

**TERMS OF REFERENCE**  
**PROCUREMENT OF AN ON-CALL PROFESSIONAL MECHANICAL ENGINEER TO BE**  
**ASSIGNED WITH THE JHMC-OFFICE OF THE BUILDING OFFICIAL**

**I. RATIONALE:**

As one of the regulatory body for the John Hay Special Economic Zone (JHSEZ), the Office of the 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 (Architectural Code, Structural Code, Electrical Code, Mechanical Code, Plumbing and Sanitary Code) and other related laws, policies and issuances.

**II. OBJECTIVE:**

To procure the services of a consultant to provide the JHMC-OBO with the technical expertise in enforcing and implementing the provisions of the National Building Code (Mechanical Section) and the Philippine Mechanical Code of the Philippines.

**III. QUALIFICATION OF THE CONSULTANT:**

1. The consultant shall be:
  - 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
  - b. A member of the Philippine Society of Mechanical Engineers (PSME).

**IV. RESPONSIBILITIES OF THE CONSULTANT:**

The consultant shall:

- a) Review, evaluate, and endorse applications for a mechanical permit in support to applications for a Building Permit. A signed report and signed Mechanical Permit shall be submitted to the JHMC-OBO within the deadline as stated in Section VII of this TOR;
- b) Review, evaluate, and endorse applications for a mechanical permit in support to applications for a Certificate of Occupancy and Certificates of Operations. A signed report and signed Certificate of Occupancy shall be submitted to the JHMC-OBO within the deadline as stated in Section VII of this TOR;
- c) Conduct an annual inspection, evaluation, and verification of mechanical installations for all existing structures/buildings in compliance with NBCDO Memorandum Circular No. 03-2011;
- d) In all cases stated above, the consultant shall prepare the fees and charges for permits or certificates based on the latest NBCP schedule of fees issued by the DPWH; and
- e) Submit reports through the official email address: [jhsezobo@jhmc.com.ph](mailto:jhsezobo@jhmc.com.ph) or through any established regulatory system of the JHMC. Reports shall be in portable document format (pdf) with electronic signatures.
- f) To provide a free consultation to JHMC when requested.

**IV. RESTRICTIONS FOR THE CONSULTANT:**

The consultant shall not engage in the practice of the profession for any of JHSEZ business establishments or JHSEZ residents. Neither shall they offer or accept any

professional services to prospective bidders who intend to participate in any of the procurement activities of JHMC.

V. **SELECTION OF A CONSULTANT:**

The consultant shall be evaluated and determined using the evaluation criteria shown below 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-five (85) percent.

<b>EVALUATION CRITERIA</b>	<b>Weight</b>
<b>Technical Proposal</b> a. Applicable experience for the Consultant  No. of Years of professional experience – Maximum of 40 points <input type="checkbox"/> 5 years = 10 points <input type="checkbox"/> 6-7 years = 20 points <input type="checkbox"/> 8-9 years= 30 points <input type="checkbox"/> 10 years and above = 40 points	<b>70%</b>
b. The number of completed consulting services contracts as a Professional Mechanical Engineer in 2024 and 2025.  Completed Contracts – Maximum of 30 points <input type="checkbox"/> Up to 5 contracts = 10 points <input type="checkbox"/> 6-9 contracts = 20 points <input type="checkbox"/> 10 contracts or more = 30 points	
<b>Financial Proposal</b> The Financial Proposal shall be evaluated in the following manner: a) The consultant with the lowest price gets 100 points. b) The scores of the other consultants will be computed using the formula: $S_f = 100 \times F_l / F$ , in which $S_f$ is the financial score, $F_l$ is the lowest Financial Proposal and $F$ is the Financial Proposal under consideration.	<b>30%</b>
<b>TOTAL</b>	<b>100%</b>

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

The ABC for this procurement is One Hundred Fifty Thousand Pesos (Php150,000.00) inclusive of applicable taxes and other remunerations. All bids exceeding this amount shall be not be accepted.

VII. **PAYMENT SCHEDULE AND DELIVERABLES:**

The consultant shall be paid in proportionate to the number of permits issued within the duration of the contract following the schedule shown hereunder. In no case shall the total amount of fees exceed the contract amount (inclusive of applicable taxes).

Deliverables	Submission Date	Fee per permit or certificate
1. Review, evaluation, and issuance of a Mechanical Permit for applications of a Building Permit.	Within five (5) working days from receipt of notice from JHMC-OBO.	PhP 2,500. 00
2. Review, evaluation, inspection of buildings/structures, and issuance of Mechanical Permit for applications of a Certificate of Occupancy.		PhP 2,500. 00
3. Review, evaluation, inspection of buildings/structures, and issuance of a Mechanical Permit for applications for a Certificate of Annual Inspection.		PhP 2,500. 00

VIII. **PENALTY:**

The consultant shall be charged the amount of Five Hundred Pesos (PhP 500.00) for everyday of delay for non-submission of the required reports and permits. The penalty shall be deducted from any payment to the consultant. Should the penalty be higher than the sum of the consultant's fee, the contract shall be terminated and no amount shall be paid to the consultant.

IX. **DURATION OF CONTRACT:**

The duration of the contract shall not exceed one(1) year.

X. **TERMINATION OF CONTRACT:**

Termination of Contracts shall follow the procedures of Section 71. of R.A. 12009 (Contract Implementation and Termination).