



BONIFACIO DRIVE, SOUTH HARBOR, PORT AREA, MANILA 1018, PHILIPPINES  
P.O. BOX 436, MANILA, PHILIPPINES  
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## REQUEST FOR PROPOSAL

The Philippine Ports Authority seeks to construct improvements within the PPA Head Office, for the proposed Executive Lounge and Fitness Gym. In this light, the PPA, through its Bids and Awards Committee, intends to secure the services of a consultant for the interior design of the project. The Approved Budget for the Contract is in the amount of **Nine Hundred Fifty Thousand Pesos Only (950,000.00)**. This project is to be procured through small value procurement.

Name of Project : **Consultancy Services for the Interior Design of the PPA Executive Lounge and Fitness Gym**

Approved Budget for the Contract : **P950,000.00**

Deadline for Submission : **03 January 2018**

The Terms of Reference (TOR) may be downloaded in the PhilGeps website or may be requested in person using the contact information below. The project shall be completed within 80 days from the issuance of the Notice to Proceed.

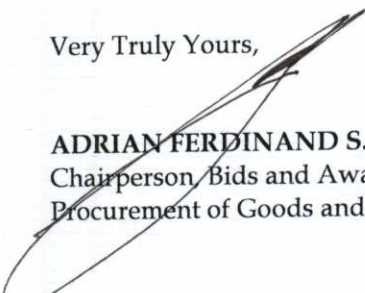
Offerors are invited to submit their quotations/proposals, the offered design, along with the following documents:

- (a) Mayor's/Business Permit
- (b) PhilGeps Registration Number
- (c) Income/Business Tax Return
- (d) Omnibus Sworn Statement

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority  
5<sup>th</sup> Floor, PPA Bldg., Bonifacio Drive  
South Harbor, Port Area, Manila  
Telephone/Fax No. 527-4735  
527-8356 to 83 loc. 539  
PPA Website: [www.ppa.com.ph](http://www.ppa.com.ph)

Very Truly Yours,

  
**ADRIAN FERDINAND S. SUGAY**  
Chairperson, Bids and Awards Committee  
Procurement of Goods and Consultancy Services

VISION

*"By 2020, PPA shall have provided port services of global standards."*

MISSION

*Provide reliable and progressive services in ports, ensure development of communities and the environment, and be a model corporate agency of the government.*

## **Consultancy Services for the Interior Design of the PPA Executive Lounge and Fitness Gym**

### **TERMS OF REFERENCE**

The Philippine Ports Authority seeks to construct improvements within the PPA Head Office, for the proposed Executive Lounge and Fitness Gym. In this light, the PPA, through its Bids and Awards Committee, intends to secure the services of a consultant for the interior design of the project. The Approved Budget for the Contract is in the amount of **Nine Hundred Fifty Thousand Pesos Only (950,000.00)**. This project is to be procured through small value procurement.

#### **I. Area**

The subject area is located at the 7<sup>th</sup> floor of the PPA Head Office, Bonifacio Drive, Port Area, Manila. This will be divided into two parts, namely:

The Executive Lounge	128.09 sq.m.
Fitness Gym	<u>111.66 sq.m.</u>
<b>TOTAL</b>	<b>239.75 sq.m.</b>

#### **II. Scope of Work**

The project shall be composed of three phases:

1. Scoping and Design Presentation
2. Design Development
3. Design Supervision/Execution
4. Turnover

##### **1. Scoping and Design Presentation**

- 1.1 Brainstorming, Presentation of floor plan and schematic design
- 1.2 Design presentation including five (5) 3D Rendered Perspectives



## 2. Design Development

2.1 Itemized Furniture, Window Treatment Schedule, Wallpaper Schedule, Decorative Lighting, Floor/ Area Rug Schedule Initial budgetary and mood board.

2.2 Design documents including design diagrams, itemized furniture, lighting, wall and paint schedule, plant schedule, glazing, rug and accessories schedule, and overall budgetary estimate and quotation from suppliers.

## 3. Design Supervision / Execution

3.1. Sourcing reports, client and supplier coordination. Procurement of accessories and decorative lighting, up to 10 site visits until set up.

3.2. Installation Set up and styling with 5 site visits

3.3. Project liquidation and documentation

## **III. Design Documents**

The Consultant is required to produce the following design documents for the project:

1. Renderings/ Perspectives, Furniture Layout Plan (FLP)
2. Reflected Ceiling Plan (RCP)
3. Floor Covering Plan (FC)
4. Interior Elevations(IE)
5. Fit Out Details
6. Necessary Working Drawings
7. Furniture, Fixtures, and Equipment (FF&E) List
8. Itemized Furniture (IF)
9. Itemized Lighting (IL)
10. Itemized Materials (handles, paint schedule, wall schedule)
11. Selected Estimates from furniture
12. Material and finish schedule for furniture, fabric, wood, paint, special elements of design.

#### IV. Timeline and Deliverables

PHASE	DELIVERABLES	Working Days
1 Scoping and Design Presentation	<b>Scoping and Design Presentation</b> <ul style="list-style-type: none"> <li>• Five (5) 3D rendered perspectives</li> <li>• Floor plans</li> <li>• Schematic design presentation</li> </ul>	20
2 Design Development	<b>Design Documents and Construction Documentation</b>  (See Article III).	35
3 Design Supervision/Execution	Sourcing reports, client and supplier coordination.  Procurement of accessories and decorative lighting 10 site visits until set up.	10
	Installation, Set up and styling with 5 site visits  Project liquidation and documentation.	15
<b>TOTAL No. of Days</b>		<b>80 Working Days</b>

## V. Evaluation Criteria

The offeror shall present a design to the PPA, along with a timetable for the completion of all phases of the project. The submissions shall be evaluated in accordance with the following criteria:

Design/Conceptualization	50%
Originality	25%
Timeliness	25%
<b>TOTAL</b>	<b>100%</b>

The area layout is attached hereto as Annex A.

## VI. Payment Schedule

Payments for this project shall be made in accordance with the following schedule:

1	Upon approved Schematic Design & Design Presentation	500,000.00
2	Upon Submission of Design Development	350,000.00
3	Upon turnover	100,000.00
	<b>Total Professional Design Fee Inclusive of VAT</b>	<b>950,000.00</b>

