

TERMS OF REFERENCE

PROCUREMENT OF A FIRM TO PROVIDE SERVICES FOR ON-CALL PROFESSIONAL ELECTRICAL ENGINEER, ON-CALL PROFESSIONAL MECHANICAL ENGINEER, AND ON-CALL MASTER PLUMBER ASSIGNED TO THE JHSEZ - OFFICE OF THE BUILDING OFFICIAL

I. RATIONALE:

As the regulatory body for the John Hay Special Economic Zone (JHSEZ), JHMC through its Building Official, shall be responsible for the administration and enforcement of the National Building Code of the Philippines (P.D. 1096) and its allied Codes namely: Architectural Code, Structural Code, Electrical Code, Mechanical Code, Plumbing and Sanitary Code, among others.

II. SCOPE OF THE CONSULTANCY SERVICES:

The contract shall require the services of a firm that will provide the following:

- a) Services of a Professional Mechanical Engineer (PME) who shall be responsible and accountable in ensuring a safe mechanical system for all structures/buildings within the JHSEZ.
- b) Services of a Professional Electrical Engineer (PME) who shall be responsible and accountable in ensuring a safe Electrical system for all structures/buildings within the JHSEZ.
- c) Services of a registered Master Plumber who shall be responsible and accountable in ensuring a safe plumbing system for all structures/buildings within the JHSEZ.

III. QUALIFICATION OF THE CONSULTING FIRM:

1. The firm shall have employed technical personnel who are:

- a. Professional Mechanical Engineer (PME) registered with the Philippine Regulations Commission (PRC) with a minimum practice of five (5) years from the posting of the Request for Expression of Interest and a member of good standing with the Philippine Society of Mechanical Engineers (PSME);
- b. Professional Electrical Engineer (PEE) registered with the Philippine Regulations Commission (PRC) with a minimum practice of five (5) years from the posting of the Request for Expression of Interest and a member of good standing with the Institute of Integrated Electrical Engineers of The Philippines Inc. (IIEE).
- c. Duly licensed Master Plumber registered with the Philippine Regulations Commission (PRC) with a minimum practice of five (5) years from the posting of the Request for Expression of Interest and a member of good standing with the National Master Plumber Association of the Philippines (NAMPAP).

IV. RESPONSIBILITIES OF THE CONSULTING FIRM:

- a) The consulting firm shall evaluate and validate applications for mechanical, electrical and plumbing permits for new application for building permit as required by the National Building Code, its allied codes and other related laws, policy and guidelines;
- b) Without notification from the JHSEZ-Office of the Building Official (OBO), the consulting firm shall conduct inspection, in relation to new applications, to verify compliance by the permittee with the approved mechanical/electrical/plumbing plans, specifications and other related documents;
- c) With prior notice from the OBO, the consultant shall conduct an inspection of mechanical/electrical/plumbing installation(s) for the completed structure/building prior to the issuance of Certificate of Occupancy;

- d) Upon notification from the JHSEZ-OBO, the consulting firm shall conduct an annual inspection, evaluation, and verification of existing mechanical/electrical/plumbing installations for all existing structures/buildings in compliance with NBCDO Memorandum Circular No. 03-2011;

Submission to the JHSEZ-OBO of the duly signed and accomplished inspection reports and other related documents within three (3) working days from the date of inspection. The report shall incorporate adverse findings and recommendations to address such findings, if any;

The consulting firm shall be charged a penalty of 10% for each day of delay until the complete submission of the inspection reports and/or annual permits. Should applicants be charged for penalties that are attributed to the delay in the submission of inspection reports and/or annual permits by the consultant, the latter shall pay for the charges imposed to the former;

Submission of reports shall be through the Special Economic Zone Regulatory Information System (SEZRIS). In case of system failure or inaccessibility, the consultant shall document such failure or inaccessibility and immediately report it to JHMC; and

- e) The consulting firm shall prepare the fees and charges for permits and certificates based on the latest DPWH schedule of fees for applicable NBC permits.

IV. RESTRICTIONS FOR THE CONSULTANT:

The consulting firm and/or any of its employees shall not engage in practice of profession for any of JHMC locators and/or residents. Neither shall they offer their services to contractors who intend to participate in any of the procurement of JHMC.

V. SELECTION OF A CONSULTING FIRM:

The consulting firm shall be evaluated and determined using the Quality Cost Based Evaluation (QCBE) wherein both the technical and financial proposals will be considered in the ranking of consultants.

The technical proposal shall be given a weight of seventy (70) percent while the financial proposal shall have weight of thirty (30) percent.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC):

The ABC for this procurement is in the amount of Three Hundred Sixty Thousand Pesos (Php360,000.00) inclusive of all applicable taxes and other remunerations.

VII. PAYMENT SCHEDULE AND DELIVERABLES:

The consulting firm shall be paid in proportionate to the number of permits issued within the given period following the schedule shown hereunder. In no case shall the aggregate amount exceed the contract amount (inclusive of applicable taxes).

Deliverables	Submission Date	Percentage of the Contract Amount
Evaluation and issuance of hereunder listed permits for new building permit applications: a) Mechanical Permit; b) Electrical Permit; and c) Plumbing Permit	Within three (3) working days from receipt of notice from JHMC-SEZRIS.	Maximum of Fifteen (15) percent

Review and evaluation of hereunder listed permits for the issuance Certificate of Occupancy: a) Mechanical Section, b) Electrical Section; and c) Plumbing Section	Within three (3) working days from receipt of notice from JHMC-SEZRIS.	Maximum of Five (5) percent
Evaluation and issuance of hereunder listed inspection reports for: a) Annual Mechanical Inspection, b) Annual Electrical Inspection, and c) Annual Plumbing Inspection.	Within three (3) working days from receipt of notice from JHMC-SEZRIS.	Maximum of Eighty (80) percent

VIII. TYPE AND DURATION OF CONTRACT:

The contract shall be an Indefinite Delivery Contract wherein JHMC is in need of an “on call” specialized services to provide technical expertise wherein the extent and timing of the services cannot be defined in advance. This contract shall be a multi-year contract up to three (3) years subject to annual evaluation by JHSEZ-OBO.

IX. TERMINATION OF CONTRACTS.

The guidelines for the termination of contracts as provided for in Annex “I” of the revised 2016 I.R.R. of R.A. 9184 shall be adopted.