



TERMS OF REFERENCE

DESIGN AND BUILD FOR THE PROPOSED CONSTRUCTION OF TWO (2) STOREY PERFORMING ARTS BUILDING AT QUEZON MEMORIAL CIRCLE, QUEZON CITY

I. PROJECT DESCRIPTION

Quezon City Performing Arts Development Foundation, Inc. (QCPADFI), established in 2001, is a nonprofit organization dedicated to providing free performing arts training to gifted and artistically inclined youth from Quezon City. Founded by esteemed dance professionals *Eddie Elejar, Luther Perez, and the late Tony Fabella*, with **Mayor Joy Belmonte** as Founding Chairperson, the foundation has grown into a nurturing environment for young artists. Over the years, **Quezon City Performing Arts Development Foundation, Inc. (QCPADFI)** has supported more than four thousand scholars, helping them express themselves through dance, music, and Filipino cultural arts. The foundation offers various programs such as *Dance, Children's Choir, Vocal Ensemble, Concert Chorus, and Filipino Instruments*, each designed to develop discipline, artistry, and cultural appreciation among its students. **Quezon City Performing Arts Development Foundation, Inc. (QCPADFI)** continues to empower the Filipino youth and promote pride in Filipino talent and heritage.

The proposal is to design a Two (2) Storey Performing Arts Building approximately 3,221.74-square meter (sqm.)

A. OBJECTIVES

The Design and Build of the Proposed Construction Two (2) Storey Performing Arts Building at Quezon Memorial Circle, Quezon City shall achieve the following objectives:

- To provide adequate and functional spaces for dance, music, choir, vocal, and Filipino cultural arts training programs of Quezon City Performing Arts Development Foundation, Inc. (QCPADFI).
- To create a safe, accessible, and conducive learning environment that supports the physical, creative, and artistic development of youth scholars.
- To enhance the quality of performing arts education through properly designed rehearsal rooms, practice studios, and support facilities.
- To accommodate the growing number of scholars and programs of Quezon City Performing Arts Development Foundation, Inc. (QCPADFI), ensuring sustainability and continuity of its services.
- To promote Filipino culture, heritage, and artistic excellence by providing a permanent venue for training, rehearsals, and cultural activities.
- To support community engagement and cultural development within Quezon City through a dedicated performing arts facility.

B. PURPOSES

The purpose of this project is to design and build a Proposed Construction **Two (2) Storey Performing Arts Building** for the **Quezon City Performing Arts Development Foundation, Inc. (QCPADFI)** to serve as a dedicated facility for the foundation's performing arts training and cultural development programs. The proposed building shall provide properly designed studios, rehearsal rooms, instructional spaces, support facilities, and a black box performance area for small shows and intimate performances, enabling scholars to gain practical stage experience and artistic exposure.

Furthermore, the facility shall be designed to be structurally sound, efficient, and environmentally sustainable, and fully compliant with all applicable laws, codes, and ordinances, ensuring that the principles of safety, functionality, accessibility, and sustainability are fully integrated into the completed project.

Through this development, the project aims to support QCPADFI's mission of providing free, high-quality performing arts education to gifted and artistically inclined youth of Quezon City, while promoting Filipino culture, creativity, and excellence, and contributing to community cultural enrichment and youth empowerment.

C. LIMITATIONS/CONSTRAINTS

1. Site Restrictions

All construction activities for the design and build of **Proposed Construction Two (2) Storey Performing Arts Building at Quezon Memorial Circle, Quezon City** shall be confined within the approved project site of the **Quezon City Performing Arts Development Foundation, Inc. (QCPADFI)**. Any temporary staging areas, storage, or auxiliary facilities shall be subject to availability of space and prior written approval of the concerned authorities.

2. Operational Disruption and Working Hours

Quezon Memorial Circle shall remain operational during the construction phase of the project. Construction activities must therefore be carried out with minimal disruption to ongoing activities and events, while ensuring the protection and safety of all end-users. To avoid disturbances to nearby areas, construction works shall be limited to approved working hours and days, unless otherwise authorized in writing by the Quezon City Government (QCG).

3. Timeframe

The project shall be completed within the specified and approved contract period. Time extensions may be granted under justifiable circumstances. Pursuant to the provisions of RA 12009 and its IRR, Section 71.2.3 on Extension of Contract Time, and shall be approved with prior written consent from the Quezon City Government (QCG).

4. Compliance with Standards

All plans, specifications, and construction methodologies shall comply with applicable national and local laws, codes, and ordinances, including but not limited to:

- National Building Code of the Philippines (PD 1096)
- Accessibility Law (BP 344) and its latest IRR
- National Structural Code of the Philippines
- Electrical Engineering Law (RA 7920)
- Plumbing Code of the Philippines (RA 1378)
- Sanitary Engineering Law (RA 1364)
- Fire Code of the Philippines (RA 9514) and its IRR
- Code on Sanitation of the Philippines (PD 856)
- Mechanical Code of the Philippines (RA08495)
- Quezon City Green Building Ordinance and its latest IRR
- New Government Procurement Act (RA12009) and its IRR

5. Environmental Impact

Given that the site is an open space with existing greenery, all construction activities shall be undertaken with strict environmental safeguards. Measures such as tree

protection, dust and noise control, proper waste management, and site cleanliness shall be enforced throughout the construction period to minimize environmental impact.

D. ALLOCATION OF RISKS

1. Responsibility for Design and Build

The responsibility for both design and build of the **Proposed Construction Two (2) Storey Performing Arts Building at Quezon Memorial Circle, Quezon City** shall lie solely with the appointed contractor. All outputs, including architectural and structural plans, specifications, and the black box performance area design, shall be subject to the review, approval, and revision of **Quezon City Government (QCG) and QCPADFI**.

2. Budgetary Constraints

The design and construction costs shall not exceed the Approved Budget for the Contract (ABC). Any costs incurred beyond the ABC shall be borne solely by the Design and Build Contractor.

3. Force Majeure

In the event of force majeure, risks shall be fairly and equitably shared by the Design and Build Contractor and the **Quezon City Government (QCG)**, taking into account the nature and extent of the impacts.

4. Health, Safety and Security

The Design and Build Contractor shall be solely responsible for the health of its workers, site security and accident prevention. Any negligence and safety violations shall be resolved at the Design and Build Contractor's expense. This responsibility also extends to third-party claims resulting from disputes, damages, or injuries arising from construction-related activities.

5. Environmental Protection

The contractor shall ensure that no trees are cut, damaged, or removed during construction. All construction activities shall comply with environmental regulations, including dust, noise, and waste management, and the contractor shall bear the risk and cost of any environmental violations.

E. DUTIES AND RESPONSIBILITIES OF THE QUEZON CITY GOVERNMENT

The Design and Build Contractor shall coordinate closely with the designated implementing agencies throughout the project duration. Design supervision shall be undertaken by the City Architect Department (CArD), while implementation supervision and construction management shall be carried out by Quezon City Department of Engineering (QCDE). All works, deliverables, and construction activities shall be subject to their review, monitoring, and compliance requirements. Any directives, corrections, or recommendations issued by these agencies in the exercise of their functions shall be complied with by the Design and Build Contractor at no additional cost to the QCG.

II. CONCEPTUAL DESIGN

A. GENERAL IDEA – NAME, LOCATION, BOUNDARIES

The **Two (2) Storey Performing Arts Building** is a purpose-built cultural and educational facility intended to support the performing arts training programs of the **Quezon City Performing Arts Development Foundation, Inc. (QCPADFI)**. The project shall be located within Quezon Memorial Circle, Quezon City, and shall be

developed as a low-rise institutional structure compatible with the park setting and surrounding open spaces.

The proposed building is envisioned as a multidisciplinary performing arts facility that integrates dance, music, choir, vocal training, Filipino cultural arts, and performance functions within a single, cohesive structure. It shall serve as a permanent venue for daily rehearsals, instructional activities, workshops, and small-scale public performances, including a black box performance space designed for flexible staging and seating arrangements.

The building shall be designed to accommodate the current and future needs of Quezon City Performing Arts Development Foundation, Inc. (QCPADFI) scholars and Quezon City Government (QCG), while ensuring compliance with applicable national and local codes and standards on safety, accessibility, acoustics, and environmental sustainability. The overall conceptual approach emphasizes functional efficiency, adaptability, and acoustic performance, while maintaining harmony with the natural and cultural character of Quezon Memorial Circle.

Through this project, the Quezon City Government aims to establish a dedicated performing arts facility that supports youth development, cultural preservation, and community engagement, and that contributes to the promotion of Filipino artistic excellence within a safe, accessible, and professionally designed environment.

B. SCOPE/PHYSICAL COMPONENTS AND STRUCTURE REQUIREMENTS AND PROPOSED METHODS

The **Proposed Construction Two (2) Storey Performing Arts Building at Quezon Memorial Circle, Quezon City** must comply with the following minimum requirements:

Ground Floor:

1. Administration and Operations

- Executive Director's Office
- Directors' Offices (6 Directors)
- Staff Room (minimum capacity of 6 staff)
- Conference / Meeting Room
- Security and CCTV Control Room

2. Support and Services Areas

- General Storage Room
- Kitchen / Pantry and Staff Mess Hall
- Toilets (Male, Female and PWD / All Gender)
- Main Lobby and Reception Area
- Vertical Circulation:
 - Staircase
 - Accessible Ramp

3. Music and Recording Facilities

- Recording Room
 - Capacity: 30 musicians with instruments
 - Design with appropriate room proportions, acoustic isolation, and reverberation control
- Recording Control Room
 - Acoustically isolated with visual connection to the recording room

- Filipino Instrument Rehearsal Room
 - Capacity: 20 musicians with traditional instruments
 - Fully acoustically treated to support indigenous sound characteristics
 - Filipino Instrument Storage Room

Second Floor – Performance, Rehearsal & Specialized Music Spaces

1. Dance Studio / Black Box Theater (Primary Performance Space)

- Capacity: 60 dancers (Ballet, Hip-Hop, Contemporary)
- One Full-length wall with fixed mirror (with optional acoustic or blackout cover)
- Flexible performance and rehearsal space
- Designed for reconfigurable seating, staging, and lighting systems
- Neutral Interior palette:
 - Black walls
 - Black Ceiling grid
 - Minimal fixed architectural elements
- Retractable seating system or movable bleachers
- Ancillary Spaces:
 - Dressing Rooms
 - Lighting and Equipment Storage
 - Open Control Room (Visual connection to performance space)
 - Green Room
 - Toilets and Shower Areas with Lockers
 - Costume, Props, and Scenic Storage

2. Vocal and Choral Rehearsal Spaces

All rehearsal rooms shall be acoustically treated and acoustically isolated from one another.

- Vocal Ensemble Room
 - Capacity: 50 musicians
- Concert Chorus Room
 - Capacity: 50 musicians
- Children's Choir Room
 - Capacity: 50 musicians

3. Support Spaces

- Toilets (Male, Female and PWD / All Gender)
- General Storage
- Vertical Circulation:
 - Accessible Ramp

Roof Deck & Roof:

1. Roof Deck

- Deck
- Urban Farming/ Landscape

2. Roof with Solar Panels

I. CONCEPTUAL PHASE

All prospective bidders are required to submit a Conceptual Design as part of their Technical Proposal, based on the project's location in the Quezon Memorial Circle Master Redevelopment Plan, and on specifications set in this TOR. The Preliminary Conceptual Design shall include, but not limited to, the following:

- Site Development Plan
- Proposed Floor Plan / Layout
- Elevations
- Exterior Perspectives and Reference Images
- Levels Plan
- Circulation Diagram
- Conceptual Lighting Plan including images of lighting fixtures
- Materials Plan including images of materials/finishes
- Submission of Proposed Work Plan Methodology and Preliminary Inspection Findings

II. RESEARCH AND DETAILED DESIGN

The winning bidder, hereinafter referred to as the Design and Build Contractor, shall submit Research and detailed design documents for the approval of Quezon City Government (QCG) in **THIRTY (30) Calendar Days reckoned seven (7) Calendar Days** from the issuance of Notice to Proceed (NTP). The Design and Build Contractor shall prepare the design based on schemes and specifications approved by the Quezon City Government (QCG). The Research and Detailed Design shall include, but not limited to, the following:

- A. Research, site surveys and investigations for needed data on the locations, dimensions, elevations and other pertinent data on:
 1. Existing utility lines (electricity, water, telecommunication and other services)
 2. Road levels, elevations, and site topography
 3. Drainage line and stormwater systems
 4. Existing trees, vegetation, and landscape features
 5. Existing structures
- B. Detailed Design Plan and Program of Works to be submitted for the approval of the Quezon City Government (QCG)
 1. Complete Architectural and Engineering Drawings that shall include but not limited to:
 - Site Development and Layout Plan
 - Illustrates the lot boundaries, proposed and existing structures, access points, landscaping, site circulation, setback and easement requirements, and topographic contour lines, as needed
 - Floor Plan/s
 - Showing all functional spaces, studios, black box theater, rehearsal rooms, administrative and support areas.
 - Elevations
 - Sections
 - Civil / Structural Plans
 - Mechanical Plans (planning, analysis, and preparation of drawings and specifications)
 - Air Conditioning System (HVAC)
 - Mechanical Ventilation System
 - Elevator / Vertical Transport System

- All designs shall:
 - Follow applicable international standards (ASHRAE, SMACNA, NFPA)
 - Incorporate energy-efficient and sustainable design principles
 - Include complete engineering calculations, equipment sizing, and system layouts
 - Electronics and Communication Engineering Plans (planning, analysis, and preparation of drawings and specifications)
 - Outlines the design and layout of CCTV / Telecom and PABX lines
 - Electrical Plans (planning, analysis, and preparation of drawings and specifications)
 - Outlines power distribution, emergency power systems (generator, UPS), lighting, receptacles, solar panel system and other electrical components necessary for building to operate safely and efficiently. The design must be future-proof in consideration with future technologies and needs.
 - Plumbing and Storm Layout Plans (planning, analysis, and preparation of drawings and specifications)
 - Outlines the design and layout of plumbing and storm drainage system that shall ensure hygienic conditions of the facility and maintain public health and safety.
 - Sections and Elevations
 - Offers detailed sectional views through the facility to illustrate internal components
 - Fire Protection System (planning, analysis, and preparation of drawings and specifications)
 - Automatic Fire Suppression System
 - Fire Detection and Alarm System (FDAS)
 - Standpipe and Hose Reel System
 - Fire Pump System
 - Smoke Control System
 - All systems shall:
 - Conform to applicable NFPA Standards (e.g., NFPA 13, 14, 20, 72, 92)
 - Be UL/FM approved (where applicable)
 - Ensure life safety, property protection, and system reliability
 - Rendered perspectives
 - Demolition Plan for existing structures
 - Existing Temporary Structure
 - Asphalt and/or Concrete Flooring
2. Detailed Engineering Deliverables and Activities
- General Notes and Technical Specifications describing the type and quality of materials and equipment to be used
 - Structural Analysis Report
 - Electrical Computation including lighting analysis in compliance with the QC Green Building Ordinance

- Detailed Cost Estimates, Detailed Bill of Quantities, with corresponding Detailed Unit Price Analysis (DUPA), a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals
- Detailed Program of Work (POW)
- Construction Schedule (S-Curve and Bar Chart with Milestones)
- PERT-CPM Diagram and Quality Control Plan
- Comprehensive Design Report
- Manpower Utilization Schedule
- Equipment Utilization Schedule

The Design and Build Contractor shall be fully responsible for the accuracy and applicability of all data to be used in its Design and Build proposal and services. Thus, it shall be the responsibility of the Design and Build Contractor to validate preliminary investigations and information on soil, geotechnical, hydraulic, seismic, traffic and environmental conditions, as needed, to define project design criteria. They shall likewise validate conduct validation on existing utilities and service lines in and around the project area, thus, ensuring the accuracy of all information used in design development.

The Design and Build Contractor shall consider the following criteria in preparing the design:

- Application of current technology and industry trends in the design of school facilities, particularly Science High School buildings
- Ensure the safety and security of all end-users at all times, including provisions for non-slip surfaces and clear signages
- Zoning of spaces and efficient circulation
- Maintenance and life cycle cost considerations

The Design and Build Contractor shall submit **seven (7) copies of the research and plans in A4-size paper and in 20 x 30 white print, ring-bound and five (5) electronic copies in flash drive**, for the approval of the Quezon City Government (QCG), who may also provide comments and suggestions, which the Design and Build Contractor shall address and incorporate into the revised submission, as necessary.

An approval period of **TWENTY (20) Calendar Days** upon receipt of the Research and Detailed Design Plans shall be allotted for review by the Quezon City Government (QCG). Should revisions be required, another **TWENTY (20) Calendar Days** shall be allotted to the Design and Build Contractor to incorporate the necessary changes and resubmit the documents accordingly to Quezon City Government (QCG).

III. IMPLEMENTATION PHASE

The Design and Build Contractor shall perform the following, but not limited to, construction works in **FIVE-HUNDRED FORTY-EIGHT (548) Calendar Days** immediately after the Quezon City Government's approval of the Research and Design components:



- i. Supply labor, material, equipment and other requirements deemed necessary for the construction and implementation of the project.
- ii. Obtain all necessary information as to risks, contingencies and other circumstances which may affect the works. They shall prepare and submit all necessary documents specified by the Quezon City Government (QCG) to meet all regulatory approvals specified in the contract documents.
- iii. Execute the construction activities to complete the project in accordance with the approved architectural and engineering designs, construction drawings and specifications in the highest degree of workmanship, integrity and professionalism.
- iv. Secure compliance of the requirements of R.A No. 11058 or the Occupational Safety and Health Hazards Law, and its Implementing Rules and Regulations, and Department of Labor and Employment (DOLE) Department Order 198-18, specifically the Basic Components and Company Occupational Safety and Health (OSH) Program and Policy (DO 198, Chapter IV, Section 12).
- v. Prepare semi-monthly and monthly accomplishment reports supported by progress photographs and S-curve to monitor performance as basis for progress billing.
- vi. Ensure that the quality of materials to be furnished or works to be done shall be in accordance with the approved specifications. However, if specified materials are not available, the Design and Build Contractor shall immediately propose, in writing, acceptable alternatives to the Quezon City Government (QCG).
- vii. Test the materials they will use on the project, such as, but not limited to, fine aggregates, coarse aggregates, cement, concrete, reinforced steel bar, among others, and provide the Quezon City Government (QCG) a copy of the Material Testing Results.
- viii. Comply with pertinent regulations and adopt safety measures, such as but not limited to: enclosures, shielding, covering, warning devices, off limits signs, etc.
- ix. Coordinate and comply with the authorized representatives from the Quezon City Government (QCG) who may, at any time, inspect the progress of the project and may issue a stoppage when the integrity, security and safety of the site and structures around the site is compromised.
- x. Carry out their duties and responsibilities as expeditiously as possible and shall begin, perform and complete their services so that the work progresses in accordance with the construction schedule and is finally completed by the date of final completion.
- xi. Coordinate during the final inspection and use of the project, which will be conducted in the presence of authorized representatives of the Quezon City Government (QCG).

As a rule, contract implementation guidelines for procurement of infrastructure projects shall comply with the guidelines for the implementation of contracts for DESIGN AND BUILD infrastructure projects, and the following provisions shall supplement these procedures:

- i. No works shall commence unless the Design and Build Contractor have submitted the required documentary requirements to the Quezon City Government (QCG) and has secured approval.
- ii. The Design and Build Contractor shall submit a detailed program of works within **FIFTEEN (15) Calendar Days after the issuance of the Notice to Proceed** for approval of the Quezon City Government (QCG) that shall include, among others:
 - The order in which it intends to carry out the work including anticipated timing for each stage of design/detailed engineering and construction;
 - Periods for review of specific outputs and any other submissions and approvals;
 - Sequence of timing for inspections and tests as specified in the contract documents;
 - General description of the design and construction methods to be adopted;
 - Number and names of personnel to be assigned for each stage of the work;
 - List of equipment required on site for each major stage of the work; and
 - Description of the quality control system to be utilized for the project.
- iii. Any errors, omissions, inconsistencies, inadequacies or failure submitted by the Design and Build Contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the Design and Build Contractor's cost. If the Design and Build Contractor wish to modify a design or document which has been previously submitted, reviewed and approved, it shall notify the Quezon City Government (QCG) within a reasonable period of time, and shall shoulder the cost of such changes.
- iv. Changes in design and construction requirements shall be limited only to those that have not been anticipated in the contract documents prior to contract signing and approval. The following shall govern approval for change orders:
 - Change Orders resulting from design errors, omissions or non-conformance with the performance specifications and parameters and the contract documents by the Design and Build Contractor shall be implemented by them at no additional cost to the Quezon City Government (QCG).
 - o Provided that the Design and Build Contractor suffer delay and/or incurs costs due to changes or errors in the Quezon City Government's performance specifications and parameters, he shall be entitled to an extension of time for any such delays under Section 71.1.3 of the IRR of RA 12009.
- v. The contract documents shall include the manner and schedule of payment specifying the estimated contract amount and installments in which the contract price will be paid.

- vi. The Design and Build Contractor shall be entitled to advance payment subject to the provisions of Section 71.1.5 of the IRR of RA 12009.
- vii. The Quezon City Government (QCG) shall define the quality control procedures for the design and construction in accordance with agency guidelines and shall issue the proper certificates for acceptance for sections of the works or the whole of the works as provided for in the contract documents.
- viii. The Design and Build Contractor shall provide all necessary equipment, personnel, instruments, documents and others to carry out specified tests.
- ix. All Design and Build projects shall have a minimum Defects Liability Period of one (1) year after contract completion or as provided for in the contract documents. This is without prejudice, however, to the liabilities imposed upon the engineer/architect who drew up the plans and specification for a building sanctioned under Article 1723 of the New Civil Code of the Philippines.
- x. The Design and Build Contractor shall be held liable for design and structural defects and/or failure of the completed project within the warranty periods specified in Section 90 of the IRR of RA 12009.

IV. POST-IMPLEMENTATION PHASE

The Design and Build Contractor shall submit within **TWENTY (20) Calendar days** from the completion of the project the following documents:

- a. As-built plans, three (3) copies in 20 x 30 white print, ring bound, and three (3) electronic copies in flash drive
- b. Training and Operations Guidelines
- c. Acceptance of Project by the Quezon City Government (QCG)

Phase	No. of Calendar Days	Responsible Party
SUBMISSION OF CONCEPTUAL DESIGN AS PART OF TECHNICAL PROPOSAL		Design and Build Contractor
CONCEPTUAL DESIGN PLANS REVIEW	Five (5) CD	QC Government
RESEARCH AND DETAILED DESIGN DEVELOPMENT	Thirty (30) CD reckoned 7 Days after issuance of Notice to Proceed	Design and Build Contractor
PROGRAM OF WORKS	Fifteen (15) CD immediately after issuance of Notice to Proceed	Design and Build Contractor
APPROVAL OF DETAILED DESIGN DEVELOPMENT PLANS	Twenty (20) CD upon receipt of Research and Detailed Design Plans	QC Government
REVISION AND RESUBMISSION OF DETAILED DESIGN DEVELOPMENT PLANS, IF NECESSARY	Twenty (20) CD upon receipt of recommendations from Quezon City Government (QCG)	Design and Build Contractor
TOTAL NO. OF DESIGN PHASE	Ninety (90) C.D.	
PROJECT IMPLEMENTATION	Five-Hundred Forty-Eight (548) upon approval of Detailed Design Plans	Design and Build Contractor
POST-IMPLEMENTATION, SUBMISSION OF AS-BUILT PLANS	Twenty (20) CD upon project completion	Design and Build Contractor
TOTAL NO. OF CALENDAR DAYS	SIX HUNDRED FIFTY-EIGHT (658) CD	