3. Construction of Leadership Development Center (Intramuros)	Ground Floor	1,353.60	4,599.52
	2 nd Floor	1,060.23	
	3 rd Floor	1,060.23	
	Roof Deck	1,060.23	
	Upper Roof Deck	65.23	
4. Construction of Dasmariñas Branch Office Building	Ground Floor	476.74	1,290.04
	2 nd Floor	406.65	
	3 rd Floor	460.65	
5. Construction of Baguio Corporate Center Building	Basement	383.35	2,683.45
	Lower GF	383.35	
	Upper GF	383.35	
	2 nd Floor	383.35	
	3 rd Floor	383.35	
	Fourth Floor	383.35	
	Roof Deck	383.35	
6. Construction of Davao Corporate Center Building	Basement	892.39	6,330.07
	Lower GF	928.77	
	Upper GF	939.35	
	2 nd Floor	892.39	
	3 rd Floor	383.35	
	Fourth Floor	383.35	
	Roof Deck	383.35	

Annex B