



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR PROPOSAL

RFP No. 2022-08-109

**Procurement of Services of a Civil Engineer for the
On-going Construction of the CHR New Central Office Building**

The Commission on Human Rights (CHR) through its General Administration Office (GAO) intends to apply the sum of **One Hundred Forty-Seven Thousand Pesos (PhP147,000.00)**, inclusive of all applicable government taxes and charges, being the Approved Budget for the Contract (ABC) for the **Procurement of Services of a Civil Engineer for the On-going Construction of the CHR New Office Building**. The details of requirements, qualifications and deliverables are provided in the attached Terms of Reference.

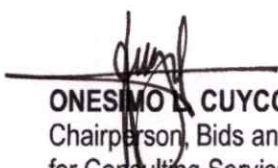
The Bids and Awards Committee for Consulting Services and Infrastructure Projects (BAC-CSIP) shall determine and recommend the award of contract to the bidder with the **Highest Rated Responsive Bid (HRRB)** pursuant to Section 37.1.1 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

Proposals must be submitted on or before 4:00 PM of August 29, 2022 in a sealed bid envelope at the 3rd Floor, Procurement Division, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address procurement.chr@gmail.com.

The CHR reserves the right to reject any and all proposals/bids, to annul the procurement process, declare a failure of bidding, to reject all proposals/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

For further information, please refer to:

Bids and Awards Committee Secretariat
Procurement Division
COMMISSION ON HUMAN RIGHTS OF THE PHILIPPINES
3rd Floor, SAAC Building, U.P. Complex
Commonwealth Avenue, Diliman, Quezon City
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ONESIMO L. CUYCO
Chairperson, Bids and Awards Committee
for Consulting Service and Infrastructure
Projects (BAC-CSIP) /
Director IV, General Administration Office



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

GSD-TOR CONTROL NO. 19G2022-_____

TERMS OF REFERENCE

**HIRING OF FULL-TIME CONTRACT OF SERVICE CIVIL ENGINEER CONSULTANT FOR
ONGOING CONSTRUCTION OF CHR NEW CENTRAL OFFICE BUILDING**

I. BACKGROUND

The Commission on Human Rights (CHR) is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution, established on 05 May 1987 by virtue of Executive Order No. 163. The Commission is primarily mandated to conduct investigations on human rights violations especially against the marginalized and vulnerable sectors of the society. This generally aims to promote, defend and protect human rights of all Filipinos.

The Commission's Central Office is presently occupying the SAAC and PARDEC Buildings. In order to strengthen administrative and logistical support for the programs and projects of the Commission, construction of a new building for the Central Office was proposed, approved, and is ongoing construction where the hiring of a full-time Consultant/Contract of Service Civil Engineer is needed.

II. OBJECTIVE

To provide an adequate, conducive, and more safety-working environment for CHR employees, clients, and visitors, the Commission seeks to avail the services of an Civil Engineer Consultant to monitor the monitor, create plans, compute seismic loads, and supervise the structural elements and integrity of the New CHR Central Building.

III. SCOPE OF WORK

The services shall involve the following activities of Civil Engineer Consultant:

- 1) Inspect and assess construction site and building of the on-going projects at CHR New Building Offices.
- 2) Prepare the on-going construction drawings, management of installation, and construction of architectural based on the submitted and approved design.
- 3) Submit necessary information and response for Request for Information (RFI) and Request for Approval (RFA) by the contractor;
- 4) Continue the designing of structural elements and civil works.
- 5) Develop initial estimates on project costs, building time and special requirements;
- 6) Coordinate with DPWH Administration for queries and submittals of documents pertaining to installations, methodologies, compliances, and permits.

7) Monitoring of the following:

- Construction schedule of contractors
- Technical evaluation for construction flow
- Additional and necessary plans needed by the contractor
- Variation Orders

8) Ensuring compliance with specifications, codes, or customer requirements by directing or coordinating, installation, manufacturing, construction, maintenance, documentation, support, or testing activities.

9) Effectively manages and oversees all the Key Action Areas of Operations (construction management) during the Project Management Phase of the assigned project

10) Conduct market study and canvass according to plans and layout in terms of architectural and electrical finishing aspect.

11) Coordinates with the other Agencies for any implementation related issues and concerns that may come up while the project is being operated and maintained.

The following are the lists of deliverables with expected output within the contract period:

1. Additional Structural Plans and Layout – Bridge
2. Additional Structural Plans and Layout – Roof deck Canopy
3. Structural Analysis (City Hall Requirements for Building Permit Application)
4. Project Supervision, Inspection, and Acceptance of Civil and Structural Works

*See Annex A for the Percentage of the Project Outputs

IV. REQUIREMENTS

A. QUALIFICATION REQUIREMENTS

The Consultant must have the necessary experience and expertise in the above-mentioned scope of works. Also, the following as part of the technical proposal:

1. Must be a graduate of Bachelor of Science in Civil Engineering;
2. Have a Mastered of Structural Engineering;
3. With license of Civil Engineering at least ten (10) years;
4. At least ten (10) years' experience in field of construction;
5. Knowledgeable in reading structural plans;
6. Knowledgeable in design software and technical skills (AutoCAD, Sketchup, and Microsoft Office, etc.);
7. Knowledgeable in Cost Estimate, and Bill of Quantities / Materials, Specifications.

B. ELIGIBILITY REQUIREMENTS

1. Interested Civil Engineer Consultants are required to submit their Curriculum Vitae (CV), Certificates and PhilGeps Registration Number, upon submission of proposal.

V. PROPOSAL CRITERIA

Technical Proposal Criteria (100%): 80%

CONSULTANT	TECHNICAL PROPOSAL			SCORE	REMARKS
	Field of expertise (50%)	Certifications / Licenses / Organizations (25%)	Years in field career/ profession (25%)		
1.					
2.					

Financial Proposal Criteria (100%): 20%

CONSULTANT	COST FINANCIAL PROPOSAL	FINANCIAL SCORE
1.		
2.		
3.		

VI. TERMS AND CONDITIONS

- A. The Contract shall be accepted and signed by the consultant upon receipt of the Notice to Proceed (NTP).
- B. Any interlineations, erasures or overwriting in all required documents shall be valid only if they are signed or initialed by the consultant or his/her duly authorized representative.
- C. Any modifications in the contract implementation must be approved by the Commission.
- D. No subcontracting shall be allowed for the entire project.

VII. TERMS OF PAYMENT

1. Fifteen Percent (15%) of the Contract Amount – Mobilization Fee
2. Progress Billing 1 – Thirty-Five (35%) Percent of the Contract Amount – Upon submission of accomplished outputs equivalent to Fifty (50%) Percent within Two Weeks Period from submission of signed NTP.
3. Progress Billing 2 – Thirty-Five (35%) Percent of the Contract Amount – Upon submission of accomplished outputs equivalent to Thirty-five (35%) Percent.
4. Final Billing - Fifteen Percent (15%) of the Contract Amount – Upon submission of accomplished final outputs equivalent to Fifteen percent (15%) and has no remaining balance on the total percentage of deliverables and outputs.

- Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within fifteen (15) calendar days upon final acceptance of services and submission of Accomplishment Reports as described in the Scope of Work. Bank transfer fee shall be charged against the creditor's account for other banking institution.

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC):

One Hundred Forty-Seven Thousand Pesos Only - Php 147,000.00

IX. CONTRACT DURATION :

Two Months from Signed Notice to Proceed (NTP)

X. EXECUTION AND PRE-TERMINATION OF THE CONTRACT

1. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA).
2. The Consultant and this TOR shall be implemented in accordance with the terms and conditions herein stipulated. Failure on the part of the Consultant to comply with any of the provisions of the Contract and this TOR shall warrant its pre-termination. The Commission shall inform the Consultant within ten (10) calendar days prior to the effectivity of the termination.
3. In case of pre-termination, the consultant shall be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual (GAM), and the performance security shall be forfeited if applicable. The Consultant shall further be blacklisted or disqualified from participating in any other project.


Prepared by:


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BMU, General Services Division

Recommending Approval:


MARIA NAELITA GARCIA SIO
Chief, General Services Division (GSD)

Approved by:


ONESIMO L. CUYCO
Director, General Administration Office (GAO)

Project Timeline	Project Name and Description	Equivalent Percentage in the Contract
1 ST MONTH	Additional Structural Plans and Layout - Bridge	<u>25%</u>
	1.Plans and Layout	10%
	Construction Details	10%
	2.Project Details	10%
	Project Estimates / Bill of Quantities	5%
	Specifications	5%
	3. Market Canvass / Study	5%
	Additional Structural Plans and Layout – Roof deck Canopy	<u>20%</u>
	1.Plans and Layout	10%
	Construction Details	10%
	2.Project Details	5%
	Project Estimates / Bill of Quantities	3%
	Specifications	2%
	3. Market Canvass / Study	5%
	Structural Analysis (City Hall Requirements for Building Permit Application)	<u>40%</u>
2 ND MONTH	1.Computation	40%
	Seismic Computation	20%
	Seismic Analysis	20%
	Project Supervision, Inspection, and Acceptance of Civil and Structural Works	<u>15%</u>
	1.Supervision	15%
	Documentation	5%
	Project Accomplishment Reports	5%
	Project Timeline Status	5%