

**BID BULLETIN NO. 2
For ITB No. 2016-4-004**

PROJECT : **Architectural Design Consultancy Services for Fifteen (15) Storey LANDBANK Cebu Corporate Center**

IMPLEMENTOR : **Procurement Department**

DATE : **July 18, 2016**

This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

The modifications, amendments or clarifications are as follows:

- 1) The Terms of Reference (TOR) & its Annexes A, B & C and Checklist of the Bidding Documents have been revised. Please see attached revised TOR & its Annexes A, B & C and pages 141 and 142 of the Bidding Documents have been revised.
- 2) The deadline of submission and the schedule of opening of eligibility/technical and financial documents/proposals for the above project is scheduled on **July 28, 2016 11:00 A.M.** at the Procurement Department, 25th Floor, LANDBANK Plaza Building, Malate, Manila.



ALWIN I. REYES
Assistant Vice President
Procurement Department

**TERMS OF REFERENCE (TOR)
FOR
THE HIRING OF ARCHITECTURAL DESIGN CONSULTANT FOR THE
PROPOSED FIFTEEN (15) STOREY
LANDBANK CEBU CORPORATE CENTER**

A. BACKGROUND

The LANDBANK Cebu Corporate Center (LCCC) in Cebu Ayala Business Park is envisioned to be the Bank's flagship building in Visayas. The building is proposed to be Leadership Environmental and Energy Design (LEED)-Certified and shall be a green and environment-friendly building. The design shall incorporate the installation of solar power panels on the roof deck which will provide electricity to the LBP Offices. The LCCC is targeted to be the first LEED-Certified building outside of Metro Manila.

The LCCC shall house the various units of LANDBANK with a large branch and the lending center at the ground floor. The offices of the Group Heads (Visayas Branches Group and Visayas Lending Group) shall also be located in the building. Please refer to the table below for the floor area distribution:

DESCRIPTION	FLOOR AREA (in sqm)
1. Ground Floor	835.00
2. 2 nd Floor (Parking level)	835.00
3. 3 rd Floor (Parking level)	835.00
4. 4 th Floor (Parking level)	835.00
5. 5 th Floor	835.00
6. 6 th Floor	835.00
7. 7 th Floor	835.00
8. 8 th Floor	835.00
9. 9 th Floor	835.00
10. 10 th Floor	835.00
11. 11 th Floor	835.00
12. 12 th Floor	835.00
13. 14 th Floor	835.00
14. 15 th Floor	835.00
15. 16 th Floor	835.00
TOTAL BUILDING AREA	12,525.00 sqm

Majority of the office spaces in the LCCC shall be leased to government agencies, government-owned and controlled corporations (GOCCs) and private entities.

The location of the property is along the Mindanao Avenue in Cebu Business Park, Cebu City. The lot is almost rectangular in shape (with a road frontages of 30.0 and 32.63 meters along Mindanao Ave. and Siquijor Road, respectively) with an aggregate area of 1,193 square meters. It is in the prime business center in Cebu City which is under the Philippine Economic Zone Authority (PEZA). It is a few meters away from Ayala

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Center Cebu and approximately fifteen kilometers from Mactan International Airport.

B. OBJECTIVES OF HIRING THE ARCHITECTURAL DESIGN CONSULTANT

The hiring of the Architectural Design Consultant aims to address the following objectives:

1. To conceptualize and provide complete architectural and engineering designs based on the following:
 - 1.1 Approval of the LANDBANK Board of Directors to construct a 15-storey building at the LANDBANK owned vacant lot located in Cebu Business Park, Cebu City;
 - 1.2 Compliance with Leadership in Energy and Environmental Design (LEED) for green building by designing a structure with particular emphasis on sustainability – i.e. energy efficiency, water savings, indoor environmental quality with the aim to reduce operating costs, enhance building marketability and increase staff productivity.
 - 1.3 General building construction requirements of Cebu Ayala Business Development Park.
2. To provide LANDBANK with all the required Contract Documents (i.e. Design plans – i.e. Architectural, Structural, Electrical, Mechanical, Plumbing, Sanitary, Data and Communication, Cost Quantity Survey, Bill of Materials, etc...) other technical documents necessary for tendering of bids, permit requirements, execution and implementation of the project.
3. To assist LANDBANK in the implementation and Turn-Over and Acceptance (TOA) of the project.

C. QUALIFICATIONS:

The Architectural Design Consultant must have the following qualification/s:

1. Duly registered with the Securities and Exchange Commission (SEC);
2. With experience in designing, at least ten (10) high rise office buildings of fifteen (15) floors and above and costing of at least Php300 Million per building. These buildings must have been implemented both local and abroad;

3. At least ten (10) years of experience in the field of space planning and interior/exterior design for the general tenor of the building, preferably including Banking Offices, Branches, parking and landscaping;
4. Maintains a pool of licensed Architects, with active United Architects of the Philippines (UAP) membership and an Interior Designer by the Professional Regulation Commission (PRC);
5. Maintains a pool of engineering design professionals and specialists accredited in their respective area of specialization/association (i.e. Civil, Structural, Electrical, Mechanical, Sanitary, Electronics and Communications Engineers);
6. With experience in coordinating with various consultants involving all disciplines during construction administration and implementation phases to reflect changes made in the drawing and accompanying processes;
7. With experience and/or with accredited allied consultant on LEED certification; and
8. With Professional Indemnity Insurance.

D. SCOPE OF WORKS:

The Architectural Design Consultant shall perform the services in accordance with the following stages/ phases:

Phase 1 - DATA GATHERING STAGE (Review, Analysis and Design Strategy)

1. To conduct a series of meetings with LANDBANK management (i.e. Building Committee/ Management Committee/ etc.) to discuss the possible plans and concepts for the project and collect data to be used in developing the design; and to finalize the inputs gathered during the data gathering phase.
2. This stage shall be supported by various study tools (i.e. matrix diagrams/ bubble diagrams/ space interrelationship diagrams, etc.) including the proposed design concept/ background – materials/ equipment/ and furniture to be used for the project - to be submitted in an appropriate paper size (A3 or A4 size) in book bound form for comments and/or approval of the LANDBANK management. Said document shall be numbered based on revision to document the design development of the project.
3. To conduct sufficient geotechnical and site survey.

**Phase 2 - DESIGN DEVELOPMENT & CONTRACT DOCUMENTATION
STAGE**

Preliminary Concept Design

1. Prepare the preliminary design based on the data gathered to establish the layout taking into consideration but not limited to the following :
 - Organizational structure
 - Staffing requirements
 - Office size and layout
 - Security requirements of the Bank
2. The preliminary design to be submitted by the Architectural Design Consultant shall include the following :
 - Scaled floor plans, elevations, sections and other supporting documents in an appropriate paper size (A3 or A4) consisting of but not limited to:
 - 1) Floor Plans with Furniture and Fixtures Layout
 - 2) Ceiling and Lighting Design
 - 3) Signage and Decals Details
 - 4) Interior Elevations and Sections
 - 5) Electrical, LAN, DATA, CCTV and other Auxiliary Layouts
 - 6) Plumbing and Sanitary Layout
 - 7) Outline Specifications / Schedule of Finishes
 - 8) Area Tabulation, other details
 - Computer generated exterior and interior perspectives (at least 3 exterior and 5 interior views)
 - Computer generated walk-thru 3D presentation of the proposed project
 - Sample/ swatch board of the materials and specifications to be used for the project

Contract Documentation

1. Upon approval, prepare the detailed signed and sealed construction drawings (i.e. architectural, structural, electrical, mechanical, plumbing, sanitary, data communications, etc.) cost quantity survey, bill of materials and other technical documents necessary for tendering of bids, permit requirements, execution and implementation of the project. The content of the construction drawings shall include but are not limited to the following:

1.1.	Final and complete Architectural Plans:
a.	Floor Plans including Furniture and Modular Partition Layouts;
b.	Reflected Ceiling Plans and Ceiling Details including Lighting Fixtures Specifications
c.	Architectural Specifications

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1.2.	Final and complete Civil/ Structural Plans
a.	General Conditions for the Civil Works b. Structural design analysis and load computation
1.3.	Final and complete Sanitary/Plumbing Plans:
a.	Piping Computation for Water, Drainage and Sewer Systems;
b.	Water System Layout;
c.	Drainage System Layout;
d.	Sewer System Layout;
e.	Sanitary Specifications.
1.4.	Final and complete Electrical Plans:
a.	Electrical Load Computations;
b.	Power Distribution One Line Diagram, including power layout;
c.	Lighting Layout;
d.	Electrical Specifications.
1.5.	Final and complete Mechanical Plans:
a.	HVAC Systems General Conditions and Analysis;
b.	HVAC Layout;
c.	HVAC Specifications;
d.	Fire Protection System.
1.6.	Final and complete Electronics Plans:
a.	IT (e.g. Structured Cabling, Riser, etc.), Telephone, Cable, Intercom and other electronics system layout;
b.	Data and Communications layouts;
c.	Security Layout (CCTV, Access Control System, etc.)
1.7	Cost Quantity Survey
1.8	Bill of Materials

2. The following office space shall be treated with architectural interior design treatment which shall showcase the building's architectural theme :
 - a) Ground floor main lobby
 - b) Ground floor branch lobby and front liners area
 - c) All elevator lobbies
 - d) All common hallways
 - e) All comfort rooms

3. The Architectural Design Consultant shall also prepare and submit to the LANDBANK Building Committee the consolidated Technical Specifications describing the color scheme, type and quality of materials, finishes, manner of construction and the general conditions under which the Facility will be constructed;

4. Facilitate the LEED Gold-Core and Shell (CS) Certification of the proposed LCCC building thru a qualified and accredited LEED consultancy firm.

Phase 3 CONSTRUCTION STAGE AND PROJECT TURN-OVER

1. To accomplish all drawings, details, specifications and technical and legal documents necessary to secure government permits/ certifications and clearances for the project.
2. To ensure a singular interpretation of all design details and shall perform all necessary validation of drawings as well as coordination work among various disciplines (i.e. construction managers and prospective bidders) to ensure the proper interpretation of the Contract Documents.
3. Interview shop fitters and contractors and present the scheme and answer any queries regarding the overall design requirements and drawing packages. Consultant will assist the project team with the selection of the most appropriate contractors/ shop fitters from the tender list. Particular emphasis is placed in this stage on ensuring good communications of information to the contractor.
4. Conduct periodic inspection at least once a month or as the need arises in order to maintain the integrity of the design concept implemented by the contractor and shall submit to the Building Committee findings and observations for every inspection.
5. Ensure that the materials/ equipment used are in accordance with the approved specifications and general design concept.
6. Conduct joint punchlist inspection with LBP representatives, project/ construction managers/ contractor/ suppliers prior to turn-over and acceptance;
7. Upon formal request, to personally appear and represent the Bank before any authorized body as expert witness in the resolution of related investigation and controversies.
8. Actual expenses for travel, accommodation and out-of-pocket expenses shall be for the account of the Consultant.
9. Submission of the LEED Gold-Core and Shell (CS) Certification.

E. DESIGN CONSULTANCY FEE

The Approved Budget for the Contract (ABC) is in the amount of **PESOS: TWENTY ONE MILLION THREE HUNDRED FIFTY THOUSAND AND 00/100 (Php 21,350,000.00).**

F. TIMETABLE FOR THE PROJECT

1. Duration/ performance period:

Phase	Timetable
PHASE 1 <i>Data gathering</i>	Two (2) months
PHASE 2 <i>Design development and contract documentation stage</i>	Four (4) months - shall commence upon approval of final schematic layout;
PHASE 3 <i>Construction and project turn-over</i>	Two (2) years and three (3) months

H. MANNER OF PAYMENT (Breakdown of schedule)

Mode of payment:

1. Amount to be released based on the phase of works (see table below)

PHASE	Weight	Deliverables
PHASE 1 <i>Data gathering</i>	15%	Project design concepts/ background Matrix diagram/ bubble diagrams/ space inter-relationship studies Tabulation of manpower with area computation per staff
PHASE 2 <i>Design development and contract documentation stage</i>	65%	PRELIMINARY DESIGNS -40% 1. Scaled floor plans, elevations, sections in an appropriate paper size consisting of but not limited to: a. Floor: Plans with Furniture and Fixtures Layout b. Ceiling and Lighting Design c. Signage and Decals Details d. Interior Elevations and Sections Electrical, LAN, DATA, CCTV and other Auxiliary Layout f. Plumbing and Sanitary Layout g. Outline Specifications / Schedule of

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		<p style="text-align: center;">Finishes</p> <ol style="list-style-type: none"> 2. Area Tabulation, other details and budgetary estimate 3. Computer generated exterior and interior perspectives (at least 3 exterior and 5 interior views) 4. Computer generated walk-thru 3D presentation of the proposed project 5. Sample/ swatch board of the materials intended to be used for the project 6. Review period shall be at least one (1) month upon submission of the preliminary deisgn <p>CONTRACT DOCUMENTS -25%</p> <ol style="list-style-type: none"> 1. Final and complete Architectural Plans: <ol style="list-style-type: none"> a. Floor Plans including Furniture and Modular Partition Layouts b. Reflected Ceiling Plans and Ceiling Details including Lighting Fixtures Specifications 2. Architectural Specifications. 3. Final and complete Structural/ Civil Plans: <ol style="list-style-type: none"> a. General Conditions for the Civil Works including structural design computation analysis, geotechnical investigation report 4. Final and complete Sanitary/Plumbing Plans: <ol style="list-style-type: none"> a. Piping Computation for Water, Drainage and Sewer Systems b. Water System Layout c. Drainage System Layout d. Sewer System Layout e. Sanitary Specifications 5. Final and complete Electrical Plans: <ol style="list-style-type: none"> a. Electrical Load Computations b. Power Distribution One Line Diagram, including power layout c. Lighting Layout d. Electrical Specifications. 6. Final and complete Mechanical Plans: <ol style="list-style-type: none"> a. HVAC Systems General Conditions and Analysis b. HVAC Layout including the relocation and re-installation of existing ACU c. HVAC Specifications 7. Final and complete Electronics Plans: <ol style="list-style-type: none"> a. IT (e.g. Structured Cabling, Riser, etc.), Telephone, Cable, Intercom and other electronics system layout b. Fire Protection System
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		<p>c. Security Layout (CCTV, Access Control System, etc.)</p> <p>8. Cost Quantity Survey</p> <p>9. Bill of Materials</p>
<p>PHASE 3 <i>Construction and project turn-over</i></p>	20%	<p>As-built plans/ certifications/ warranties/ manuals</p> <p>Payment schedule shall be based on the following:</p> <p>a. 5% - upon 25% completion of the project</p> <p>b. 5% - upon 50% completion of the project</p> <p>c. 5% - upon 75% completion of the project</p> <p>d. 5% - upon 100% completion of the project</p>