

TERMS OF REFERENCE FOR CONSULTANCY FOR REPAINTING ESTIMATES OF DOST-ASTI BUILDING

1. OBJECTIVE AND LOCATION

- 1.1. The Advanced Science and Technology Institute (ASTI), an agency attached to the Department of Science and Technology (DOST) needs the expertise of an engineer or architect who shall prepare the technical and documentary requirements needed for the procurement of actual repainting works of DOST-ASTI Building (Interior and Exterior), Covered Pathway (Parking Area), Generator Set Area and Parking lot lines opposite of the DOST-ASTI Building, as well as assist/supervise in the construction proper.
- 1.2. The DOST-ASTI is located at the address specified below.

**DOST-ASTI Bldg., UP Technology Park Complex
CP Garcia Ave., UP Campus
Dilliman, Quezon City 1101**

2. QUALIFICATIONS OF THE CONSULTANT

- 2.1. Must provide one (1) project personnel with a degree in Architecture or Civil Engineering.
- 2.2. Must have three (3) years of experience in providing consulting services for architectural, engineering, and construction projects.
- 2.3. Must have three (3) years of experience in the preparation stated in **3. SCOPE OF WORK.**
- 2.4. Must have three (3) years of experience in similar completed projects relating to repainting and preparing relative cost estimates.

3. SCOPE OF WORK

- 3.1. The engagement is estimated to be completed within thirty (30) calendar days, which will commence upon issuance of Notice to Proceed.
- 3.2. Preparation of technical and documentary requirements needed for the repainting, such as but not limited to:
 - 3.2.1. Area Measurement
 - 3.2.2. Program of Works
 - 3.2.3. Quantity and Cost Estimates
 - 3.2.3.1. Detailed Estimates
 - 3.2.3.2. Bill of Materials
 - 3.2.3.3. Site Investigation
 - 3.2.3.4. Preparation of Technical Specifications
 - 3.2.3.5. Construction Schedule
 - 3.2.3.6. Construction Safety and Health Program
 - 3.2.3.7. Supervise/Assist the construction proper awarded to the winning contractor.

4. OBLIGATION OF THE CONSULTANT

- 4.1. Shall bind itself to fully and faithfully furnish and perform satisfactorily all work necessary in accordance with existing environmental, construction, service laws, decrees, ordinances, acts and regulations of the Government of the Philippines which may affect the contract in any way.
- 4.2. Shall provide a clear and concise plan of approach and methodology to deliver the required services of DOST-ASTI.
- 4.3. Shall ensure that the technology, materials, and equipment to be used are known of high quality, environmentally friendly, and effective.
- 4.4. Shall coordinate with any authorized designated DOST-ASTI personnel in the performance of their jobs.
- 4.5. Shall be liable for any incorrect details/specifications that may be due directly to the fault or negligence of his own.
- 4.6. Shall not make a decisive and immediate decision without the notice and approval of DOST-ASTI.
- 4.7. Shall respond to calls for immediate service of consultation. Likewise, shall immediately undertake remedial measures for any defect discovered on or before the repainting works.
- 4.8. Shall provide breakdown of cost of services and materials, if applicable.
- 4.9. Shall bear all cost associated with the preparation and submission of his/her bid, and the DOST-ASTI shall, in no case, be responsible or liable for those costs, regardless of the conduct of the bidding process.

5. CONFIDENTIALITY OF DATA

- 5.1. The ownership and all rights thereto of all estimates, specifications, documents, and copies thereof including files prepared and furnished by the service provider in the performance of the services subject to this arrangement shall be vested to the DOST-ASTI.

6. PAYMENT

- 6.1. Payment shall be made one-time only upon certification/acceptance by the end-user to the effect that the goods and/or services have been delivered in accordance with the terms of this contract and have been duly inspected and accepted. No payment shall be made for goods and/or services not delivered under this contract.