

**TERMS OF REFERENCE
CONSULTANCY SERVICES FOR THE WATER PUMP REPLACEMENT,
ELEVATION OF WATER TANK AND OTHER ARCHITECTURAL AND
ENGINEERING DESIGNS**

I. OBJECTIVE AND LOCATION

The Advanced Science and Technology Institute (ASTI), an agency attached to the Department of Science and Technology (DOST) needs consultancy services for *a) Water Pump Replacement, b) Elevation of Water Tank and c) Architectural and Engineering Designs.*

Consultant/s to be engaged in said project shall prepare all necessary documents for the procurement of water pump replacement and water tank elevation (an Infrastructure Project), as well as assist/supervise the construction proper.

The DOST-ASTI is located at the address specified below.

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

II. SCOPE OF WORK

A. The engagement is estimated to be completed within **sixty (60) calendar days** and the entire range of this project shall be divided into following phases:

1. Pre-Design/Schematic Design Phase;
2. Design Development Phase; and
3. Contract Document Phase.

B. Project Phases

1. **Pre-Design/Schematic Design Phase** – Is the site analysis and cost effectiveness study, which must be conducted by consultant within **fifteen (15) calendar days upon issuance of Notice to Proceed.** This includes:

- a. Consultation with the DOST-ASTI to ascertain requirements of the project;
- b. Architectural Programming (investigating, identifying, and document needs of the DOST-ASTI for the design of the project);
- c. Space Analysis;
- d. Space Management Studies (analysis of the space requirements of the project based on structure and functional setup); and
- e. Preparation of schematic designs.

The following documents (hard and soft copies) must be submitted to the DOST-ASTI within **fifteen (15) calendar days upon conduct of investigation:**

- a. Site Investigation Report;
- b. Space Analysis and Space Management Studies; and
- c. Schematic Designs.
— Maximum of three (3) schematic designs must be presented and from these schemes, the DOST-ASTI shall approve a final

plan.

2. **Design Development Phase** – Consultant must prepare, from approved schematic design studies and the design development documents. This includes plans, elevations, and other drawings, as well as outline specifications to fix and illustrate the size and character of the project and its essentials, i.e., kinds of materials, mechanical, electrical, and sanitary systems, among others (as applicable).

The consultant must submit the following (hard and soft copies) within **fifteen (15) calendar days from approval of final schematic design:**

- a. Detailed architectural and engineering design of the project subject to the approval of DOST-ASTI or other proper authority; and
 - b. Architectural, structural, plumbing/sanitary, electrical and fire protection plans.
3. **Contract Documents Phase** – Consultant shall assist the DOST-ASTI in preparing *i) bidding plans/requirements for the works (infrastructure project)* *ii) building permit plans* (building permits, if necessary, shall be processed by the contractor) and *iii) construction plans*. Specifically, he/she shall:
 - a. Prepare complete construction drawings;
 - b. Prepare specifications or Terms of Reference (TOR) detailing the work for the procurement project;
 - c. Prepare Bill of Quantities and Materials;
 - d. Check/Advise the DOST-ASTI on other procurement requirements, whether it be general or special conditions in scope, such as type of PCAB license of contractor, manpower and equipment requirements, warranty, among others; and
 - e. Assist in the preparation of DOST-ASTI purchase requisition or bidding documents.
 - f. Building permit plans;
 - g. Construction plans.

The DOST-ASTI shall require five (5) sets of construction drawings, specifications or TOR, and general conditions for the purposes of bidding. Documents (hard and soft copies) must be submitted within **fifteen (15) calendar days upon submission of documents/reports under the Design Development Phase.**

III. OBLIGATIONS OF THE CONSULTANT

- A. Shall bind itself to fully and faithfully furnish and perform satisfactorily all work necessary in accordance with existing environmental, construction, consultancy services laws, decrees, ordinances, acts and regulations of the Government of the Philippines which may affect the contract in any way.
- B. Shall ensure that the technology, materials, and equipment to be used are known of high quality, environmentally safe and effective.
- C. The consultant warrants that it shall conform strictly to the terms and conditions of these TOR.
- D. The consultant shall coordinate with any authorized designated DOST-ASTI personnel in the performance of their jobs.

- E. The consultant shall be liable for loss, damage, or injury that may be due directly through the fault or negligence of his own.
- F. Shall not make decisive and immediate decision without the notice of DOST-ASTI.
- G. Shall borne COVID/pandemic/health related expenses.
- H. Shall respond to calls for immediate service of consultation. Likewise, shall immediately undertake remedial measures for any discovered defect on or before construction.
- I. Shall provide breakdown of cost of services, as applicable.
- J. Shall bear all cost associated with the preparation and submission of his/her bid, and the DOST-ASTI will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

IV. CONFIDENTIALITY OF DATA

The ownership and all rights thereto of all designs, drawings, specifications, and copies thereof including files prepared and furnished by the consultant in the performance of the services subject to this arrangement shall be vested to the DOST-ASTI.

V. PAYMENT

The schedule of payment shall be as follows:

First Payment	Upon completion of/submission of documents needed for Pre-design/Schematic Design Phase	Forty (40) percent (40%) of the Total Contract Price (TCP)
Second Payment	Upon completion of/submission of documents needed for Design Development Phase	Forty (40) percent (40%) of the TCP
Third Payment	Upon completion of/submission of documents needed for Contract Documents Phase	Twenty percent (20%) of the TCP