

## TERMS OF REFERENCE

Project Title:	<b>Engagement of Professional Mechanical Engineers (PME) Consultant for the Renewal of Certificate to Operate of PDIC Office Building Machineries</b>
Project Location:	<b>2228 Don Chino Roces Ave. Brgy. Bangkal Makati City</b>
Approved Budget for the Contract (ABC):	<b>P90,000.00</b>
Contract Period	<b>1 year reckoned from released/issuance of renewed CTO/PTO.</b>

### I. OBJECTIVE

The Philippine Deposit Insurance Corporation (PDIC) intends to renew and secure PRC accreditation in compliance with RA 8495 all the machineries at office address 2228 Don Chino Roces Ave. Brgy. Bangkal, Makati City.

For this purpose, PDIC intends to procure engagement of consultancy services for Professional Mechanical Engineers thru small value procurement with the necessary expertise, experience, and capacity, to renew and secure the PRC accreditation in compliance with RA 8495 all the machineries and other pertinent documents.

### II. SCOPE OF WORK/SERVICES

#### **Renewal of Certificate to Operate at Office of the Building Official - Makati City**

#### **Issuance of the following deliverables:**

- A. Certification from Professional Mechanical Engineer (PME) for all machineries with attached photocopy/ies and sign & seal Professional Tax Receipt (PTR) and valid Professional Identification Card of PME.
- B. Certification of Good Running of Elevator with attached photocopy/ies and sign & seal Professional Tax Receipt (PTR) and valid Professional Identification Card of PME provided by PDIC service provider.
- C. Technical specifications of all machineries (see attached Annex "A").
- D. Annual Inspection Receipt to be provided by PDIC.
- E. All latest previous Certificate to Operate (CTO)/Permit to Operate (PTO) for all machineries provided by PDIC.
- F. Professional Mechanical Engineer (PME) shall sign and provide a photocopy/ies of the valid Professional Identification Card of Professional Mechanical Engineer for Professional Regulation Commission (PRC) application form for accreditation of all machineries in compliance with RA 8495.
  - Duly accomplished application form two (2) copies between PME and PDIC;

- Duly accomplished and notarized Affidavit of PME;
  - Photocopy/ies and sign & seal Professional Tax Receipt (PTR) and valid Professional Identification Card of PME; and
  - Long Folder with fastener and envelop.
- G. Closely coordinate with the TWG regarding any pertinent data, documents, and information necessary for the successful renewal of CTO/PTO.
- H. Conduct ocular inspection for all PDIC office building machineries.

### III. REQUIREMENT CHECKLIST AND TIMELINES

Requirements		Responsible
<b>A</b>	<b>Renewal of Certificate to Operate at Office of the Building Official (OBO) - Makati City</b>	
A.1	Certification from Professional Mechanical Engineer (PME) for all machineries with attached photocopy/ies and sign & seal Professional Tax Receipt (PTR) and valid Professional Identification Card of PME.	PME
A.2	Certification of Good Running of Elevator with attached photocopy/ies and sign & seal Professional Tax Receipt (PTR) and valid Professional Identification Card of PME	PDIC Service Provider
A.3	Technical specifications of all machineries (see attached Annex "A")	PDIC
A.4	Annual Inspection Receipt to be provided by PDIC.	PDIC
A.5	All latest previous Certificate to Operate (CTO)/Permit to Operate (PTO) for all machineries provided by PDIC.	PDIC
A.6	Processing of renewal	PDIC
<b>B</b>	<b>Securing PRC Accreditation of all Machineries in Compliance with RA 8495</b>	
B.1	Duly accomplished application form two (2) copies between PME and PDIC.	PME & PDIC
B.2	Duly accomplished and notarized Affidavit of PME;	PME
B.3	Photocopy/ies and sign & seal Professional Tax Receipt (PTR) and valid Professional Identification Card of PME; and	PME
B.4	Long Folder with fastener and envelop.	PME
B.5	Processing of application	PDIC

*Note: Upon submission of complete documents, processing duration will depend on PRC and OBO.*

**IV. MINIMUM REQUIREMENTS OF THE PROFESSIONAL MECHANICAL ENGINEER (PME)**

	<b>Minimum Requirements</b>
Professional Mechanical Engineer (PME)	<ul style="list-style-type: none"> <li>• Must be a registered Professional Mechanical Engineer.</li> <li>• Must have at least (5) years of experience in the Mechanical Engineering field.</li> </ul>

**V. OWNERSHIP OF DOCUMENTS AND CONFIDENTIALITY OF DATA AND INFORMATION**

All pertinent data, documents, and information furnished by the PDIC thru its TWG to the PME consultant shall be treated with strict confidentiality, shall not be reproduced in any form or released to any third parties without the written consent of the PDIC, and shall be returned to the PDIC upon completion of the contract documents.

**VI. TERMS OF PAYMENT**

The manner of payment outlined below serve as basis in the processing of billings/payment in favor of the PME Consultant.

<b>Professional Fees</b>		<b>Manner of Payment</b>
<b>A</b>	<b>Full Payment</b>	➤ <b>100% payment</b> to be paid upon submission of all pertinent documents and release of renewed CTO/PTO by the OBO – Makati City.

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