



SUBJECT: TERM OF REFERENCE FOR CONSTRUCTION OF CANTEEN AND STUDENT ACTIVITY CENTER

A. BACKGROUND

The Canteen and Student Activity Center shall be a space and place to eat and promote interaction among students, faculty and staff of the campus. It should be spacious, functional and entertaining enough to provide a place to enjoy food and unwind for a while. It shall incorporate solar energy and natural lightings and ventilation and shall use sustainable building materials to reduce the impact of construction to the environment. The building shall follow the minimum specifications and standards set forth by the PSHS, National Building Code of the Philippines, Fire Code of the Philippines (R.A. 9514), and also comply the minimum compliance requirements of the Accessibility Law (BP 344).

It is proposed to be a two-storey building enclosed with large openings with grills and screen for adequate ventilation and lightings, complete with water system, communication system, sprinkler and smoke detector with open area in the center and a stage at the ground floor to hold events featuring the talents of scholars. The canteen must have a minimum floor area of 1400 square meter. It should have the capacity to accommodate 650 people and must have the following component area; Dining with TV sets, kitchen, storage, cleaning/washing, office and staff room. Six food stalls shall be provided for different food choices. In the second floor, a fully-air-conditioned function room that can accommodate 20-30 person complete with long table, chairs, projector, flat screen TV, separate eating corner for teachers. Each floor shall have comfort room for Male, Female, and PWD.

The student activity area shall be spacious, comfortable and conducive for different student's activity like meetings, practice and other activities that can't be done inside the classroom.

B. OBJECTIVES

One of the priority infrastructure projects of PSHS-SRC for calendar year 2017 is the Canteen and Student Activity Center, which aims to provide better quality of food and dine services for students and school community and promote holistic development by promoting social responsibilities and interaction among students and faculty through different school's activity that can be done outside the classroom.

C. SCOPE OF SERVICES

1. PRE-CONSTRUCTION PHASE

- a. Establish the General Size and Scope of the Project and its location on the site.
- b. Reconnaissance, Site Survey & Soil Investigations.
- c. Preparation of Detailed Building Plans, Architectural, Structural, Electrical, Sanitary/Plumbing, Mechanical Plans & other plans necessary to the project.
- d. Preparation of Bill of Quantities, Agency Cost Estimates & Detailed Cost Estimates based on the approved building plans.
- e. Preparation of Technical Specification for all the construction materials used based on the approved building plans.
- f. Preparation of Scope of Works of the project.

- g. Preparation of Structural/Design Analysis of the Building.
- h. Assistance and advice in securing bids, tabulation and analysis of bid results, and making recommendations on the award of construction contracts and in preparing formal contract documents.
- i. Preparation of supplementary drawings required to suit actual field conditions.

2. CONSTRUCTION PHASE

- a. Making periodic visits to check on the general progress of work, correct construction based on approved plans and quality of workmanship.
- b. Observing performance tests and start-up and making report.
- c. Conduct inspection and making of punch list.
- d. Making a final inspection and reporting of completed projects.
- e. Checking shop drawings submitted by contractors.

3. POST-CONSTRUCTION PHASE

- a. Conduct an inspection on the recorded punch list.
- b. Certify completion of works in accordance with the approved plans, specification and scope of works and recommend the issuance of certificate of completion after final inspection and acceptance.
- c. Assist PSHS-SRC and the contractor on the preparation and submission of all forms and supporting documents required by the concerned government agencies.
- d. Additional items during the post construction phase will be on final contract agreement.
- e. Checking as-built plans

D. REPORTS AND TIME SCHEDULE

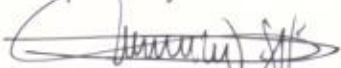
The Consultancy Firm shall prepare and submit the following reports:

1. Monthly Progress Reports
2. Monthly Updated Construction Schedules
3. Contract Time Extension Endorsement
4. Variation Order Endorsement
5. Updated Labor and Equipment Schedule
6. Updated PERT-CPM
7. Acceptance Documentary Requirements

E. DATA, LOCAL SERVICES, PERSONNEL AND FACILITIES (Provided by PSHS-SRC)

1. Preliminary drawings of the area (Site Development Plans)

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