



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
TAGUIG CITY

Km. 14 East Service Road, Western Bicutan, Taguig City 1630
http: www.tup-taguig.edu.ph Telefax: 823-2457

The Technological University of the Philippines shall be a premier state university with recognized excellence in engineering and technology education at par with the leading universities in the ASEAN region.

TERMS OF REFERENCE

Gymnasium Equipment / M27



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APPROVAL PAGE

Procurement of Gymnasium Equipment

The terms of reference stated hereinto is

Prepared by:

Engr. Joe Robert Paul G. Lucena
IDO Chairman

Recommended by:

Raquel T. Raymundo, CPA
Asst. Director for Administration and Finance

Checked for Availability of Funds by:

Juliet T. Narez, CPA
Accountant III

Approved by:

Dr. Selfa J. Briones
Campus Director



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REVIEW AND ACCEPTANCE PAGE

Procurement of Gymnasium Equipment

TERMS OF REFERENCE

Name	Designation/ Position	Action		Signature	Date
		Reviewed and Recommended	For Revision/ Remarks		
Mr. Ronnie Ramos	End-User				
Dr. Laarnie D. Macapagal	TWG Chair				
Juliet T. Narez, CPA	TWG Member				
Engr. Joe Robert Paul G. Lucena	TWG Member				



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BACKGROUND

1. Project Organization

The Technological University of the Philippines - Taguig (TUPT)

The former Manila Technician Institute (MTI), along with the other Technician Institutes in the Visayas and Mindanao regions were established by the Educational Development Project Implementing Task Force (EDPITAF) with the financial assistance of the World Bank. And in 1977, MTI received its first batch of students.

Presidential Letter of Instruction No. 654 s. 1978 formally established the Manila and Bacolod Technician Institute as a prototype state schools under the Bureau of Higher Education of the Department of Education and Culture. Issued December of 1978, Presidential Letter of Instruction No. 79 established the National Polytechnic System, which included the technician institutes as components of the system, and placing them under the administration of the Technological University of the Philippines.

Implementing Order No. 85-15 signed by then TUP President Jose R. Vergara on January 9, 1985, declared the change of nomenclature of the Manila and Visayas Technician Institute to TUP Taguig and TUP Visayas respectively, as passed and adopted by the Board of Regents through Resolution no. 100 s. 1985.

The Infrastructure Development Office (IDO)

The IDO assumes responsibility to prepare and implement the Development Plan of the University. The office aims to support the University in providing sufficient, gender sensitive, and innovative infrastructure projects.

2. Background of the Project

This project is part of the Development Plan and continuation of Gymnasium Phase 3 at TUP-Taguig to fully utilize the facilities of the University.



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3. Objective

The objective of this project is to have top-of-the-line basketball facilities and equipment for the TUP Taguig Gymnasium.

4. Project Scope

Please see Bill of Quantities of the project

5. Concept of Operations

The concept of operation of this project are as follows:

- a. The Infrastructure Development Office (IDO) will prepare the scope of works of the project to be procured.
- b. Technical Working Group will assist the Bids and Awards Committee (BAC) in the evaluation of the specifications and bidder responsiveness. The committee members include the following:
 - a. Dr. Laarnie D. Macapagal
 - b. Ms. Juliet T. Narez
 - c. Engr. Joe Robert Paul G. Lucena
- c. Upon approval of the Board of Regents, the winning bidder as identified by the BAC will perform all the scope of works included in the bill of quantities.
- d. Once the project has been awarded, IDO and Inspection Committee shall be in-charge of monitoring the quality and performance of the contractor.

6. Implementation

The project should be undertaken for a period of 150 calendar days.



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PROJECT ESTIMATES

1. Approved Budget Cost

The Technological University of the Philippines-Taguig intends to apply the sum of Seven Million Pesos Only (PhP 7,000,000) being the total Approved Budget for the Contract (ABC), broken down as follows:

Gymnasium Flooring	Php 2,192,600.00
Basketball Goal System	Php 2,550,000.00
Supply and Installation of Gang Chairs	Php 1,395,000.00
Supply of Industrial Cooling Fan	Php 862,400.00

2. Source of Funds

The ABC authorized for the procurement of the Infrastructure projects shall be sourced from the Fund 164 as approved by the BOR.

BID REQUIREMENT

Please refer to the bill of quantities.

DETAILED TECHNICAL SPECIFICATION

Please refer to the specifications and methodologies of project.

BID EVALUATION

The evaluation of submitted documents shall be based on the completeness and validity of documents as the CHECKLIST provided by the TUPT BAC (included in the bidding documents issued by the BAC Secretariat), and anchored on the evaluation guidelines as per RA 9184.

For the bid to be qualified, the proposed amount for a particular lot shall be lower than or equal to the ABC of the corresponding item. If the contractor's proposal exceeds the amount even in only one lot, the contractor will be considered disqualified.

In the determination of the Lowest Bid, comparisons shall be made on the TOTAL BID AMOUNT.



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PROJECT MANAGEMENT CONTROL PLAN/ GUIDELINES

1. Project Management Methodology

All plans, specification, methodologies, and Gantt chart will be reviewed by IDO and Inspection Committee. The Inspection Committee is in-charge of ensuring quality of materials based on plans and specifications. If there are changes or unforeseen conditions, it should be raised in coordination meeting or in a documented statement.

2. Agency Counterpart Resources

The scope of usage of the resources that are made available which can be provided by TUP-Taguig to the project contractors, to include but not limited to the following:

- Infrastructure Development Office (IDO)

3. Site Preparation

A pre-construction meeting will be facilitated by IDO to ensure that the contractor is aware of the University's policies and regulation especially in safety concerns.

CONTRACTOR QUALIFICATION

The contractor must be an authorized dealer of Brand of Basketball Goal System.

PAYMENT SCHEDULE

The mode of payment, advance payment, and retention money of these projects shall be based on RA 9184 and it's IRR.