

APPROVAL PAGE

CONSULTANCY SERVICES FOR THE PREPARATION OF MASTER DEVELOPMENT
PLANS FOR THE CONSTRUCTION/DEVELOPMENT OF GSIS BUILDINGS IN THE
DAVAO AND DUMAGUETE BRANCH OFFICES

TERMS OF REFERENCE

Building and Maintenance Department

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TERMS OF REFERENCE

Project Title : CONSULTANCY SERVICES FOR THE PREPARATION OF MASTER DEVELOPMENT PLANS FOR THE CONSTRUCTION/DEVELOPMENT OF GSIS BUILDINGS IN THE DAVAO AND DUMAGUETE BRANCH OFFICES

Approved Budget for the Contract : Php400,000.00

Purpose : The GSIS has opted to contract the services of a private consulting firm with sufficient expertise gained through experience, to formulate a technically, economically feasible and socially/environmentally sustainable Master Plan including other potential uses such as commercial, offices and various site requirements and to assess the income-generating potential of the GSIS properties. Also to ensure provisions for additional parking spaces of the said properties.

I. SCOPE OF SERVICES

1. The Consultant shall furnish all labor, materials, tools, equipment and other necessary services for the formulation of the master plan of GSIS Davao and Dumaguete.

GSIS Branch Office	Location
1. Davao	McArthur Highway, Matina, Davao City
2. Dumaguete	National North Road, Dumaguete City

2. The CONSULTANT shall prepare a Master Development Plan as the preliminary proposal for the property showing, among others, division of property, circulation schemes and other features at a concept level. Alternative concept plans may be presented and discussed with the BMD.
3. The CONSULTANT shall undertake the necessary studies that are needed for the preparation of the Schematic Site Development Plan of the two lots for the purpose of using them as the basis in the final development of the properties.
 - a. Property Conceptual Master Plan
 - Evaluate the site and determine its potentials and limitations which will indicate the possibilities for the project facilities as

well as the required mitigation of both site and building/s for an optimal development fit.

- Analyze the site characteristics and context including development controls to determine the appropriate land allocation and utilization that match the project goals.
- Undertake the following activities necessary for the preparation of the schematic Site Development Plan such as Site analysis, entire property and identified area for future facility development. Movement system such as traffic and parking studies, analysis of deeds, zoning and other legal restrictions and statutes.

b. Proposed Branch Office Buildings

The Schematic Design of the proposed Branch Offices would include plan-on-Site to properly position the structure in relation to other developments within the property. The CONSULTANT shall:

- Consult with the GSIS to ascertain the requirements of the project and shall verify these requirements with the GSIS.
- Submit concepts/presentations of building design/floor layout for approval of the GSIS.
- Submit to the GSIS a Statement of Probable Project Construction Cost based on current cost parameters.
- Prepare programming and Schematic Design leading to a proposed solution together with general description of the Project for approval of GSIS.

4. The CONSULTANT shall perform Financial Analysis to assess the viability, stability and profitability of the plan. Financial Analysis of the project shall include:

- Determine the total cost of the development with respect to the plan.
- Assess the financial viability of the plan and indicative financial returns and cash flow and project revenues that will be generated from the development.
- Recommend modes of disposition that may be employed in the implementation of the development, such as, lease option, revenue-sharing scheme and joint venture arrangements.

II. KEY PERSONNEL AND THEIR MINIMUM TECHNICAL QUALIFICATIONS

1. Team Leader/Master Planner (should be licensed Civil Engineer, or Architect or Environmental Planner with at least 15 years of experience.)
2. Financial/Real Estate Market Analyst (should be Certified Public Accountant) or Infrastructure/Utilities Specialist (should be licensed Engineer in a relevant field) with fifteen (15) years' experience and capable of producing the quality and quantity of work as specified in the scope of work.

III. PROPOSED METHOD OF EVALUATION OF BIDS AND THE CORRESPONDING JUSTIFICATIONS

The GSIS shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The GSIS shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instruction to Bidders.

IV. DELIVERABLES, REPORTS AND TIME SCHEDULE

1. All works to be rendered should be completed within thirty (30) calendar days from issuance of the Notice to Proceed.
2. Draft Conceptual Master Plan including Schematic Design of the proposed Branch Office buildings shall be submitted within twenty (20) days from issuance of the Notice to Proceed for GSIS approval.
3. Report size shall be A4 format and drawing size shall be A3 or A1 format (5 copies).
4. Final Report including drawings and Financial Analysis, all outputs of services shall be submitted within thirty (30) calendar days from issuance of the Notice to Proceed.
5. For failure to complete the contract on time, the CONSULTANT shall pay the GSIS liquidated damages equivalent to One Tenth (1/10) of One Percent (1%) of the cost of the unperformed portion for every day of delay.
6. All tools, equipment and excess materials of consultant shall be removed from GSIS immediately upon completion of all works.
7. All outputs of the CONSULTANT shall belong to the GSIS and the GSIS has the right to utilize these outputs for any and all its future infrastructure projects. The CONSULTANT shall take measures to ensure that any data on the GSIS matters which will affect its security shall be handled with confidentiality.

V. TERMS OF PAYMENT

Payment of 100% of the Contract amount will be made after issuance by the GSIS of Certificate of Completion and Acceptance and submission of all required documents. Payment is subject to applicable taxes.

VI. RESPONSIBILITY OF THE END-USER DURING PROJECT IMPLEMENTATION

1. The GSIS through its Building and Maintenance Department (BMD) shall provide the consultant with all relevant data available, i.e., Vicinity Plan, Lot Plan, Transfer Certificate of Title, design requirements, etc. Issue

written permits, clearances which will allow Consultant's crew, vehicle and equipment to access into the site.

2. Counterpart staff/personnel also from the BMD will be assigned to work in close coordination with the consultant in (i) liaising activities with concerned department/offices, (ii) requesting data from various sources, and (iii) other support activities to ensure proper coordination. It is expected however that the consultant will establish contact and coordination with other GSIS departments/offices, as necessary
3. The Building and Maintenance Department (BMD) will be responsible for monitoring and evaluation of the Consultant's work progress for the various phases of its consultancy services.