

# **SCHEDULE OF REQUIREMENTS** **AND SPECIFICATIONS**

*This Schedule of Requirements serves as a guide to the Contractors.*

## **A. OVERALL PROJECT SUMMARY**

1. **Project Title:** *“ONE (1) LOT CONSTRUCTION OF IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 TO INCLUDE DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFS)” – Negotiated Procurement under Two Failed Biddings*
2. **Objective:** The Exterior Cafe is a part and continuation of the original plan for the Idea Generation Hub (IGH) to include a place for breaks and relaxation where food and refreshments can be availed while having an immersive experience on information sharing, discussion and decision making, and to generate new or innovative ideas. The Covered Walkway is to provide shading protection in getting from Interior 1 to Interior 2 both in good and inclement weather.
3. **Target User:** DAP Board of Trustees, DAP Management and Eminent Fellows, Important Guest, Department Secretaries, DAP Project Teams, Special Interest Organizations, Innovation Teams, and Government officials including the general government bureaucracy personnel at all levels.
4. **Proponent:** The Development Academy of the Philippines.
5. **Target Duration:** Two Hundred Forty (240) calendar days as will be stated in the Notice to Proceed.

## **B. PROJECT BACKGROUND AND OBJECTIVE**

The Development Academy of the Philippines (DAP) is a knowledge institution and solutions provider that responds to the challenges of nation building and development. The Academy serves as a breeding ground for breakthrough ideas - a place where government leaders separate themselves to work together on new programs and policies for the nation. For years, the Academy has contributed to national development by enabling the bureaucracy as well as other stakeholders to perform their mandates better through its capacity building programs and its leadership in introducing revolutionary ideas to various sectors.

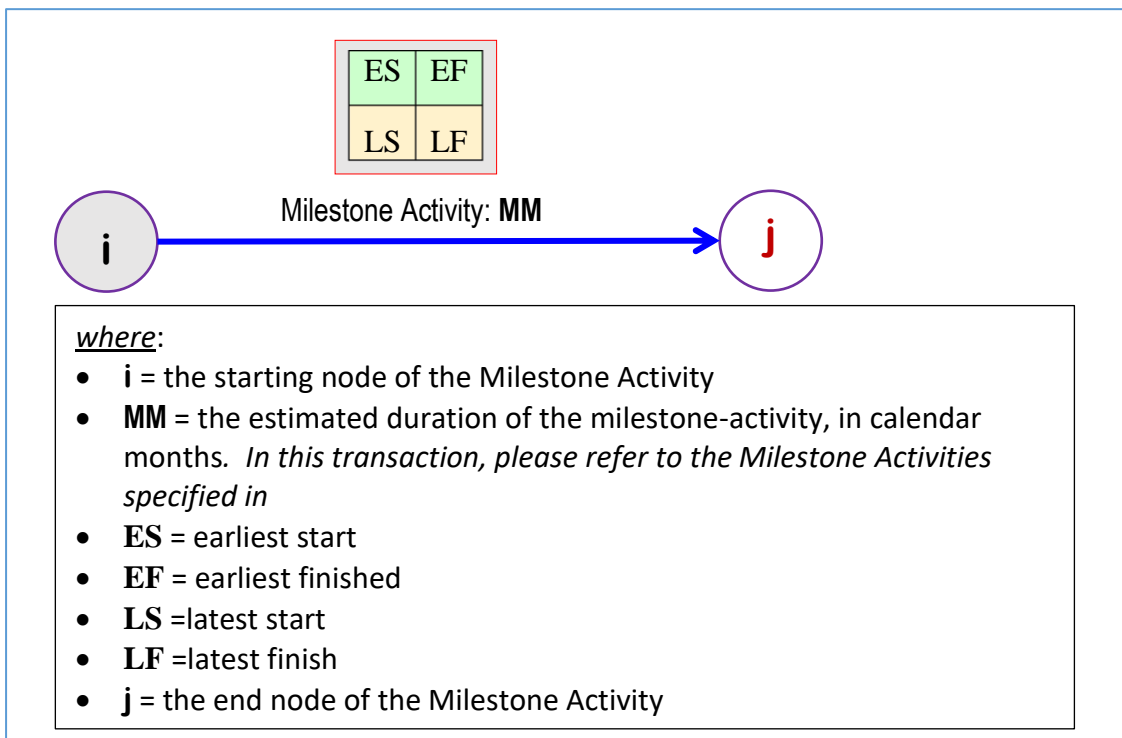
Thus, the conceptualization of the Idea Generation Hub (IGH). The IGH is a collaborative space that provides a venue for creative thinking and stimulates idea generation. This location is intended for the Academy’s Board of Trustees, Eminent Fellows, and other important guests to meet, reflect, inspire and collaborate in generating pioneering, value adding and synergistic ideas to address the ever - changing needs of the country. The Exterior Café and the Covered Walkway serves a continuation of and added space to further achieve the concept of the IGH overall.

### C. DETAILED SCOPE-OF-WORKS

All WORKS should be implemented in strict compliance with the approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract.

- SCHEDULE OF REQUIREMENTS:** The Contractor’s proposed Work Plan shown in Gantt chart should provide a more detailed schedule of activities. Unless approved in writing by DAP on the written request of the Contractor, the coverage –from mobilization to demobilization, should not extend beyond the derivable dates as indicated here below.

The **critical path must be shown** in the time scaled network diagram. The Early Start (ES), the Early Finish (EF), the Late Start (LS), and the Late Finish (LF) must be indicated. A segment of the diagram may be illustrated as follows:



The coverage **should not extend beyond Two Hundred Forty (240) calendar days**. In other words, the proposal’s Critical Path should not exceed two hundred forty (240) calendar days.

More detailed PERT-CPM shall be required from the Proponent to whom the Project will be awarded and contracted. Exact dates of delivery and/or completion should be reckoned from date of Contractor’s receipt of Notice-to-Proceed from DAP.

Unless waived in writing by DAP upon a written request from the Contractor, Contractor’s inability to comply with the **Approved Construction Schedule** will serve as the basis for computing the applicable liquidated damages on the value of the activities that fall along the project’s critical path.

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<b>MILESTONE ACTIVITES; ITEM OF WORK or Work Clusters</b>
<b>A: Notice to Proceed</b>
<b>B: Construction of DAP IGH Phase 2:</b>
<b>B.1.</b> Exterior Café; and
<b>B.2.</b> Covered Walkway from Interior 1 to Interior 2
<b>C: Detailed Design, Fabrication and Installation of Design Fit-outs, Furnishings and Fixtures (DFOFFs)</b>
<b>D: Testing &amp; Commissioning, and Punch-listing and rectification of punch-list items; cleaning, restoration of all affected facilities/areas, and other related-fixtures due to the works</b>
<b>E: Project Turn-over including submission of "As-Built Plans" duly signed and sealed by appropriate professional engineer/s; and other construction contract documents.</b>

**2. PRE-IMPLEMENTATION ACTIVITIES: The Contractor shall undertake the following activities for a required review of all existing relevant construction and site information prior to project start:**

**2.1. REVIEW OF THE EXISTING INFORMATION**

- 2.1.1. Conduct a thorough and insightful review of the approved construction plans to determine completeness and full coordination of architectural/ interior design plans and technical specifications with detailed engineering design plans and technical specifications and in validation and alignment with relevant and pertinent findings in the conduct of the required "as built" survey/ audit as specified in the succeeding section
- 2.1.2. Conduct an "as-built" survey/ audit of the project site and conditions (e.g. review of the architectural, structural, electrical, electronics & communications, sanitary/plumbing, mechanical, safety/security system, etc. taking into considerations additional specific project requirement)
- 2.1.3. Provide and present findings and recommendation based on Item 2.1.1 review of construction plans and 2.1.2 "as-built" survey/ audit of existing conditions to consolidate and align all significant items and elements to complete the Project of constructing and "Exterior Café" and Covered Walkway".

**2.2. SUBMISSION AND APPROVAL OF ALL REVIEWED PLANS AND OTHER RELEVANT PROJECT DOCUMENTS and INFORMATION for IGH PHASE II**

- 2.2.1. Submit updates for the IGH PHASE II DAED plans inclusive of DFOFFs fabrication shop drawings based on Item 2.1 for final review and approval.
- 2.2.2. Submit to the DAP the final and approved updates of the IGH PHASE II plans inclusive of the DFOFFs fabrication shop drawings. The contractor shall submit printed and electronic copies of the following documents:

Two (2) sets signed copies of the approved updates for the IGH Phase II plans/ drawings with DFOFFs fabrication shop drawings in A3 size.

- a. Electronic copy (CAD, pdf and editable file) of the approved updates for the IGH Phase II plans/ drawings inclusive of the DFOFFs fabrication shop drawings

**3. CONSTRUCTION OF THE IDEA GENERATION HUB PHASE 2: EXTERIOR CAFÉ AND THE COVERED WALKWAY FROM INTERIOR 1 TO INTERIOR 2 :** As a rule, contract implementation guidelines for procurement of infrastructure projects shall comply with **2016 Revised IRR of RA 9184**.

**3.1. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR:** For the proper execution of the PROJECT, the Contractor shall...

- 3.1.1. Perform all the requirements stipulated in the drawings/plans, Bid Data Sheet, Special Condition of Contracts, Schedules of Requirement, Technical Specifications, Scope-of-Works, and other particulars mentioned in the Official Bid Documents (OBD).
- 3.1.2. Provide and pay for all labor, materials, equipment, tools, construction equipment, machinery, transportation and all other facilities and services necessary for the proper execution and completion of the all the works.
- 3.1.3. Apply for and secure building permit and other needed permits including payment of necessary fees, bond and/or insurance in compliance to all regulating and oversight agencies before construction.
- 3.1.4. Conduct regular Project Progress Meetings to inform and advise the DAP Representatives of the project status including schedule, costs, quality and changes.
- 3.1.5. The Project Manager must be present in all project meetings;
- 3.1.6. Submit weekly Accomplishment Report to the Academy's representative comprising of Progress of Work Updates inclusive of complete set of colored photos in hard and soft copies stamped with date and time demonstrating before, during and after construction works; and
- 3.1.7. Prepare and maintain appropriate documentation relating to this activity including Minutes of Meetings and Meeting Agenda for which shall be submitted by the contractor within two (2) calendar days after a meeting was conducted, duly signed by all concerned in particular the designated heads/ representatives for the Contractor and Owner.
- 3.1.8. Coordinate, monitor and inspect the work to ensure conformance with the approved plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract.
- 3.1.9. Submit for review and approval of DAP Representative and/or End User all Shop Drawings, Product Data, and Material Samples. The contractor shall maintain a record of all submitted and approved Shop Drawings, Product Data and Material Samples for the Project.
- 3.1.10. Submit for review and approval of the DAP Representative and/or End User any Variation Order works that deviate from the original approved

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plans/drawings, technical specifications, cost, delivery schedules, and other terms and conditions of the Contract. The Contractor shall justify the need for it and who will bear the burden of cost. All changes shall be appropriately documented.

- 3.1.11. Warrant that all the materials and equipment provided for the Project will be of good quality and new unless otherwise required or permitted by the DAP Representative and/or End User.
- 3.1.12. Prepare the construction punch list and administer needed corrections until all punch list items have been resolved to the DAP Representative and/or End User satisfaction.
- 3.1.13. Promptly correct any defective works at the Contractor's sole expense.
- 3.1.14. Prepare and submit to DAP Representative and/or End User all Post-Construction Documentary requirements to include but not limited to the following:
  - a. Final Project Report including photo documentations before, during, and after implementation works;
  - b. Duly signed/approved As-Built Plans complete with legend, technical specifications, and measurements;
  - c. Material brochures with technical specifications and Manufacturer's printed Product Installation Instructions; and
  - d. Certificate of Warranty with period of coverage.
- 3.1.15. Prior to turn-over of the project, work areas should be clear from any debris and contractor shall restore any facilities and areas that have been damaged during implementation works.

**3.2. MOBILIZATION AND GENERAL REQUIREMENTS**

- 3.2.1. Obtain building permits and other necessary permits as required for the project;
- 3.2.2. Provide temporary field office with health/safety/first aid facility and utilities with corresponding sub-meters to be connected to supply of water and electricity;
- 3.2.3. Install board-up, temporary fencing, gates, access areas and project identification/signage;
- 3.2.4. Provide Personal Protective Equipment (PPE) and other Safety & Health Paraphernalia; and
- 3.2.5. Other necessary project requirements and works to complete the mobilization.

**3.3. SITE CLEARING & PROPER WASTE DISPOSAL**

- 3.3.1. Remove demolished materials, protect of existing structures/facilities from damage, and clearing to allow for rehabilitation/renovation works;
- 3.3.2. Clean-up debris resulting from site clearing operations continuously with the progress of the works;
- 3.3.3. Keep the site and adjacent area clean and free from mud, dirt and debris at all

times;

- 3.3.4. Dispose of materials, waste including toxic materials, trash and debris in a safe, acceptable manner; and
- 3.3.5. Remove trash and debris from the site at frequent intervals so its presence will not delay the progress of the works or cause hazardous conditions to workers and the public.

3.4. ARCHITECTURAL AND ENGINEERING WORKS

3.4.1. The Contractor shall execute the WORKS in accordance with the approved plans/drawings, technical specifications, delivery schedule and other project-related documents.

a. Architectural, Civil and Structural Works:

- ❖ Complete Architectural Works inclusive of floors, walls, ceiling finishes, lighting layout (reflected ceilings), doors and windows (plus jamb and hardware), open kitchen counter inclusive of all requirements, built up storage area, and all wall accents for the Exterior Café; the Covered Walkway ceiling and finish, lighting layout (reflected ceiling) and all other surface finishes for the Walkway as well as all other related materials and accessories related to architectural works.
- ❖ Complete Interior Works (mainly DFOFFs) inclusive of complete descriptions, dimensions, and profiles plus detailed fabrication/ shop drawings, mock ups and material boards of all DFOFFs for Exterior Café as shown in concept drawings and documents relating to the DFOFFs for the Exterior Café; and
- ❖ Complete Civil and Structural Works for Exterior Café such as steel framing for canopy with metal roof and columns, canopy glazing with UV film, masonry walls and all other related materials and accessories and for covered walkway inclusive of roofing, columns, gutter and insulation.

b. Utility Works:

Mechanical, Electrical, Electronics and Communication and Plumbing/ Sanitary as provided in the plan and as specified in the Project:

- ❖ Complete mechanical works roughing-in, refrigerant piping, air-conditioning unit, testing and commissioning, and all other related materials and accessories.
- ❖ Complete electrical wiring, roughing-in, electrical pipes and utility boxes, electrical panel boards and circuit breakers, switches, power outlet, lighting fixtures and all other related materials and accessories;

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- ❖ Complete data and voice for the wired and wireless connection including roughing-in, piping, outlets and fixtures, testing and commissioning and all other related materials and accessories; and
- ❖ Complete sanitary/plumbing works roughing-in, piping, toilet fixtures, lavatory, water closets, urinal, and all other related materials and accessories.

3.4.2. The works shall consist of [1] the entire fabrication, furnishing, delivery, and installation, complete in all details, at the subject premises; and [2] all work materials, tools, equipment and technical operations incidental to the proper completion of the Project.

3.4.3. All works shall be in accordance with the most recent building codes and regulation and with the specifications; and

3.4.4. The requirements with regards to materials necessary to complete installation of the work specified herein and indicated in the drawings shall be executed to the best construction practices and as per Manufacturer's instructions.

**4. DETAILED DESIGN, FABRICATION AND INSTALLATION OF DESIGN FIT-OUTS, FURNISHINGS AND FIXTURES (DFOFFs)**

4.1. The Contractor shall supply and install new DFOFFs based on the project requirements and approved plans/drawings, to include but not limited to: See section on the interior works.

Exterior Café – Open Kitchen excluding Integrated Kitchen Equipment, Round Coffee Tables with Round Coffee Table Chairs, Rectangular Coffee Tables with Rectangular Coffee Table Chairs, Round Center Table with Single Lounge Chairs, Menu Board, Wall Signages, Storage Cabinets with Adjustable Shelves and Wall Accents.

**5. TESTING & COMMISSIONING**

5.1. This work includes the testing and commissioning of all mechanical, electrical, IT and plumbing/sanitary systems that have been installed to provide the DAP Representative and/or End User a high level of assurance that all equipment and machineries are installed in a prescribed manner;

5.2. Commissioning also includes actual work observation, spot testing, verification and functional performance testing and providing performance and operating information to the DAP Representative and/or End User. Problems observed shall be addressed immediately by the Contractor. The Contractor shall submit a schedule for the commissioning process which is integrated in the construction schedule; and

5.3. The Contractor shall furnish the DAP Representative and/or End User the Operation & Maintenance (O&M) Manuals of all equipment and machineries installed, incorporating the technical literature as designed and as actually installed, together with brochures and warranty certificates. The O&M information shall be system specific, concise, to the point and tailored specifically to the facility.



**6. PROJECT TURN-OVER AND SUBMISSION OF DOCUMENTARY REQUIREMENTS:** As part of the requirements for project turn-over, the Contractor shall submit hard and electronic copies of the following documents for inspection, reference purposes and approval:

- 6.1. Complete set of As-built Plans from the CONTRACTOR (signed & sealed plans, including electronic copy in PDF and CAD-format);
  - 6.1.1. One (1) set of original copy in 30" x 40" sheets (drawn on a mylar sheets) signed and sealed by appropriate professional architects and engineers;
  - 6.1.2. Four (4) sets of blue print copies in 30" x 40" sheets signed and sealed by appropriate professional architects and engineers;
  - 6.1.3. Complete set of electronic files in USB Thumb Drive of "AS-BUILT PLANS" in PDF and CAD format; and
  - 6.1.4. Complete set of electronic and printed copies of colored photos in jpeg-format with date and time stamp demonstrating before, during, and after rehabilitation/ renovation works.
- 6.2. Operations and Maintenance Manuals of all supplied and installed equipment comprising the Technical Specifications and Product Installation Instructions; and
- 1.2. Warranty Certificate of at least five (5) years against poor workmanship and one (1) year from defects traceable to materials and equipment.

*Note: Google Drive will be created for repository of all project documentation related to IGH Phase 2. Personnel who will have access to be identified on the Pre-implementation Meeting.*

\*\*\*Nothing follows\*\*\*