



Planning and Programming Division External Services



A. PREPARATION OF DETAILED ENGINEERING DOCUMENTS

Preparation of detailed engineering document (DED) includes but not limited to the following:

- Ocular inspection on the actual/ proposed project site;
- Preparation of survey report and inspection report;
- Preparation of plans and details;
- Preparation of Program of Works/ Detailed Cost Estimates;
- Preparation of Project Schedule and Cash Flow;
- Preparation of List of Manpower and Equipment;
- Preparation of Technical Specifications; and
- Preparation of Certification of Inspection

Office/Division		Planning & Programming Division		
Classification		Highly Technical		
Type of Transaction		G2C		
Who may Avail		Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request 2. Telephone Request 3. SMS Request		City Engineering Department 5 th - 7 th Floor, Civic Center Building B, Quezon City Hall Compound, Diliman, Quezon City		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter-Request 2. Telephone Request 3. SMS Request	1. Conduct ocular inspection to validate feasibility of the proposed project based on the request(s)	None	1 day for 1-5 projects 2 days for 6-10 projects 3 days for 11 or more projects	<i>Engineer V</i> Engineering Department
	2. Conduct comprehensive site inspection/ survey to secure information/ data that will be used for the preparation of DED	None	(Per project basis) 1 day for simple project 2 days for complex project 3 days for multiple building project	<i>Engineer V</i> Engineering Department



	3. Prepare complete DED which includes but not limited to certificate of inspection, plans and details, program of works, project schedule and cash- flow, list of manpower and equipment, and technical specifications.	None	(Per project basis) 3 day for simple project 7 days for complex project 9 days for multiple building project	<i>Engineer V</i> Engineering Department
	4. Transmit the DED to the City Engineer for comment(s) and/or approval	None	1 day	<i>Engineer V</i> Engineering Department
	5. Review the DED prior to the approval and recommendation for Procurement Procedure	None	(Per project basis) 1 day for simple project 2 days for complex project 3 days for multiple building project	<i>City Government</i> <i>Department Head III</i> Engineering Department
	6. Transmit the approved DED to the respective agency for the Procurement Procedure	None	1 day	<i>City Government</i> <i>Department Head III</i> Engineering Department
	7. Notify the requesting party of the result whether the project is feasible or not	None	1 day	<i>City Government</i> <i>Department Head III</i> Engineering Department
	TOTAL	None	9 days for 1-5 projects 16 days for 6-10 projects 21 days for 15 or more projects	