



Planning and Design 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 the Site Inspection Report and Certificate of Inspection;
- Preparation of the Plans and Details;
- Preparation of the Approved Budget for the Contract;
- Preparation of the Program of Works (POW);
- Preparation of the Derivation of Unit Price Analysis (DUPA);
- Preparation of the Project Schedule and Cash Flow;
- Preparation of the List of Minimum Manpower and Equipment Requirement; and
- Preparation of the Technical Specifications

Office/Division		Planning & Design Division		
Classification		Highly Technical		
Type of Transaction		G2C (Government to Citizen)		
Who may Avail		Residents of Quezon City		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-Request 2. Telephone Request 3. SMS Request 4. E-mail Request		Department of Engineering 5 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. Infrastructure Committee-Secretariat and TWG 2. from Executives 3. from Councilors 4. from Letter Request 5. from E-mail Request	1. Conduct ocular inspection to validate feasibility of the proposed project based on the request(s). Prepare Project Identification Report (B-1)	None	1-5 calendar days	Quezon City Department of Engineering, City Architect Department (for new construction projects), Infrastructure Committee – Secretariat and TWG, Action Officer, Parks Development and Administration Department
	2. Forward the B-1 to the City Planning and Development Department	None	14 Calendar Days	Infrastructure Committee – Secretariat and TWG
	3. Conduct a comprehensive site inspection to validate ownership of lot and/or	None	14 Calendar Days	City Planning and Development Department



	structure and identify the feasible of the project. Prepare Validation Report (B-2)			
	4. Conduct a comprehensive site inspection to secure information/data that will be used for the preparation of Detailed Engineering Documents (B-3). End-user to sign the certificate of inspection, conceptual plans and initial project brief.	None	1-5 Calendar Days	Quezon City Department of Engineering-Planning and Design Division
	5. Prepare complete B-3 which includes but not limited to certificate of inspection, plans and details, approved budget for the contract, program of works, project schedule and cash-flow, list of manpower and equipment, and technical specifications. The B-3 will undergo 4 levels of checking to ensure the correctness and cost efficiency of the project.	None	21 Calendar Days	Quezon City Department of Engineering-Planning and Design Division
	6. Transmit the B-3 to the City Engineer for comment(s) and/or approval.	None	3 Calendar Days	City Engineer
	7. Transmit the B-3 back to Planning and Design Division for scanning and preparation of transmittal.	None	1 Calendar Day	Quezon City Department of Engineering-Planning and Design Division
	8. Transmit the signed and approved B-3 to	None	1 Calendar Day	Records Section



	Infrastructure Committee-Secretariat and TWG.			
	TOTAL	None	64 Calendar Days	