

## ***Section VI. Specifications***

*(Pls see attached separately compiled Terms of Reference (TOR))*

## **TERMS OF REFERENCE**

### **FOR THE RENOVATION AND REHABILITATION OF THE FIFTH FLOOR OF THE SANDIGANBAYAN CENTENNIAL BUILDING UNDER A DESIGN AND BUILD PROCUREMENT SCHEME**

#### **BACKGROUND**

Pursuant to Republic Act No. 10660, two (2) additional Divisions in the Sandiganbayan were created consisting of six (6) new Justices, including their support and administrative staff. The said two (2) Divisions would be requiring office spaces, furniture, fixture and equipment in the discharge of their functions.

The fifth floor of the Sandiganbayan Centennial Building which was vacated by the Office of the Special Prosecutor will house the access stairs, two (2) courtrooms, two (2) Division Clerks of Court, and office spaces of the Sixth and Seventh Divisions and their support staff, and the Office of the Special Prosecution holding room. The current set-up however of the offices on the aforementioned floor is not similar to the second, third and fourth floors where two (2) courtrooms per floor are located, among other things. Hence, there is a need to renovate the same in order to provide a uniform design of offices to accommodate the two (2) additional Divisions.

#### **OBJECTIVE**

The Terms of Reference (TOR) shall provide for the requirements for the preparation of the Detailed Architectural and Engineering Design (DAED) and the renovation and rehabilitation of the Fifth Floor of the Sandiganbayan Centennial Building, as well as the Designer-Builder's obligations and warranties, and penalties in cases of breach of the same, which should be handled in the shortest possible time, at the lowest possible cost and at an acceptable quality and performance to the Designer-Builder.

#### **SCOPE OF SERVICES OF DESIGNER-BUILDER**

The Designer-Builder shall perform the following services in four (4) phases:

1. Pre-design Phase
2. Detailed Architectural and Engineering Design (DAED) Phase
3. Construction Phase
4. Post-Construction Phase

#### **I. PRE-DESIGN PHASE**

##### **A. STRUCTURAL ASSESSMENT**

The Designer-Builder shall undertake a detailed structural investigation and assessment of the Sandiganbayan Building in order to assure its structural integrity since the building is beyond 15 years and to determine other conditions



that may probably affect the proposed renovation and rehabilitation of the fifth floor. Said assessment is also the requirement of the Quezon City Building Official. The As-Built Plans and Proposed Schematic Design for the Fifth Floor Renovation and Rehabilitation will be provided by the Sandiganbayan for reference in the conduct of assessment. The Designer-Builder shall submit a report and recommendation on the structural status/integrity of the building containing remediation/proposed plan as the case may be.

#### **B. ENVIRONMENTAL ASPECT**

The Designer-Builder shall prepare and submit an Environmental Performance Report and Management Outline required by the Department of Environment and Natural Resources (DENR) Environmental Management Bureau (EMB), National Capital Region.

#### **C. SITE DEVELOPMENT ANALYSIS**

The Designer-Builder shall conduct a comprehensive site analysis and submit a report thereon taking into consideration the parameters that influence the architectural design, including but not limited to the following:

1. Fifth floor form lay-out and development plans;
2. Physical link options;
3. Infrastructure constraints;
4. Existing service utilities;
5. Environmental issues

#### **D. PRELIMINARY DESIGN CONCEPT**

The Designer-Builder shall undertake architectural studies based on the space requirements of the Sandiganbayan. The studies must include an assessment of the basic court requirements including the administrative and support offices, as well as related facilities provided in the Brief Description of the Functional Design in Annex A, which is made an integral part of these Terms of Reference.

Using the information gathered from the site analysis and in consultation with the Sandiganbayan, the Designer-Builder shall prepare and submit a Preliminary Schematic Design Concept which shall include the basis of the design, design parameters and the Functional Design Brief / Scope of Works, attached herewith as Annex A. The Designer-Builder shall prepare the schematic design taking into consideration a range of harmonized architectural design concepts using techniques and developments in space planning and architectural and engineering designs. The schematic design concept shall include the following:

1. Spatial quality and functional adequacy — using new and effective layout planning systems, the Designer-Builder shall explore options to effectively satisfy the requirements of the Sandiganbayan, as indicated in the Matrix for Space/Room Requirements (Annex A);
2. Spatial allocation to meet the requirements of the varied functional, circulatory and operational needs of the new Divisions, including the layout for furniture, fixtures and equipment (FFE);
3. The Designer-Builder shall provide a schematic design for the exterior and interior architectural design elements to achieve the desired character of the offices for the Sandiganbayan's two (2) new Divisions;
4. The Designer-Builder shall present the schematic design to the Sandiganbayan in a 3-dimensional / perspective layout for comment/approval prior to preparation of the final architectural design concept.

#### **E. DEMOLITION**

The Designer-Builder shall commence the necessary demolition works upon receipt of the approved schematic design.

### **II. DETAILED ARCHITECTURAL AND ENGINEERING DESIGN (DAED) PHASE**

Upon approval of the schematic design concept by the Sandiganbayan, the Designer-Builder shall prepare the Detailed Architectural and Engineering Design (DAED). The DAED phase shall include the following:

#### **A. TECHNICAL ASPECT**

The Designer-Builder shall commence the preparation and conduct of the detailed architectural and engineering design, which shall include the following:

##### **A.1 ARCHITECTURAL AND INTERIOR DESIGN**

The Designer-Builder shall make a detailed plan of the specific functional requirements, site access, development of design elements, and an analysis of the spatial layout. The architectural and interior design shall focus on efficient construction detailing which should meet the visual, spatial, technological and ergonomic design objectives, and the required dimensions of structural elements, and shall be aesthetic, worthy of civic pride and provide a conducive working environment. Consistent with the architectural scheme, the interior fit-out design shall be developed, including layout, specifications for furniture, fixtures, and equipment,

modular partitions, and other related furnishings, as may be necessary, for the renovation and rehabilitation of the fifth floor of the Sandiganbayan Centennial Building.

#### **A.2. ENGINEERING AND BUILDING SERVICES DESIGN**

The following engineering and other building services designs shall be prepared:

- a. Structural plan;
- b. Electrical plan that includes power and lighting systems, additional outlets specifically at the courtrooms, alternative sources of power supply in case of power outage;
- c. Mechanical and Fire Protection Systems design;
- d. Water supply and distribution systems layout;
- e. Voice and data system layout;
- f. Air-conditioning and ventilation systems;
- g. Closed Circuit Television (CCTV) systems layout;
- h. Information and Communications Technology (ICT) layout;
- i. Computer network cabling design;
- j. Auxiliary system;
- k. Sanitary facilities, plumbing, and drainage systems layout;
- l. Carpentry and floor layout; and
- m. Other utilities/layouts that may be identified by the Sandiganbayan.

Matters relating to air conditioning, power, lighting, communications, accessibility and serviceability shall be explored and incorporated in the DAED. Loads and demands of major utilities shall be reviewed and assessed for adequacy or capacities. The operational efficiency of the Sandiganbayan shall be the primary consideration in the final architectural and engineering design.

The Designer-Builder shall submit the DAED to the Sandiganbayan for the latter's approval.

#### **A.3. IMPLEMENTATION SCHEDULE**

The Designer-Builder shall prepare and submit an implementation schedule for all stages of the Project from detailed design up to occupancy of the fifth floor to guide the Sandiganbayan in overseeing the progress of Project, and provide a list of key milestone dates from the design development phase up to subsequent work stages. The Designer-Builder shall also prepare and submit the following documents:

- a. PERT/CPM;

- b. S-Curve;
- c. Bar Chart or Gantt Chart;
- d. Manpower Schedule; and
- e. Equipment Schedule.

## **B. COORDINATION OF DESIGN**

Part of the quality control system is the regular internal design coordination meeting of the Designer-Builder and the Sandiganbayan including the design architect and the various engineering disciplines assigned for the project to provide inputs and consistency of contents, aspects and intentions. The Designer-Builder shall provide services-coordinated drawings with the use of Detailing Software (DS) to show all the utility systems of the fifth floor layout, reflecting each of the systems in relation to the other utilities to avoid a clash of service lines.

## **C. VALUE ENGINEERING**

The Designer-Builder shall regularly coordinate with the Sandiganbayan to keep it updated on the development of the design, and for the purpose of conducting value engineering of the design to provide a more efficient approach at the design development stage rather than at documentation stage.

## **D. FINAL DOCUMENTATION STAGE**

Final documentation shall commence upon approval by the Sandiganbayan of the DAED. The focus at this stage shall be on the production and issuance of complete design drawings, plans, technical specifications, design computations, implementation schedules, and other documents that represent and detail the whole design intent. The level of documentation shall reflect the design and comply with the National Building Code and local regulations for the acquisition of required permits. The Sandiganbayan shall check and review the DAED for the following:

- a. Completeness of the architectural and engineering design documents;
- b. Compliance with laws, rules and regulations; and
- c. Constructability

The final contract documentation package shall be supplied in Drafting and Specification formats. Drawings, specifications and design computations shall be signed and sealed by licensed architects and engineers for each discipline. Electronic files of the complete documents shall be provided. Engineering plans and drawings shall be in CADD format (.dwg) and in pdf format. Other documents shall be in pdf and editable formats.

These documents shall be submitted by the Designer-Builder to the Sandiganbayan for approval.

### **III. CONSTRUCTION PHASE**

#### **A. DESIGNER-BUILDER'S UNDERTAKINGS**

##### **A.1. PERMITS AND CLEARANCES**

The Designer-Builder shall promptly secure the following on its own account:

- a. Building Permit;
- b. Environmental Performance Report and Management Outline (EPRMO), if necessary;
- c. Zoning Permit, Electrical Permit, Fire Safety Permit, Occupancy Permit; and
- d. Other applicable permits and clearances from the local government units/regulating agencies.

##### **A.2. MOBILIZATION AND PROVISION OF TEMPORARY STRUCTURES AND FACILITIES**

The Designer-Builder shall mobilize all the required project team personnel, equipment, tools and manpower with the required skills and in sufficient number as may be necessary for his efficient undertaking of the project. The Designer-Builder shall provide and maintain the following:

- a. Temporary office and/or quarters with water, light, telephone and toilet facilities for the Designer-Builder's project team personnel;
- b. Temporary bunkhouses/quarters for the Designer-Builder's work force complete with toilet and bath facilities; and
- c. Waste staging area/s,

all of which shall be coordinated with the Security Division of the Sandiganbayan.

The Designer-Builder shall also prepare and implement a plan for egress upon completion of the project.

##### **A.3. CONSTRUCTION SUPERVISION**

The Designer-Builder shall execute all the works under the contract in strict accord with standard engineering methodology and procedures and shall be responsible for maintaining cleanliness and orderliness, health and safety of

general public in the project area throughout the duration of the contract. The Sandiganbayan shall assign its own Project Manager as may be necessary.

#### **A.4. ELECTRIFICATION**

The Designer-builder shall pay the expenses for the acquisition of the power connection to the local electric utility/cooperative for the temporary lighting of the work area and temporary facilities.

#### **A.5. QUALITY CONTROL**

The Designer-Builder shall adhere to the approved Minimum Material Testing Plan.

#### **A.6. PROPOSED DESIGN AND CONSTRUCTION SCHEDULE**

The target number of days to complete the construction project is One Hundred Fifty (150) Working days, to begin seven (7) calendar days from receipt of the approved DAED.

The working hours will be as follows:

Monday to Friday	5:00 PM to 1:00 AM
Saturday	8:00 AM to 5:00 PM
Overtime will be allowed subject to the approval of the Officer In Charge of the project	

### **IV. POST-CONSTRUCTION PHASE**

#### **A. DOCUMENTATION**

The Designer-Builder shall submit the following project documentations within fifteen (15) calendar days from the completion and acceptance of the project:

**A.1. PUNCH LIST / INSPECTION REPORT** checked and verified by the Technical Inspection and Acceptance Committee, and approved by the Sandiganbayan, as found to be compliant with the DAED;

**A.2. AS-BUILT PLANS** duly signed and sealed by the concerned engineer with his/her valid registration/professional license number, date of registration and current PTR Number affixed/stamped on every page/sheet of the document of the following:

- Architectural
- Floor Layout
- Civil Design / Structural
- Electrical
- Sanitary/Plumbing
- Mechanical
- Fire Protection
- Other related Plans

A.3. Other documents processed and issued in favor of the Sandiganbayan during the construction periods (i.e. Inspection Reports, Building / Mechanical / Electrical Permits, Fire Safety Reports, Clearances, and related documents).

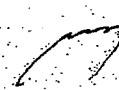
## **B. CLEARING OF SITE**

The Designer-Builder shall clean the whole area by removing debris, discards, paint spots, excesses and spillage and shall leave the entire premises free from rubbish caused by their work to the satisfaction of the Sandiganbayan at no extra cost.

## **PROVISIONS COMMON TO ALL PHASES**

### **A. PROPONENT / BIDDER'S RESPONSIBILITIES**

1. The prospective bidders shall be responsible in carefully examining all documents. The bidders shall also acknowledge all conditions, local or otherwise, affecting the contract works, and arrive at an estimate of the facilities available and needed for the project. Failure to do so shall be at the proponent/bidder's risk.
2. The bidders shall determine all matters pertaining to the project, including the location and nature of work, climatic conditions, transportation and communication facilities, requirement and availability of materials, labor, water, electrical power and location and extent of aggregate source, and other factors that may affect the cost, duration and execution of the work. The bidders, by submitting their proposals, acknowledged that they had inspected the project site and determined the general characteristics of the project and conditions indicated above. The Sandiganbayan requires from the bidders a duly notarized affidavit of such site inspection.
3. Prior to the submission of proposals, the bidders are assumed to be familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines, which may affect or apply to the operations and activities during construction. However, if the cost of the awarded contract is affected by applicable new laws,



decrees, ordinances, regulations and other acts of government promulgated after the date of submission of proposals, a contract price adjustment may be made or appropriate relief be applied on a no loss – no gain basis provided such is not covered by the provisions on price escalation hereof and subject further to the availability of funds.

## **B. REQUIREMENTS AND QUALIFICATIONS OF DESIGNER-BUILDER AND KEY PERSONNEL**

1. The Designer-Builder shall possess the following minimum qualifications:
  - a. Accreditation and Certification as qualified contractor with the Philippine Contractors Accreditation Board (PCAB) License Category for Buildings
  - b. At least ten (10) years experience in the construction of office fit-out, with minimum experience in two (2) relevant projects with the same scope and nature.
  - c. Not blacklisted by the Government Procurement Policy Board (GPPB), pertinent government agencies, or regulatory bodies.
2. The project requires the services of a team of qualified and competent experts and professional staff. These key personnel must meet the following minimum qualifications:
  - a. Project Architect — A licensed Architect with specialization in areas related to the Project, with at least Five (5) years experience as Project Architect in the preparation of detailed architectural and engineering design, planning and actual construction supervision, with minimum of two (2) projects of similar scope and nature in the last ten (10) years.
  - b. Structural Engineer — A licensed Civil Engineer with a Professional Regulation Commission (PRC) recognition as Structural Engineer, or a member of the Structural Engineering Specialty Division of the Philippine Institute of Civil Engineers (PICE) and an active member of the Association of Structural Engineers of the Philippines (ASEP) with at least ten (10) years experience in structural investigation and assessment of existing buildings including the preparation of detailed architectural and engineering design, planning and supervision, with a minimum of two (2) projects of similar scope and nature as the project handled within the last ten (10) years.
  - c. Project/Civil Engineer — A licensed Civil Engineer with at least five (5) years experience in construction preferably office fit-out, with a minimum of two (2) projects of similar scope and nature handled within the last ten (10) years.
  - d. Professional Electrical Engineer — A licensed Professional Electrical Engineer with at least five (5) years experience in the preparation of electrical systems design, preferable office fit-out including construction supervision of buildings.

with a minimum of two (2) projects of similar scope and nature handled within the last ten (10) years.

- e. Professional Mechanical Engineer – A licensed Professional Mechanical Engineer with at least five (5) years experience in the preparation of mechanical and fire protection systems including air-conditioning and ventilation systems design with a minimum of two (2) projects of similar scope and nature handled within the last ten (10) years.
- f. Sanitary Engineer – A licensed Sanitary Engineer with at least five (5) years experience in the preparation of sanitary/plumbing systems design with a minimum of two (2) projects of similar scope and nature handled within the last ten (10) years.
- g. Environmental Specialist – A bachelor's degree holder with at least five (5) years experience in the preparation of detailed Environmental Performance Report and Management Plan (EPRMP), with a minimum of two (2) projects of the similar scope and nature handled within the last ten (10) years.
- h. Electronics and Communications Engineer – A licensed Professional Electronics and Communications Engineer with an appropriate accreditation or IT/ICT Certification; must have at least five (5) years experience in planning, design and implementation of Structured Cabling System (SCS) with at least two (2) projects of similar scope and nature handled within the last ten (10) years.

### C. DESIGNER-BUILDER'S WARRANTIES

1. The Designer-Builder warrants that it shall conform strictly with the terms and conditions of these Terms of Reference;
2. The Designer-Builder warrants, represents and undertakes reliability of the service and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the Sandiganbayan. It shall employ well-behaved and honest employees with IDs displayed conspicuously while working within the compound. It shall not employ Sandiganbayan employees to work in any category whatsoever.
3. The Designer-Builder shall comply with the following minimum safety and health program:
  - a. Designer-Builder shall provide personal protective equipment (PPE) such as hard hats, raincoats, working shades/clothes, and safety shoes to workers/employees who are assigned to hazardous areas;
  - b. Workers who handle equipment must thoroughly check their equipment, lubricate and handle them properly and should be cautious, extra careful at all times to avoid accidents while on duty;



- c. Wires, nails, bolts and other pointed objects should be properly stored in the working areas to avoid possible injuries/accidents; and
  - d. Workers/Employees are advised against the use of cigarettes, candles and other flammable materials to avoid fire.
  - e. All applicable benefits such as SSS and Philhealth shall be provided to every worker/employee assigned to the project.
  - f. A Medicare / first aid cabinet which contains over the counter drugs and other first aid supplies shall be readily available in case of sickness or accidents. In case of serious injuries, workers / employees should be immediately brought to nearest hospital;
  - g. Drinking liquor and gambling are strictly prohibited for the entire duration of the project.
4. The Designer-Builder's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
  5. The Designer-Builder shall be liable for any loss, damage, or injury as may be due directly through the fault or negligence of its personnel. It shall assume responsibility thereof and the Sandiganbayan shall be specifically released from any responsibility arising therefrom.
  6. The Designer-Builder shall neither assign, transfer, pledge any part or interest therein; however, sub-contracting may be allowed provided that the main contractor shall be responsible for the full compliance of all applicable provisions of this TOR by the sub-contractor.

#### **D. INSTITUTIONAL ARRANGEMENTS**

1. The Designer-Builder shall report to the assigned Project Manager/Engineers of the Sandiganbayan for guidance on the direction, quality and pace of work. Outputs shall be submitted for quality review prior to finalization.
2. During the rendition of services, the Designer-Builder shall submit updates every two (2) weeks on the progress of activities, including issues and concerns, to the Sandiganbayan.
3. The Designer-Builder shall present deliverables in accordance with the Terms of Reference or as may be required by the Sandiganbayan.
4. The Designer-Builder shall, at all times, provide the Sandiganbayan with all the required reports.
5. The Designer-Builder shall provide its own computers and other office equipment at no cost to the Sandiganbayan.

6. Bid bulletins issued to prospective bidders shall be considered as integral parts of the Terms of Reference.

#### **E. SCHEDULE OF SUBMISSION OF DELIVERABLES / PENALTIES IN CASE OF DEFAULT**

DELIVERABLES	SUBMISSION	APPROVAL PERIOD	PENALTY
1. Structural Integrity Assessment and Remediation Report	Thirty (30) calendar days after day one from receipt of Notice to Proceed (NTP)		
2. Environmental Performance Report and Management Outline	Fifteen (15) calendar days from receipt of NTP		
3. Site Development Analysis Report	Fifteen (15) calendar days from receipt of NTP		
4. Preliminary Schematic Design Concept	Fifteen (15) calendar days from receipt of NTP	Thirty (30) calendar days from consolidated submission of 1, 2, 3, and 4	
5. Demolition	Forty-five (45) calendar days from receipt of schematic design		One tenth of one percent (1/10 or 1%) of the cost of the unperformed portion of the works for every day of delay
6. Complete Detailed Architectural and Engineering Design	Forty-five (45) calendar days from receipt of approval of the Schematic Design Concept		One tenth of one percent (1/10 or 1%) of the cost of the unperformed portion of the works for every day of delay
7. Implementation Schedule including PERT/GPM, S-Curve Bar Chart, Manpower Schedule and Equipment Schedule if		Thirty (30) calendar days from submission	

necessary.			
8. Complete copies of the approved architectural and engineering Design Plans and Drawings and other Documents	Fifteen (15) calendar days from receipt of approval of the architectural and engineering design plans and drawings		
9. Construction Phase	One Hundred Fifty (150) calendar days from receipt of approved architectural and engineering design drawings		One tenth of one percent ( $1/10$ of 1%) of the cost of the unperformed portion of the works for every day of delay
10. As-built Plans	Ten (10) calendar days after completion of the construction phase		
<b>Total</b>	250 days	60 days	

## F. SCHEDULE OF PAYMENTS

Progress Billing shall be based on the following:

PROGRESS BILLING	PERCENT OF WORK COMPUTED	PERCENTAGE TERMS OF PAYMENT
First Billing	Thirty percent (30%) of the work accomplished	Thirty percent (30%) of the Contract Price less advance payment (mobilization fee)*, applicable withholding taxes and retention fund of ten percent (10%) of the contract price
Second Billing	Another thirty percent (30%) of work accomplished or sixty percent (60%) project completion	Thirty percent (30%) of the Contract Price less advance payment, applicable withholding taxes and retention fund of ten percent (10%) of the contract price
Final Billing	Final forty percent (40%) of work accomplished or one hundred percent (100%) project completion upon acceptance	Forty percent (40%) of the Contract Price less advance payment, applicable withholding taxes and retention fund of ten percent (10%) of the contract price

\*Pursuant to Sec. 4.1 of Contract Implementation Guidelines for the Procurement of Infrastructure Projects, Annex "E" of the Revised Implementing Rules and Regulations of R.A. 9184, which provides:

- 4.1. The procuring entity shall, upon a written request of the contractor which shall be submitted as a contract document, make an advance payment to the contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum or, at the most, two installments according to a schedule specified in the Instructions to Bidders and other relevant Tender Documents.

**FUNCTIONAL DESIGN BRIEF / SCOPE OF WORKS:**

The following minimum design requirements and such other requirements as may later be prescribed by the Sandiganbayan shall be incorporated by the Designer-Builder in the conceptual design development until the finalization of the Detailed Architectural and Engineering Design of the Project.

**DESIGN OBJECTIVES****Accessibility**

- ❖ To provide a staircase from fourth floor to fifth floor;
- ❖ To prepare traffic management plans during construction and operation of the building for both pedestrian and vehicular traffic flow.

**Aesthetics**

- ❖ To choose Architectural design elements that should be in harmony with existing design;
- ❖ To be able to use the quality materials for the project that will reflect the nature of the place, its historical context to give emphasis to the authority of the institution.

**Cost-effectiveness/Sustainability**

- ❖ The general lighting should be uniform level, widely distributed to avoid harsh shadows or strong contrast and free from direct or reflected glare. Supplementary lighting shall be specifically designed for particular visual task and arranged or provided with shading or diffusing devices to prevent glare;
- ❖ To maximize the use of energy by providing control system by zones within the facility;
- ❖ To use materials and equipment that will serve its purpose, with superior quality as per required specifications and with competitive/low price or LED;
- ❖ To incorporate the use of other sources of energy as support to the electric power provided by the MERALCO; and
- ❖ To use the state-of-the-art tools and equipment that are cost effective to help the operation and maintenance work.

**Functionality**

To design a project in such a way that the location, layout and arrangement of the offices will effectively serve its functional and operational requirements.

- ❖ Study spatial requirements and facilities to aid in the design of a successfully functioning and operational fifth floor of the Sandiganbayan Centennial Building;
- ❖ To develop design concepts to promote the efficiency of Sandiganbayan personnel; and
- ❖ To provide sufficient facilities for the maintenance and storage requirements of the project.

#### Fire protection

- ❖ To remove/relocate the existing fire protection mechanisms such as smoke detectors and fire suppressants like sprinklers.

#### Sound Proofing

- ❖ To provide a design to satisfactorily meet the soundproofing requirements of the project per room with major considerations on the internal and external sources of sound as well as vibrations due to the operation equipment.

#### Water Supply

- ❖ To provide sufficient design for the effective distribution system for the water requirements of the fifth floor. Considering the possible tapping points from the existing water distribution system; and
- ❖ To use equipment and fixtures with the minimum water usage or consumption.

#### ICT SYSTEMS

- ❖ To provide for state-of-the-art telecommunications and power cabling for ICT equipment in all rooms, and courtrooms, as needed;
- ❖ To provide telecommunications and additional CCTV connections;
- ❖ Upgrading of the existing Uninterrupted Power Supply (UPS) for computers;
- ❖ To provide connections to the main server room; and
- ❖ To provide Wireless Internet access.

#### General Requirements

- ❖ Signages;
- ❖ Air-conditioning units requirements (Ceiling-type inverter 3 tonner);
- ❖ A well-designed courtroom audio system that includes microphones, audio processors, audio amplifiers and audio control system;
- ❖ Solar Protection: Roller Blinds; and
- ❖ Tinted courtroom windows

#### **Minimum Requirements for Particular Areas:**

##### OFFICE OF THE CLERK OF COURT (OCC) III

- a) Reception Area
- b) Conference Room
- c) Staff Area



- d) Records room with built-in cabinets and ladder
- e) Pantry
- f) Head of Office
- g) Toilet and Bath
- h) Counter at the Front window

#### **JUSTICES' CHAMBERS**

- a) Reception area
- b) Staff area
- c) Records Room with Built-in Cabinets
- d) Pantry
- e) Conference Room
- f) Chamber with Built-in Cabinets
- g) At least three (3) Cubicles for the Court Attorneys
- h) Study Room
- i) Toilet and Bath

#### **COURTROOM**

- a) Ante room
- b) Toilet
- c) Justice's Rostrum
- d) Lawyer's area with two (2) rows of Lawyers Tables
- e) Audience Area
- f) Concealed Door
- g) Ramp for PWD
- h) Built-in projector Screen
- i) High ceiling

#### **MATRIX FOR SPACE/ROOM REQUIREMENTS**

ITEM	LOCATION	ESTIMATED FLOOR AREA (SQ.M.)	NO. OF ROOMS	TOTAL (SQ.M.)
1	OCC III Reception Area Conference Room Staff Area <i>Records Room</i> Pantry Head of Office Toilet and Bath	138.50  <i>Built in Cabinets with Ladder</i>	2	277
2	Justice's Room (Chairperson) Reception area Staff area	164.25		



	<p><i>Records Room</i></p> <p><i>Pantry</i></p> <p><i>Conference</i></p> <p><i>Chamber</i></p> <p><i>At least three (3) Cubicles for the Court Attorneys (IV &amp; V)</i></p> <p><i>Study Room</i></p> <p><i>Toilet and Bath</i></p>	<p><i>Built-in Wooden Cabinets</i></p> <p><i>Relocate</i></p> <p><i>With Built-in Cabinets</i></p> <p><i>Flooring: Wood parquet</i></p> <p><i>Resize</i></p> <p><i>with Built-in Cabinets</i></p>		
3	<p><i>Justice's Room (Junior)</i></p> <p><i>Reception area</i></p> <p><i>Staff area</i></p> <p><i>Records Room</i></p> <p><i>Pantry</i></p> <p><i>Chamber at least three (3) Cubicles for the Court Attorneys (IV &amp; V)</i></p> <p><i>Study Room</i></p> <p><i>Toilet and Bath</i></p>	<p>110.85</p> <p><i>Built-in cabinets</i></p> <p><i>Resize</i></p> <p><i>with Built-in Cabinets/bookstand elbow level</i></p>		
4	<p><i>Justice's Room (Senior)</i></p> <p><i>Reception area</i></p> <p><i>Staff area</i></p> <p><i>Records Room</i></p> <p><i>Pantry</i></p> <p><i>Chamber</i></p> <p><i>At least three (3) Cubicles for the Court Attorneys (IV &amp; V)</i></p> <p><i>Study Room</i></p> <p><i>Toilet and Bath</i></p>	<p>118.90</p> <p><i>Built-in Wooden Cabinets</i></p> <p><i>With Built-in L-Type cabinets</i></p> <p><i>Resize</i></p> <p><i>Bigger area for CA V</i></p> <p><i>with Built-in Cabinets</i></p>		
5	<p><i>Courtroom</i></p> <p><i>Ante room</i></p> <p><i>Toilet</i></p> <p><i>Justice Rostrum with Beverage Holder</i></p>	<p>168.00</p> <p><i>Resize</i></p> <p><i>Resize</i></p>		

	Witness stand Lawyer's Area Audience Area			
6	Holding Room  ↳ Sub-meter for electricity & water  ↳ Provision for Air-conditioning Units connections	75.60		
7	Main Lobby			219
8	Hallway			187.50
9	Common Female Toilet	Renovation		
10	Common Male Toilet			
11	Rear Female Toilet			
12	Rear Male Toilet			
13	Storage Room			
14	Electrical Room	Repainting		
15	Custodial Room			