

## **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.
- e) To provide a free consultation to JHMC when requested.

#### **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;
  - 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;
  - 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;
  - 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 .

#### **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 of the system, the consultant shall submit its accomplished forms and report through JHMC's 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 within Camp John Hay, Baguio City. 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>
<p><b>Technical Proposal</b></p> <p>a. Applicable experience for each professional to be assigned to the contract</p> <p style="padding-left: 40px;">No. of Years of professional experience – Maximum of 60 points</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 years = 30 points</li> <li><input type="checkbox"/> 6-7 years = 40 points</li> <li><input type="checkbox"/> 8-9 years= 50 points</li> <li><input type="checkbox"/> 10 years and above = 60 points</li> </ul>	<b>70%</b>
<p>b. The number of applications processed with any Office of the Building Official within the last 2 years.</p> <p style="padding-left: 40px;">Applications processed – Maximum of 40 points</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 5 applications = 10 points</li> <li><input type="checkbox"/> 6-9 applications = 20 points</li> <li><input type="checkbox"/> 10 applications or more = 40 points</li> </ul>	
<p><b>Financial Proposal</b></p> <p>The Financial Proposal shall be evaluated in the following manner:</p> <ul style="list-style-type: none"> <li>a) The consultant with the lowest price gets 100 points.</li> <li>b) The scores of the other consultants will be computed using the formula:</li> </ul> <p><math>S_f = 100 \times F_l/F</math>, in which <math>S_f</math> is the financial score, <math>F_l</math> is the lowest Financial Proposal and <math>F</math> is the Financial Proposal under consideration.</p>	<b>30%</b>
<b>TOTAL</b>	<b>100%</b>

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC):**

The ABC for this procurement is 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).

c	Submission Date	Percentage of the Contract Amount
1) Review, evaluation, and issuance of ancillary permits for application of a Building Permit:  Mechanical Permit; Electrical Permit; Plumbing Permit; and Sanitation Permit for building permit applications	Within five (5) working days from receipt of notice from JHMC-SEZRIS or Electronic Mail.	The maximum possible consulting fee per permit is PhP 2,500. However, the aggregate cost of fees in a given year shall not exceed Eighteen (18) percent of the Contract Amount.
2) Review and evaluation of requirements for application of Certificate of Occupancy:  Mechanical Section, Electrical Section; and Plumbing Section; and Sanitation Permit.		The maximum possible consulting fee per review and evaluation is PhP 2,500. However, the aggregate cost of fees in a given year shall not exceed Six (6) percent of the Contract Amount.
Annual Permits for: Mechanical Section; and Electrical Section		The maximum possible consulting fee per annual permit is PhP 2,500. However, the aggregate cost of fees in a given year shall not exceed Seventy-Six (76) percent of the Contract Amount.

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.