

TERMS OF REFERENCE

Consulting Services for the Preparation of Terms of Reference, Design Parameters including AC and Mechanical Ventilation Engineering Design, and Tender Documents and Construction Supervision for the Fit-out Construction of the New NHMFC Head Office

1. PROJECT BRIEF

- 1.1 Site : 4th floor DHSUD Building Kalayaan Ave. corner Mayaman Street, Diliman, Quezon City
- 1.2 Gross Floor Area : 3,720.0 sq.m.
- 1.3 Type of Development : Office Building
- 1.4. No. of Levels : One (1) level
- 1.5 No. of Personnel/Employees : 400
- 1.6 Service Contract Duration : Two Hundred Twenty (220) Calendar Days (CD)
- Engineering Design Period : 25 CD
 - Bidding Period for Building Contractor : 45 CD
 - Construction Supervision Period : 150 CD
- TOTAL 220 CD

2. BACKGROUND/OBJECTIVE

The National Home Mortgage Finance Corporation (NHMFC), which was created in 1977 under Presidential Decree No. 1267, is a government institution responsible for increasing the availability of affordable housing loans that would finance or support the acquisition of housing units of Filipinos through the development and operation of a secondary market for home mortgages.

The Corporation is one of the attached agencies under the newly created Department of Human Settlements and Urban Development (DHSUD) formerly known as the Housing and Urban Development Coordinating Council (HUDCC). The Department is headed by Secretary Eduardo Del Rosario who envisioned promoting the ease of doing business with the public through the construction of a one-stop-shop office that aims to house all attached key shelter agencies under its department for faster and easier coordination to provide better service. Henceforth, the NHMFC Management is considering the fit-out construction of the new NHMFC Head Office located at the 4th floor DHSUD Building in Quezon City.

For this particular undertaking, NHMFC is looking to engage with a reputable consulting and engineering design service provider in order to come up with recommendations/plans, a Terms of Reference (TOR), Design Parameters including AC and Mechanical Ventilation Engineering

Design and Tender Documents (including the Draft Contract) for the procurement of a Building Contractor for the Fit-out Construction of the new NHMFC Head Office (and execution of the recommendations/plans on the existing building, as necessary), as well as, to provide advisory services to NHMFC during the procurement of a Building Contractor including, among others, in the evaluation of bids submitted by prospective bidders.

3. SCOPE OF WORK

The Consulting Services required shall cover two (2) phases: Phase 1, which is the Detailed Engineering Design Phase, and Phase 2, which shall cover the Construction Supervision of the Proposed Fit-out Construction of the NHMFC Head Office.

3.1 Phase 1: Detailed Engineering Design

The Consulting and Construction Supervision Firm shall provide the following services, but not limited to:

3.1.1 Review of the NHMFC Approved Layout Plan

Review of the NHMFC approved layout plan/floor plan, specifications, and cost estimates prepared by the National Housing Authority (NHA) including Mechanical Design based on the approved architectural plan for the proposed NHMFC Head Office within the existing DHSUD Building

3.1.2 Conduct of Investigation and Mapping

Conduct applicable detailed engineering surveys and investigations of the site including elevations and contours, location, and other pertinent data on the existing improvements and utilities (e.g., water, power, communication lines, etc.) within the proposed office area and building premises, and other field surveys and investigations necessary to carry out the Project.

3.1.3 Preparation of Schematic Design and Cost Estimates

- a. Consult and confer with the Owner to ascertain, determine and confirm the project requirements based on the approved layout plans as prepared by the NHA;
- b. Perform ocular site visits and coordinate with Owner's representatives (Office Transfer Building Committee) necessary to ensure the integrity of design and conformance to the client's approved plans;
- c. Review the space plan/allocation initially prepared by the NHA for compliance with the end-users requirement while taking into consideration the existing conditions of the DHSUD building and at the same time the available budget;

d. Develop one (1) perspective view of certain interior spaces, for consideration of the NHMFC Executive Committee, that features the design of the following:

1. Borrowers' Counseling/Waiting Area;
2. Employees' Workstations Area
3. Executive Offices (President / Executive Vice -President)

e. Review the schematic plans for sanitary and plumbing following the approved plans prepared by the NHA;

f. Prepare the detailed Mechanical Plans based on the approved architectural floor layout prepared by NHA for NHMFC. This includes the AC and Mechanical Ventilation Detailed Engineering Design (duly signed and sealed by PME), heat calculation, and air changes computation for various areas and spaces that need to be air-conditioned and ventilated besides the relocation and/or re-installation of a new and/or existing ACU, preparation of the detailed specifications and cost estimates;

g. Review the detailed design of the architectural, structural, electrical, mechanical, plumbing, and sanitary system, fire protection system, fire detection and alarm system, CCTVCATVTEL, lighting, and power system, etc. Study/Recommend the appropriate code (i.e., Philippines or International Standard) to be adopted while taking into consideration the cost and the requirements of NHMFC. Among others, the following should be considered:

1. National Building Code;
2. Philippine Green Building Code; and
3. Relevant City Ordinances

h. Prepare and/or consolidate the Bill of Quantities, Cost estimates including the Detailed Unit Price Analysis

i. The consultant shall assist in the approval of the plans from concerned utility providers, private and/or government entities in securing necessary permits as may be required in the implementation of the project.

3.1.4 Design Development

a. Prepare design elevations/sections based on the approved architectural design layout, outline specifications, and finishing schedules;

b. Review/Prepare the Design Parameters (based on recommended Codes/Standards) for the following:

1. Mechanical Works;
2. Electrical;

3. Fire Protection
4. Sanitary/Plumbing; and
5. Local Area Network (LAN).

The Design Parameters shall also take into consideration the features of the new approved layout-as initially prepared by the NHA; and

Minimum requirements for a Construction Safety and Health Program for the project shall also be prepared, including the observation and implementation of health protocols for the COVID-19 pandemic.

The following are the standard building facilities that are required of the new NHMFC Head Office:

1. Electrical System and Lighting

Electrical lines tapped from the mainline of the DHSUD Building shall be installed. Measures in optimizing energy performance shall be considered in the design.

2. Telecommunication System including Telephone, Direct Cable and Wi-fi- ready facilities

Communication lines for voice, data and security services shall be provided/distributed within the 4th-floor area. This shall include current and future requirements for information services. A room for the information technology (IT) servers shall also be provided.

3. Plumbing, drainage and water distribution system

Measures on water efficiency shall be considered. The water supply shall be drawn from the mainline of the building and water pipes shall be connected from the source to all water fixtures. Likewise, drainage and sewage lines shall be tapped to the existing lines of the building.

4. Security System

The new NHMFC Office shall be installed with closed-circuit televisions (CCTVs) as part of its 24-Hour Security System.

5. The heating, ventilating and air-conditioning system (HVAC) shall follow available green/eco-efficient building design practices.

6. Building requirements for persons with disabilities (PWDs) shall be provided.

- c. Prepare a proposed design for the workstation in reference to the end-users requirement; refer to Section 3.1.3.

- d. Regularly meet and coordinate with the Owner's Technical Committee for purposes of coordination, plan review, design directions, and status reports; and
- e. Regularly coordinate with the Electrical, Sanitary, Mechanical and Fire Protection Engineers for all engineering concerns.

3.1.5 Preparation of Construction Schedule

Prepare the preliminary construction schedule based on the NHMFC approved design, estimates and detailed technical specifications as determined and approved by NHMFC, including preparation of PERT/CPM, S-curve and workforce.

Detailed Technical Specifications shall include descriptions of the work items, material requirements, construction requirements and methods, methods of measurements, and basis of payments. Sampling, testing and inspection requirements, material requirements, and delivery schedules.

3.1.6 Preparation of Performance Specifications and Criteria

Prepare the performance specifications and criteria, and their means of measurement based on the operating outputs and in accordance with appropriate design and construction standards, legal and technical obligations, and any other relevant government commitments as required by existing law and regulations. These shall be drawn to ensure:

a) common basis in the evaluation of Contractor's bid and b) quality performance of the interior design and utilities system for its intended operational lifetime.

3.1.7 Contract Documentation

Consolidate and/or prepare the complete construction drawings and specifications set forth in detail the work required for the following:

a. **Architectural Design.** Complete set of signed and sealed Interior Design plans to consist of spot interior perspectives, location plan, vicinity map, floor plans, floor finishes layout and reflected ceiling plans, furniture layout plan, elevations and sections, doors and windows schedule, spot details, overall color scheme, selection of lighting fixtures and specification of materials and finishes;

b. **Electrical Design.** Complete set of signed and sealed Electrical plans consisting of power, lighting, and auxiliary system layouts, power, line, telephone, CCTV, CATV line diagrams, electrical load schedule, computations, materials and equipment selection, and specification writing;

c. **Sanitary/Plumbing Design.** Complete set of signed and sealed Sanitary/Plumbing plans consisting of the waterline, sewage and drainage layout, details, isometric diagrams, materials and equipment selection and specification writing;

d. **Mechanical Design.** Complete set of signed and sealed Mechanical plans consisting of the air-conditioning system and exhaust and fresh air supply layouts only, schematic piping riser diagram, equipment schedule, materials and equipment selection and specification writing; and

e. **Fire Protection System Design.** Complete set of signed and sealed Fire Protection System plans to consist of fire hose valve, cabinets, details, equipment schedule, materials and equipment selection, specification writing and fire detection alarm system;

3.1.8 Preparation of Terms of Reference (TOR) and Tender Documents

Prepare the TOR and Tender Documents (including the Draft Contract) for the Procurement of a Building Contractor for the new NHMFC Office in accordance with provisions of the Revised Implementing Rules and Regulations (IRR) of RA No. 9184, otherwise known as the Government Procurement Reform Act (GPRA).

The TOR should include among others the following:

- a. Objective;
- b. Scope of works;
- c. Budget estimates;
- d. Deliverables;
- e. Schedule of construction and manpower, and payment;
- f. Responsibilities of parties (including risk allocation); Qualifications of the Contractor (including its key manpower requirements); and
- g. Minimum performance specifications and standards, and criteria and method for evaluation.

3.1.9 Provide Advisory Services/Assistance During the Procurement Process

Assist NHMFC during the procurement of Contractor in among others:

- a. Market sounding/Pre-Procurement Conference – assistance in clarifying provisions in the TOR that may be questioned, and evaluating the validity of suggestions/comments raised that may be incorporated in the final TOR;
- b. Call for expressions of interest – assistance in the determination of additional requirements, if any, from bidders to better evaluate responsiveness to the TOR;
- c. Evaluation of eligibility together with the Technical Working Group (TWG);
- d. Pre-Bid Conference – assistance in clarifying provisions in the Tender Documents and other technical questions relative to the procurement;
- e. Issuance of Bid Bulletins – assistance in responding to technical queries from bidders;
- f. Evaluation of bids (technical and financial) together with the TWG to determine responsiveness to TOR;
- g. Negotiations – assistance in negotiating with the lowest complying bidder.

- h. Assistance in securing necessary permits as may be required

3.2 Phase 2: Construction Supervision/Monitoring

The Consultant shall provide the following construction supervision services:

- 3.2.1. Shall act as the Resident Engineer for the fit-out construction of the new NHMFC Head Office. He shall prepare the work schedule /program of works during the project implementation and shall monitor the construction activities following the approved construction plans and schedule;
- 3.2.2. Shall attend the weekly site coordination meetings to monitor and check the general progress and quality of the work and to determine whether the work is proceeding in accordance with the contract documents during the agreed construction period and provide weekly progress/status report to NHMFC;
 - 3.2.2.1. Each engineering consultant shall attend one (1) kick-off meeting and regular weekly site coordination meetings or as the need arises;
- 3.2.3. Clarify interpretations of designs, plans and specifications and help resolve construction problems, issues and concern;
- 3.2.4. Assist the Client and the NHMFC Building Committee in resolving conflicts on technical problems caused by unforeseen contingencies and expediencies;
 - 3.2.4.1. Assist in the review and evaluation of changes in design and specifications and in instituting value engineering. For any design changes as approved by NHMFC prepare the design report, drawings, BOQ and/or cost estimates involved and prepare corresponding variation orders;
 - 3.2.4.2. Check and approve samples, schedules, shop drawings and other submittals In conformity with the information given in the contract documents;
- 3.2.5. Conduct punch-listing inspection on all areas required as soon as such areas are available, even prior to turn over of the project, and advise the Owner on any rectification or restoration work to be done;
- 3.2.6. Review and recommend approval of the as-built drawing/documents prepared and submitted by the contractor after the completion of the project.
- 3.2.7. Evaluate progress billing submitted by the Contractor to be reviewed and verified based on actual accomplishment while ensuring the quality of work at each stage, and recommend approval of payments to NHMFC.
- 3.2.8. Recommend and endorse in concurrence with the Construction Project Manager the final acceptance of the completed project to the Owner.

4. DELIVERABLES

4.1. Design Development

Two (2) complete sets of deliverables for Mechanical works consisting of engineering design drawings, calculations, specifications and other necessary (special details) documents

Review of design development drawings of all trade works (e.g. MEPFS and architectural), specifications, BOQ, and submission of comment log

4.2. Terms of Reference for the project implementation and Tender Documents including the Draft Contract

4.3. Construction Schedule

4.4. Performance Specifications and Criteria

4.5. Contract Documentation

Complete sets of deliverables consisting of the following:

4.5.1. Six (6) complete sets of Architectural and MEFPS Engineering plans and details, detailed specifications, signed and sealed ready for tendering and permit application on blueprint paper and soft copy on PDF format and CAD file

4.5.2. Two (2) complete sets of Architectural and MEFPS Engineering plans and details, detailed specifications, for construction purposes on blueprint paper

4.5.3. One (1) complete set of Interior and MEFPS Engineering plans and details on A3 size bond paper

4.6. Design of Work Station for the following in the 3D presentation:

1. Rank and File (e.g., cluster of four or six personnel)
2. COD/Technical Assistant
3. Manager

4.7. Construction Supervision/Monitoring

1. Program of Works/ Work Schedule
2. Weekly Progress Report
3. Progress Billing Review/Assessment
4. Endorsement for Final Acceptance of Completed Project

5. DURATION

The Consultancy and Construction Supervision Services will be implemented for **Two Hundred Twenty (220) Calendar days** reckoned from the issuance of the Notice to Proceed (NTP) or commencement of the undertaking as indicated in the NTP.

6. IMPLEMENTATION ARRANGEMENT

6.1. NHMFC will act as the executing agency and the main recipient for the Consultancy Services with the Building Transfer Committee (NHMFC) and Infrastructure Staff (Building Contractor) as focal units in implementing the services;

6.2. Coordination meetings will be conducted between the NHMFC and the Consultant for the duration of the activity, as may be needed, the expenses of which are to be charged to the NHMFC; and

6.3. NHMFC will provide the Consultant's temporary site office space and the necessary documents to enable the conduct of the activities.

7. COST OF CONSULTANCY, MECHANICAL AIRCON DESIGN AND CONSTRUCTION SUPERVISION SERVICES

The Approved Budget for the Contract (ABC) of Consulting, Mechanical Aircon Design and Construction Supervision Services is **Nine Hundred Eighty Thousand Pesos (Php 980,000.00)**, inclusive of all applicable taxes, other incidental expenses, and printing of reports / deliverables.

Given said amount of the ABC, this undertaking shall be covered by **Small Value Procurement (SVP)** under the Alternative Methods of Procurement as provided per Section 53.9 of the IRR of R.A. 9184.

Further, the ABC shall cover the following:

7.1. Remuneration/professional fees;

7.2. Incidental expenses – which would include costs for structural

7.3. investigation of the existing building, engineering surveys and investigations and mapping, CNC processing, support personnel/staff and other out-of-pocket expenses (e.g., supplies and materials, equipment, transportation/fuel, communication and coordination meetings); and

7.4. Printing costs for reports and deliverables (set of plans 1-3 as mentioned In the contract documentation. Additional copies shall be charged to the corporation)

This project is a fixed-price contract. Any approved extension of contract time shall not involve any additional cost, except under extraordinary circumstances as provided under Section 61 of the RA 9184.

8. REPORTING/DELIVERABLES AND PAYMENT SCHEDULES

Billing for remuneration/professional fees shall be in accordance with the following delivery schedule and subject to the usual government accounting and auditing requirements:

Deliverables	Timeline	Payment
Consolidated/Detailed Engineering Design	Within one (1) week from receipt of the NTP	10%
Design Development	Within two (2) weeks from receipt of the NTP	10%
TOR, Tender Documents, Draft Contract, Construction Schedule, Performance Specifications, and Criteria and Contract Documentation for the Procurement of a General Contractor	Within three (3) weeks from receipt of the NTP	15%
Recommendation Report of the Result of Bid Evaluation for the Procurement of a General Contractor	Until Notice of Award has been issued by the BAC	20%
Construction Supervision	Within three (3) month(s) from receipt of NTP by the Building Contractor	25%
Reports on Site Visits/Coordination Meetings and Project Monitoring during Construction Phase and Provision of Advisory Services Through Progress Billing		
Endorsement of the Final Acceptance of the Completed Project to NHMFC	Within one (1) week after the issuance of the Certificate of Completion and Acceptance	20%

Weekly progress reports shall also be submitted in two (2) hard copies to NHMFC.

An advance payment shall be allowed to cover mobilization costs, but shall not exceed fifteen percent (15%) of the contract amount, subject to the posting of an irrevocable standby letter of credit from a commercial bank, a bank guarantee, or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the Procuring Entity an amount equal to the advance payment.

The advance payment shall be repaid by the Consulting Firm by deducting from its subsequent billings/payments such sum as agreed upon during contract negotiations until fully liquidated within the duration of the contract.

9. QUALIFICATION OF THE FIRM

9.1. Prospective Consultancy Firms must have at least eight (8) years of similar and/or relevant experience related to this Terms of Reference, reckoned from the date of registration with the Department of Trade and Industry (DTI) for sole proprietorships; Securities and Exchange Commission (SEC) for corporations and partnerships; or Cooperative Development Authority (CDA) for cooperatives.

9.2. Similar Projects shall refer to contracts with a scope of works related to the preparation of tender documents, architectural design, and detailed engineering of government/public and private buildings and project monitoring.

9.3. Relevant Projects shall refer to contracts with a scope of works related to the preparation of tender documents, architectural design, and detailed engineering of other vertical structures (government/public and private buildings).

9.4. Prospective bidders are required to submit the following:

- 9.4.1. Company profile;
- 9.4.2. Curriculum Vitae (CV) of Key Experts highlighting their relevant work experience; and
- 9.4.3. Copies of *Certificate of Project Completion and Acceptance* or equivalent Certification from their previous related studies/projects;

10. QUALIFICATION OF PERSONNEL

The proposed activities shall be undertaken by a Team composed of the following key experts and their corresponding qualifications:

Expert	Qualifications
Team Leader	Filipino; with at least eight (8) years of experience in design, contract and project management of buildings, and preferably with experience in green building design as a duly licensed architect or Civil Engineer with a valid PRC ID
Architect	Architect with at least eight (8) years similar and relevant experience, and preferably an accredited green building professional
Electrical Engineer	Electrical Engineer with at least seven (7) years relevant experience in design and project or construction management of buildings
Mechanical and Fire Protection Engineer	Mechanical Engineer with at least seven (7) years of relevant experience in design and project or construction management of buildings
Electronic and Communications Engineer	Electronic and Communications Engineer with at least seven (7) years of relevant experience in design and construction management of buildings

Sanitary /Plumbing Drainage Engineer	Must be a licensed professional Sanitary Engineer with at least seven (7) years similar and relevant work experience in design and project or construction management of buildings
Civil Engineer	Civil Engineer with at least 7 years of experience in site development, in design, or project or construction management of building
Quantity Surveyor	Architect or Engineer with at least 5 years of experience in quantity surveying and contract management and administration
Project Manager	Filipino; with at least eight (8) years of experience in design, contract and project management of buildings

11. Criteria for the Evaluation of the Technical and Financial Proposal

11.1. Technical Proposal (80%)

11.1.1. Experience and Capability of the Firm (20 points);

11.1.2. Qualification of Key Personnel proposed to be assigned to the Project (40 points); and

11.1.3. Plan and Methodology (40 points).

11.2. Financial Proposal (20%).

12. Method of Evaluation

The proposal will be evaluated using the Quality-Cost Based Evaluation (QCBE) Procedure under the IRR of RA No. 9184, with the quality of the Technical Proposal allocated eighty percent (80%) and Financial Proposal twenty percent (20%).

13. Performance Security

To guarantee the faithful performance by the winning bidder (Consulting & Construction Supervision) of its contractual obligations, it shall post performance security within a maximum period of ten (10) calendar days from receipt of the Notice of Award from NHMFC and in no case later than the signing of the contract. The performance security shall be denominated in Philippine Pesos and posted in favor of NHMFC in an amount equal to a percentage of the total contract price in accordance with the following schedule:

FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (EQUAL TO PERCENTAGE OF THE TOTAL CONTRACT PRICE)
a. Cash, cashier's/manager' check, bank draft/guarantee confirmed by a Universal or Commercial Bank.	Five Percent (5%)
b. An irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be	

confirmed or authenticated by a Universal or Commercial Bank if issued by a foreign bank.	
c. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)

The performance security shall be forfeited in the event it is established that the winning bidder fails to fulfill any of its obligations under this TOR or the contract.

The NHMFC shall release the performance security to the Consulting & Construction Supervision Firm upon final acceptance of the work and upon clearance of all liabilities relative to the project.

14. Standards of Services

14.1. Delay/ Extension of Time (Force Majeure)

Any delay on the agreed completion date from failure of performance by either of the party shall not constitute a default hereunder nor shall give rise to any claim if such delay or failure is wholly attributable to acts of God, any act of sabotage, war, armed invasion, revolution insurrection blockade, riot, declaration of national emergency, industry-wide strike, or any cause beyond the reasonable control of either Party or which cannot be avoided by the Consultant or the Procuring Entity despite the exercise of due diligence. Within ten (10) days from the occurrence of such event, The Party affected shall notify in writing the other Party of such event of force majeure and the obligations or part of the works the performance of which is affected by such force majeure. Immediately after notification, the parties shall meet to discuss and agree on the appropriate steps/measures to be taken to minimize the effect(s) of the force majeure; provided the party affected shall be entitled to an extension of the contract time for the number of days of the delay incurred by reason of the causes above mentioned at no additional cost to the procuring entity.

14.2. Ownership of Reports and Documents

The reports, drawings, documents, and materials compiled or prepared in the course of the performance of the services are and shall remain the absolute properties of NHMFC and shall not be used by the service provider for purposes unrelated to the Contract without the prior written approval of NHMF. Any equipment supplied by NHMFC, or for which payments are made or reimbursed under this Contract shall become and remain the property of NHMFC.

14.3. Confidentiality

Except with the prior written consent of NHMFC, the Consultant or its Principals and Staff shall not at any time communicate to any person or entity any information disclosed to them by NHMFC for the purpose of the Services nor shall make any public information as to the recommendations formulated in the course of or as a result of the Services.

14.4. Representation and Warranties

The Parties hereby represent and warrant that no government official has benefited directly or indirectly from the Contract. The Parties warrant that they have not offered or given, and will not offer and give to any employee, agent or representative of either Party, any gratuity, with a view toward securing business from one another or influencing such persons with respect to terms, conditions or performance of any contract with each other.

15. Liquidated Damages

Where the Consulting Firm refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the Consulting Firm shall pay NHMFC for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of the contract, equal to at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of the works for every day of delay. Should the amount of liquidated damages reach ten percent (10%) of the contract amount, NHMFC shall, at its discretion, terminate the contract without prejudice to any further action it may take to recover whatever losses incurred due to non-performance of the Consulting Firm.

To be entitled to such liquidated damages, NHMFC does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due to the Consulting Firm under the contract and/or collect such liquidated damages from the retention money or other securities posted by the Consulting Firm whichever is convenient to NHMFC.

NAME OF PROJECT:

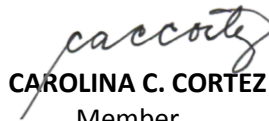
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APPROVED:

**NHMFC Bids and Awards Committee
(BAC)**



ATTY. DANTE M. PATAPAT
Member



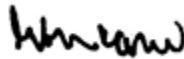
CAROLINA C. CORTEZ
Member



MA. VICTORIA L. ALPAJARO
Member



ROMEO S. ROLDAN
Vice-Chairperson



LOURDES C. BACANI
Chairperson

Date : _____