



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Region III

TERMS OF REFERENCE

I. PROJECT TITLE

PROCUREMENT OF CONSTRUCTION SUPERVISION SERVICES FOR THE CONSTRUCTION OF TWO (2) STOREY EXTENSION BUILDING AT THE BUREAU OF THE TREASURY REGION III

II. QUALIFICATIONS

- A. Licensed Civil Engineer or Architect
- B. At least three (3) years professional experience in vertical construction
- C. Professional experience shall refer to supervision of vertical construction of a minimum of two (2)-storey commercial, office and institutional buildings and performing the tasks as project manager/construction supervisor for at least one (1) year.
- D. Must be a Filipino Citizen
- E. Must be a member in good standing of a recognized professional organization (PICE or UAP).

III. PROJECT DURATION

Six (6) Months

IV. FEE

Forty Thousand Pesos (Php40, 000.00) per month, inclusive of all applicable taxes and overhead costs.

V. SCOPE OF WORK

As Project Manager/Construction Supervisor, he/she shall:

A. PRE-CONSTRUCTION PHASE

- 1. Review and familiarize with the Project Design, Plans and specifications, Detailed Estimates, Bill of Quantities, Program of Works and other Contract Documents prepared and submitted by the Design Consultant.
- 2. Attend meetings with the Regional Director and the Contractor.

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B. CONSTRUCTION PHASE

1. The Project Manager shall report directly to the Bureau of the Treasury (BTr) Region III Regional Director and the BAC-TWG and shall be responsible on all aspects of programming, coordination and quality control of works.
2. On behalf of the BTr, undertake monitoring of the construction activities and maintain a continuing coordination with the BTr RIII Regional Director/BAC-TWG and/or Design Consultant to ensure proper implementation of the project in accordance with the approved plans, specification, budget and work schedule and to ensure transparency in compliance with R.A. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR).
3. On behalf of the BTr, consult and coordinate, when necessary, with DPWH and Inter-Agency Committee (if applicable) on all aspects in the implementation of the project.
4. Review and validate all requests for extra work, variation orders or change orders prepared by the Contractor.
5. Participate and facilitate jobsite meetings, technical coordination meetings and contractor's meetings to ensure efficient and orderly progress of work.
6. Review and recommend the conduct of all kinds of tests, execution of all documents and reports and application of permits/licenses as may be required for the Project.
7. Conduct joint meetings with the duly designated representatives from the BTr Region III/BAC-TWG the inspections of re-bars to the concrete pouring of the structure.
8. Review and validate all progress billings by the contractor and recommend them for concurrence/approval by the Head of Procuring Entity/Authorized Representative and the BTr Region III as well as the technical personnel of BTr Central Office.
9. Conduct jointly with the duly designated representatives from the BTr Region III/BAC-TWG /Design Consultant the inspection of the project to determine the acceptability of the completed work done by the contractor

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prior to the issuance of the Certificate of Completion, including inspection and acceptance of completion of punch listing.

10. Review and validate the Certificate of Substantial and/or Certificate of Final Completion submitted by the Contractor and recommend acceptance and turn-over of the Project.
11. Submit and discuss with the Regional Director of BTr Region III and BAC-TWG the weekly accomplishment report on the project to include matters such as, but not limited to progress of works, problems encountered, movement of construction work and equipment.
12. Ensure quality workmanship in every phase of the construction process.
13. Check As-Built Drawings prepared by the Contractor.

VI. DESCRIPTION OF TASKS

A. QUALITY CONTROL OF WORK

1. Ascertain that the Contractor complies with the plans, specifications and other approved contract documents and assures that workmanship is in accordance with sound and accepted construction processes.
2. Assist the Contractor and the BTr in the interpretation of the Contract Documents for the project. For this purpose, the term Contract Documents shall include the Master Agreement, the accepted technical and financial proposal, Terms of Reference/Technical Specifications and related documents.
3. Obtain from the Design Consultant if and when required at the jobsite additional details or information for proper execution of works.
4. Conduct on-site observations and check the quality of work, materials and equipment for consistency with the approved Plans and Contract Documents.
5. Notify immediately the Regional Director of BTr Region III and BAC-TWG if any material or any portion of the work does not conform to specifications or if unacceptable in quality.
6. Follow-up and check daily all corrective works being undertaken.

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7. Ensure that all obligations of the contractor are complied with and reported to the Regional Director of BTr Region III.
8. Inspect safety measures taken by the Contractor.
9. Supervise/perform sampling and testing of materials when necessary.
10. Check jointly with the contractor, Design Consultant if and when required and the Regional Director of BTr Region III, testing of sanitary/plumbing, electrical, mechanical, ICT and other system installations.
11. Disallow the installation of any material and equipment for work-shop drawing which have not been duly approved by the Design Consultant and BAC-TWG.
12. Forbid the use of materials, tools, and equipment or workmanship which do not conform with the plans and specifications.
13. Require the removal or repair of defective or faulty construction, or construction which could not be inspected, or the construction of a critical item, expressly identified as such, and which was performed without inspection.
14. Stop any work which is not being done in accordance with the plans and specifications and the Contract Agreement between the BTr and the Contractor.
15. Before the project nears its completion stage, make a list of items for correction (Punch List of Deficiencies), and check/monitor each item as corrections are undertaken.
16. Conduct final inspection of completed works with the Regional Director of BTr Region III and BAC-TWG for the issuance of Certificate of Substantial and/or Final Completion and recommend acceptance of the work.

B. EVALUATION AND CONSTRUCTION WORK

1. Evaluates/reviews the Contractor's PERT/CPM, Gantt Chart and Cash Flow for programming, planning and scheduling of all construction activities and submit assessment to the Regional Director of BTr Region III and BAC-TWG.

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2. Monitors and evaluates the work of the Contractor as per approved plans, specifications and work program (PERT /CPM, Gantt Chart and Cash Flow).
3. Evaluates all requests or proposals for changes or extra works which may be submitted by the Contractor and make recommendations to the Design Consultant if and when required for the approval of the BTr Region III and the BAC-TWG and ensure proper execution of such variation orders as the BTr may authorize.
4. Evaluates all progress billings by the Contractor in accordance with the terms of the contract and prepare proper documentation per DPWH's "Guidelines to Contractors for Preparing Claims for Payment of Civil Works Projects" for the approval of the BTr.
5. Be alert on various schedules of completion date and on situations and conditions that may cause delay in completion and make proper recommendations to the Regional Director of the BTr Region III.

C. KEEPING OF RECORDS, REPORTS AND CONTRACT DOCUMENTS

1. Keep in the Project Office and/or Regional Office an orderly file of the following:
 - 1.1. Copy of the Contract Agreement
 - 1.2. Copy of the Approved Plans and Specifications
 - 1.3. Copy of Building Permits and Licenses
2. Make daily inspection reports of the following:
 - 2.1. Weather Conditions (weather chart)
 - 2.2. Manpower availability and distribution skills
 - 2.3. Construction Activities by Phase (Structural, Sanitary, Electrical, Mechanical, Architectural, etc.)
 - 2.4. Equipment Utilization
 - 2.5. Materials Delivered/Checked
 - 2.6. Correspondence/Memorandum received
 - 2.7. Correspondence/Memorandum transmitted
 - 2.8. Agreements/Decision made
 - 2.9. Official Visitors
 - 2.10. Observations/Recommendations

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3. Keep on file the following:

- 3.1. Progress and Accomplishment Reports
- 3.2. Approved Change/Variation Orders/Negotiated Procurement Contracts
- 3.3. Payments
- 3.4. As-Built drawings/information
- 3.5. Maintenance and Operation Manuals of equipment, certificate, guarantees and other similar documents furnished regarding the project

VII. EVALUATION CRITERIA

A. TECHNICAL PROPOSAL 80%

- 1. Professional Experience 20%
 - 1.1. Below 1 year 14%
 - 1.2. 1 to 3 years 16%
 - 1.3. 4 to 6 years 18%
 - 1.4. 7 years and above 20%
- 2. Construction Experience 25%
 - 2.1. Below 1 year 19%
 - 2.2. 1 to 3 years 21%
 - 2.3. 4 to 6 years 23%
 - 2.4. 7 years and above 25%
- 3. Educational Qualification 20%
 - 3.1. Bachelor's Degree 16%
 - 3.2. Master's Degree 18%
 - 3.3. Doctorate Degree 20%
- 4. Completed and On-going Projects (Vertical) 20%
 - 4.1. 1 to 2 Storey Structure 16%
 - 4.2. 3 to 5 Storey Structure 18%
 - 4.3. Above 5 Storey Structure 20%

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5. Committed Man-Hours to the Project/Current Workload Relative to Capacity 15%

5.1. 8 man-hours a week	5%
5.2. 16 man-hours a week	7%
5.3. 24 man-hours a week	9%
5.4. 32 man-hours a week	11%
5.5. 40 man-hours a week	13%
5.6. 48 man-hours a week	15%

B. FINANCIAL PROPOSAL (inclusive of all applicable taxes) 20%

1. P1,000.00 TO P39,000.00	20%
2. P39,001.00 TO P39,500.00	18%
3. P39,501.00 TO P40,000.00	16%

TOTAL 100%

Note:

Average passing score must be at least 75% (TP + FP)

Interested applicants shall submit the following documents to the Bureau of the Treasury Region III Office:

- 1) Application Letter
- 2) Curriculum Vitae
- 3) Qualification Details (please accomplish the attached Annex A)
- 4) Proof of Credentials, Certificates and Licenses, Certificate of Trainings

Prepared by (BTr Region III):

(Original Signed)

JUANA M. DELA CRUZ

Treasury Operations Officer IV/End-User

Approved by (BTr Region III):

(Original Signed)

ALMA F. GAGUI

Head, TPO Pampanga/BAC Chairperson

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ANNEX A

**PROCUREMENT OF CONSTRUCTION SUPERVISION SERVICES (PROJECT MANAGER)
FOR THE CONSTRUCTION OF TWO (2) STOREY EXTENSION BUILDING AT THE
BUREAU OF THE TREASURY REGION III, PAMPANGA**

NAME:
A. TECHNICAL PROPOSAL
1. Professional Experience <ul style="list-style-type: none">- Indicate years of experience- Submit proof of credentials/certificates and licenses/certificates of trainings
2. Construction Experience <ul style="list-style-type: none">- Indicate years of experience- Submit proof of credentials/certificates and licenses/certificates of trainings
3. Educational Qualification <ul style="list-style-type: none">- Submit proof of credentials/certificates and licenses/certificates of trainings
4. Completed and On-going Projects (Vertical) <ul style="list-style-type: none">- List all completed and on-going projects- Submit proof of completion/awarded projects
5. Committed Man-Hours to the Project/Current Workload Relative to Capacity <ul style="list-style-type: none">- Indicated committed man-hours per week
B. FINANCIAL PROPOSAL
With the Terms of Reference, provide quotation for your professional fee per month (for six months)

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