

**ANNEX A**

**I. CRITERIA FOR SHORTLISTING**

	ITEM	WEIGHT	RATING
1.	<b>EXPERIENCE IN THE FIELD (MIN 10 YEARS)</b> Firm must have min of 10 years in the industry 5 – 9 Years – 5 pts (15%) 10 years and above - 10 pts (30%)	30.00 %	40.00 %
2.	<b>LIST OF ALLIED DESIGN PROFESSIONALS/ CONSULTANTS</b> A complete team shall be composed of the following: Architects, Interior Designer, Engineering and LEED consultants  Incomplete – 5 pts (20%) Complete – 10 pts (50%)	50.00 %	30.00 %
3.	<b>LIST OF SIMILAR/ COMPARABLE PROJECTS (15 storey - Php 300M)</b> As to cost Php 100M – 200M = 5pts (5%) Php201M – 300M = 10 pts (10%)  As to number of projects 5-7 projects – 5 pts (5%) 8 – 10 projects – 10 pts (10%)	20.00 %	30.00 %
<b>TOTAL</b>		<b>100.00 %</b>	<b>100.00 %</b>
<b>MINIMUM SCORE REQUIRED</b>		<b>75.00</b>	
%			

**II. CRITERIA FOR RANKING**

**(QUALITY-COST BASED EVALUATION) – include LEED consultancy firm – 5 years**

EVALUATION OF TECHNICAL PROPOSAL (80%)					30.00
	ITEM	RANGE	SCORE	WEIGHT	RATING
1.	<b>EXPERIENCE IN THE FIELD</b>			15.00%	0.00
a.	min of 10 years in the industry (SEC Registration Certificate)	5 – 10 Years – 5 pts (5%) 10 years above - 10 pts (10%)			
b.	UAP-IAPOA member	5 pts (5%)			
2.	<b>KEY PERSONNEL</b>			30.00%	0.00
a.	Associate Architects (at least 2)	1 staff = 2.5 pts (2.5%) 2 - above = 5 pts (5%)			
b.	Interior designer (at least 1)	5 pts (5 %)			
c.	Drafting team (at least 6)	2 –3 staff = 5 pts (5%)			

Date: 05/04/2016

Page Page 1 of 3

Reference: TOR for ARCHITECTURAL CONSULTANT FOR LBP CEBU CORPORATE CENTER – ANNEX A

REVISED

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

		<b>4- 6 staff = 10 pts (10%)</b>		
<b>d.</b>	Design consultant (at least 1 for each discipline)	<b>5 pts (5%)</b>		
<b>e.</b>	Accredited LEED Consultant	<b>5 pts (5%)</b>		
<b>3.</b>	<b>LIST OF SIMILAR/ COMPARABLE PROJECTS (15 storey - Php 300M) (with photos)</b>	<b>As to cost</b> <b>Php 100M – 200M = 5pts (5%)</b>  <b>Php201M – 300M = 10 pts (10%)</b>  <b>As to number of projects</b> <b>5-7 projects – 5 pts(5%)</b> <b>8 – 10 projects – 10 pts (10%)</b>	<b>20.00%</b>	<b>0.00</b>
<b>4.</b>	<b>DESIGN SPECIALIZATION</b> The ability of the Architectural designer to translate the ideas into an aesthetically unified form by highlighting certain architectural elements as the focal point in the design which distinguishes that the building is his own "trademark" design consistent with the architectural firm's vision statement (based on the firm's previous and on-going projects).  Requirements : a. Presentation to include comparison of the initial design concept as against its actual completion (provide photos of completed projects).  Note: Rating shall be based on the presentation to the Mancom.	<b>Shall be rated as to:</b>  Best -15 pts (15%)  Better – 10 pts (10%)  Good – 5 pts (5%)	<b>15.00%</b>	<b>0.00</b>
	<b>SUB-TOTAL</b>			<b>0.00</b>

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

EVALUATION OF FINANCIAL PROPOSAL (20%)				30.00
ITEM	FORMULA	SCORE	WEIGHT	RATING
BID AMOUNT	Score = $\frac{100 \times \text{Bid under evaluation}}{\text{Lowest bid}}$		20%	
<b>SUB-TOTAL</b>				<b>0.00</b>

**ANNEX B (INFORMATION TO BE PROVIDED BY THE BIDDER)**

**CRITERIA FOR EVALUATION OF TECHNICAL PROPOSAL**

	<b>CRITERIA</b>	<b>REMARKS</b>	<b>WEIGHT</b>	<b>PASS</b>	<b>FAIL</b>	<b>RATING</b>
I.	<b>LIST OF COMPLETED PROJECTS 15 STOREYS ABOVE</b> (with min of Php 300M) prior to the deadline of submission of eligibility reqts. - 10 projects (use separate sheet if necessary)		<b>30.00</b>			<b>0.00</b>
	<b>CONTRACT DETAILS NEEDED</b> a. name of client : b. contact person : c. address : d. contact numbers : e. name of contract: f. contract amount : g. date of award of contract : h. type / brief description of contract: i. contract duration : j. percentage of completion - if applicable for on-going projects k. turn-over and acceptance documents for completed projects					
II.	<b>CERTIFICATE OF SATISFACTORY PERFORMANCE / COMPLETION FROM PREVIOUS CONTRACTS</b>		<b>20.00</b>			<b>0.00</b>
III.	<b>COMPANY PROFILE</b>		<b>10.00</b>			<b>0.00</b>
IV.	<b>SUMMARY/ LIST OF KEY PERSONNEL TO BE ASSIGNED FOR THE PROJECT</b> a. Associate Architects (at least 2) b. Interior Designers (at least 1) c. Drafting Team (at least 5) d. Consultants (at least 1 per discipline) - Structural Engineer - Professional Electrical Engineer - Sanitary Engineer - Professional Mechanical Engineer		<b>25.00</b>			<b>0.00</b>

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

	- Registered Electronics Engineer					
	Accredited LEED Consultant					
<b>V.</b>	<b>CURRICULUM VITÆ OF KEY PERSONNEL / REGSITERED PROFESSIONAL AUTHORIZED TO PRACTICE PROFESSION (PRC licensed) PROFESSIONAL AFFILIATION OF KEY PERSONNEL</b>		<b>15.00</b>			<b>0.00</b>
	<b>a. Architects</b> - Curriculum vitæ (Bachelor of Science Degree) - PRC license no. - UAP member in good standing (with valid membership for the current year) - LEED accredited/ member					
	<b>b. Interior Designers</b> - Curriculum vitæ (Bachelor of Science Degree) - PRC license no. - Member of professional organization in good standing (with valid membership for the current year) - LEED accredited/ member					
	<b>c. Drafting Team</b> - Curriculum vitæ (Bachelor of Science Degree or Technical Course) - drafting experience (min of 2 yrs per staff)					
	<b>d. Consultants (per discipline)</b> <b>Structural Engineer</b> - Curriculum vitæ (Bachelor of Science Degree) - PRC license no. - Member of professional organization in good standing (with valid membership for the current year)					
	<b>Professional Electrical Engineer</b> - Curriculum vitæ (Bachelor of Science Degree) - PRC license no.					

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

<p>- Member of professional organization in good standing (with valid membership for the current year)</p>					
<p><b>Sanitary Engineer</b> - Curriculum vitæ (Bachelor of Science Degree) - PRC license no. - Member of professional organization in good standing (with valid membership for the current year)</p>					
<p><b>Professional Mechanical Engineer</b> - Curriculum vitæ (Bachelor of Science Degree) - PRC license no. - Member of professional organization in good standing (with valid membership for the current year)</p>					
<p><b>Professional Electronics Engineer</b> - Curriculum vitæ (Bachelor of Science Degree) - PRC license no. - Member of professional organization in good standing (with valid membership for the current year)</p>					
<b>TOTAL</b>		<b>100.00</b>			<b>0.00</b>

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

**ANNEX C : SUMMARY OF DELIVERABLES**

PHASE	SCOPE OF WORK	DELIVERABLES
PHASE 1 <i>Data gathering</i>	1. Project design concepts/ background.	Matrix diagram/ bubble diagrams/ space inter-relationship studies
		Tabulation of manpower with area computation per staff
	<b>PRELIMINARY DESIGNS</b>	
PHASE 2 <i>Design development and contract documentation stage</i>	1. Architectural preliminary drawings	<ol style="list-style-type: none"> <li>1. Scaled floor plans, elevations, sections in an appropriate paper size consisting of but not limited to:               <ol style="list-style-type: none"> <li>a. Floor Plans with Furniture and Fixtures Layout</li> <li>b. Ceiling and Lighting Design</li> <li>c. Signage and Decals Details</li> <li>d. Interior Elevations and Sections Electrical, LAN, DATA, CCTV and other Auxiliary Layout</li> <li>f. Plumbing and Sanitary Layout</li> <li>g. Outline Specifications / Schedule of Finishes</li> </ol> </li> </ol>
	2. Supporting Documents	<ol style="list-style-type: none"> <li>2. Area Tabulation, other details and budgetary estimate</li> <li>3. Computer generated exterior and interior perspectives (at least 3 exterior and 5 interior views)</li> <li>4. Computer generated walk-thru 3D presentation of the proposed project</li> <li>5. Sample/ swatch board of the materials intended to be used for the project</li> </ol>
	<b>CONTRACT DOCUMENTS</b>	To submit the following architectural drawings but are not limited to:
	1. Final and complete Architectural Plans:	<ol style="list-style-type: none"> <li>a. Perspective</li> <li>b. Vicinity Map/ Location plan</li> <li>c. Site Development Plan</li> <li>d. Floor plans</li> <li>e. Elevations</li> <li>f. Sections</li> <li>g. Reflected ceiling plans</li> <li>h. Floor pattern layouts</li> <li>i. Schedule of doors and windows</li> <li>j. Bay sections</li> <li>k. Furniture and fixture Layout</li> <li>l. Floor Plans including Furniture and</li> </ol>

Date: 05/04/2016

Page Page 1 of 3

Reference: TOR for ARCHITECTURAL CONSULTANT FOR LBP CEBU CORPORATE CENTER – ANNEX C

REVISED

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

		<p>Modular Partition Layouts;</p> <p>m. Reflected Ceiling Plans and Ceiling Details including Lighting Fixtures Specifications</p> <p>n. Other details/ drawings necessary to acquire government permits clearance/ implement and complete the project</p>
	2. Architectural Specifications	Technical Specifications and general conditions for the Contract
	3. Final and complete Civil/ Structural Plans:	<p>a. General Construction Notes</p> <p>b. Foundation Plan</p> <p>c. Footing details</p> <p>d. Floor framing plans</p> <p>e. Schedule/ detail of columns/ beams/ footings/ footing tie beams/ roof beams etc....</p> <p>f. Schedule of slab</p> <p>g. Roofing details</p> <p>h. Other details/ drawings necessary to acquire government permits clearance/ implement and complete the project</p>
	4. Final and complete Sanitary/Plumbing Plans:	<p>a. Water layouts</p> <p>b. Sanitary layouts</p> <p>c. Storm drainage layouts</p> <p>d. Isometric drawings</p> <p>e. Detail of septic tank</p> <p>f. Other details/ drawings necessary to acquire government permits clearance/ implement and complete the project</p>
	5. Final and complete Electrical Plans:	<p>a. Lighting layouts</p> <p>b. Power layouts</p> <p>c. Single line diagram</p> <p>d. Load schedule</p> <p>e. Other details/ drawings necessary to acquire government permits clearance/ implement and complete the project</p>
	6. Final and complete Mechanical Plans:	<p>a. Mechanical Plans</p> <p>b. ACCU Plans</p> <p>c. Other details/ drawings necessary to acquire government permits clearance/ implement and complete the project</p>
	7. Final and complete Electronics Plans:	<p>a. Data line layouts</p> <p>b. Cabling system layouts</p> <p>c. Telephone layouts</p> <p>d. Intercom layouts</p>
	8. Fire Protection System;	<p>a. Fire suppression system</p> <p>b. Other details/ drawings necessary to</p>

Date: 05/04/2016

Page Page 2 of 3

Reference: TOR for ARCHITECTURAL CONSULTANT FOR LBP CEBU CORPORATE CENTER -- ANNEX C



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

		acquire government permits clearance/ implement and complete the project
	9. Security Layout (CCTV, Access Control System, etc.)	a. CCTV layouts b. CCTV Cabling diagrams c. Access control layouts d. Other details/ drawings necessary to acquire government permits clearance/ implement and complete the project
	10. Cost Quantity Survey	
	11. Bill of Materials	
<b>PHASE 3</b> <i>Construction and project turn-over</i>		Approved signed and sealed as-built plans
		Project construction log book
		Certifications from suppliers
		Maintenance Manuals from suppliers

# Checklist of Bidding Documents for Procurement of Consulting Services

**Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.**

**The FIRST ENVELOPE shall contain the following Eligibilities / Technical information/documents:**

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No.7).
2. Duly notarized Omnibus sworn statement (sample form - Form No.6).
3. Eligibility requirements (Section 23.1)
  - Legal Documents
    - 3.a Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
    - 3.b Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
    - 3.c Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
  - Technical / Financial Documents
    - 3.d Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). This form may no longer submitted if bidder has no on-going contract.
    - 3.e Statement of the prospective bidder of all its completed government and private contracts, which are similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form – Form No.4)

- 3.f 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.
- 3.g The prospective bidder's computation for its Net Financial Contracting Capacity. (sample form – Form No. 5)
- 3.h Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions in accordance with Clause 1.2. (sample form – Form No. 9)
- 3.i 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.
4. Bid security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet);

**The SECOND ENVELOPE shall contain the following Technical Information/Documents**

1. TPF 1 – Technical Proposal Submission Form
2. TPF 2 – Experience of the Firm/Consultant References
3. TPF 3 – Team Composition/Project Engagement Team and Tasks
4. TPF 4 – Curriculum Vitae for Proposed Professional Staff
5. TPF 5 – Time Schedule for Professional Personnel
6. TPF 6 – Activity (Work) Schedule
7. **Revised Documentary requirements per attached Annex B in the Terms of Reference (T.O.R.)**

**The THIRD ENVELOPE shall contain Information/Documents:**

1. Duly filled out FPF1 and FPF2 duly signed by the bidder's authorized representative.