

## TERMS OF REFERENCE

### PROCUREMENT OF A FIRM TO PROVIDE PROFESSIONAL SERVICES FOR ON-CALL PROFESSIONAL ELECTRICAL ENGINEER, PROFESSIONAL MECHANICAL ENGINEER, MASTER PLUMBER, and SANITARY ENGINEER TO BE ASSIGNED WITH 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) Professional Mechanical Engineer (PME) who shall be responsible and accountable for ensuring a safe mechanical system within the JHSEZ.
- b) Professional Electrical Engineer (PEE) who shall be responsible and accountable for ensuring a safe Electrical system for all structures/buildings within the JHSEZ.
- c) Registered Master Plumber (RMP) who shall be responsible and accountable for ensuring a safe plumbing system within the JHSEZ.
- d) Registered Sanitary Engineer (SE) who shall be responsible and accountable for ensuring the optimum standards of sanitation facilities; soil, water, and air pollution control; and the general hygienic practices within the JHSEZ.

#### III. QUALIFICATION OF THE CONSULTING FIRM:

1. The firm shall be duly registered with the Security and Exchange Commission, BIR, PhilGeps, and other government agencies.
2. 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 (NAMPA).
  - d. Sanitary Engineer 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 Sanitary Engineers, Inc.

#### IV. RESPONSIBILITIES OF THE CONSULTANT:

- a) Upon notification by the JHSEZ-OBO, the consultant shall evaluate and validate applications for mechanical, electrical, plumbing, and sanitary permits within the prescribed period stated in item VII of this TOR. The consultant is required to submit to the JHSEZ-OBO a duly signed and accomplished inspection report. The report shall incorporate adverse findings and recommendations to address such findings;

- b) For applications for a Certificate of Occupancy, the consultant shall inspect the structure to verify compliance by the applicant with the approved mechanical/electrical/plumbing/sanitary plans and specifications, submitted to the OBO.
- c) Upon notification from the JHSEZ-OBO, the consultant shall conduct an annual inspection, evaluation, and verification of existing mechanical/electrical/plumbing/sanitary installations for all existing structures/buildings in compliance with NBCDO Memorandum Circular No. 03-2011;
- d) 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; and
- e) Submission of reports shall be through the Special Economic Zone Regulatory Information System (SEZRIS). In case of system failure or inaccessibility, the consultant shall submit its accomplished forms and report through JHMCs official electronic mail.

**IV. RESTRICTIONS FOR THE CONSULTANT:**

The consulting firm and/or any of its employees shall not engage in the practice of the 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 a weight of thirty (30) percent. The overall passing rate shall be eighty (80) percent.

<b>EVALUATION CRITERIA</b>	<b>Weight</b>
<b>Technical Proposal</b> a. Applicable experience for each professional to be assigned to the contract  No. of Years of professional experience – 40% <input type="checkbox"/> Below 5 years = 25% <input type="checkbox"/> 5-7 years = 30% <input type="checkbox"/> 8-10 years= 35% <input type="checkbox"/> 10 years and above = 40%	<b>70%</b>
b. The number of applications processed with any Office of the Building Official within the last 2 years.  Applications processed – 30% <input type="checkbox"/> 5 years and below= 15% <input type="checkbox"/> 6-9 years= 20% <input type="checkbox"/> 10 years or more = 30%	
Financial Proposal	<b>30%</b>
<b>TOTAL</b>	<b>100%</b>

**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	Amount	Submission Date
Evaluation and issuance of: a) Mechanical Permit; b) Electrical Permit; c) Plumbing Permit; and d) Sanitary Permit for building permit applications	Php 2,500.00 per Permit	Within five (5) working days from receipt of notice from JHMC-SEZRIS or Electronic Mail.
Review and evaluation of: a) Mechanical Section, b) Electrical Section; and c) Plumbing Section d) Sanitation Section for the issuance of Certificate of Occupancy.	Php 2,500.00 per review, evaluation, and inspection	
Evaluation and issuance reports for: a) Annual Mechanical Inspection; b) Annual Electrical Inspection; c) Annual Plumbing Inspection, if any; and d) Annual Sanitation inspection, if any.	Php 2,500.00 per annual inspection reports.	

Aside from the liquidated damages to be imposed in cases of failure by the consultant to deliver the required action or output, the consulting firm shall be charged a penalty of 10% of the cost per permit for each day of delay until the complete submission of the inspection reports and/or permits.

Should applicants be charged for penalties that are attributed to the delay in the submission of inspection reports and/or permits by the consultant, the latter shall pay for the charges imposed on the former.

**VIII. TYPE AND DURATION OF CONTRACT:**

The contract shall be an Indefinite Delivery Contract wherein JHMC is in need of "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 for 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.