



TERMS OF REFERENCE

RAPID ASSESSMENT OF THE PEMSEA RESOURCE FACILITY (PRF) BUILDING

General Information

Reference: RFP/PRF/2026/02

Title: Rapid Assessment of the PEMSEA Resource Facility (PRF) Building

Duty Station: PEMSEA Resource Facility, DENR Compound, Visayas Avenue, Diliman, Quezon City, Philippines

Duration of Assignment: Total of fifteen (15) days from contract signing/notice to proceed

Type of Engagement: Short-term contract

I. Background

PEMSEA (Partnerships in Environmental Management for the Seas of East Asia) is a regional cooperation mechanism whose mission is to promote the sustainable development of coastal and marine areas. It comprises 11 country and 22 non-country partners in the East Asian Seas region who are committed to implementing a joint regional strategy called the 'Sustainable Development Strategy for the Seas of East Asia' (SDS-SEA). The PEMSEA Resource Facility (PRF) serves as the technical and secretariat arm of the Partnership.

The PRF is hosted by the Department of Environment and Natural Resources (DENR) and is located at the DENR Compound, Visayas Avenue, Diliman, Quezon City. The PRF office building consists of an old building and a newer building, both of which have been in continuous use to support PRF's operations.

Through internal facilities monitoring, PRF has identified a Priority List for Repair and Renovation, covering structural, accessibility (PWD-compliance), drainage, waterproofing, and general facility upgrade concerns across both buildings (see Annex A). The list is organized into two phases, Phase 1 (high-priority structural, safety, and compliance items) and Phase 2 (medium-priority long-term structural improvements) with a combined PRF-funded estimated cost of PHP 5,300,000.

Before finalizing the scope, budget, and sequencing of these repair and renovation works, PRF requires an independent, rapid technical assessment of the building to validate the identified defects, confirm root causes, refine the proposed scope of work and cost estimates, and identify any additional structural or safety concerns not yet captured in the current priority list.



II. Objectives

- To inspect the structural and non-structural elements of the PRF building for cracks, leaks, material deterioration, and other defects.
- To validate, refine, and where necessary expand the scope of repair, retrofitting, or restoration works identified in PRF's Priority List for Repair (Annex A).
- To identify the root causes of the defects observed.
- To prepare an accurate Bill of Quantities (BoQ) and budget projection for the recommended repair works.

III. Scope of Work

A. Visual Inspection

- Examine structural elements (beams, columns, slabs) and architectural finishes (facades, curtain walls, drop ceilings, flooring) of both the old and new PRF buildings.
- Give particular attention to the areas already flagged in PRF's Priority List for Repair (Annex A), including the roof and internal gutter of the new building; the old building's roof/gutter/ceiling beside the canteen; the former Executive Director's room, stock room, and exit door with termite-damaged walls; the PWD ramp at the main entrance; washrooms across the facility; the old entrance balcony/canopy; and the flooring at the back area (pantry to canteen/garden area).
- For the two drainage repair items, assess and document the condition and recommended scope of work.

B. Systems Evaluation

- Assess HVAC, fire suppression, electrical risers, and plumbing networks, including the drainage systems at the front and back of the PRF building.

C. Testing Requirements

- Conduct non-destructive testing (NDT) where structural cracking, concrete spalling, or deep water leaks are suspected, particularly for the roof replacement and termite-damage items in Annex A.

D. Accessibility & Compliance Review

- Assess the PWD ramp and washroom upgrade items in Annex A against applicable Philippine accessibility (PWD) and gender-inclusive facility standards, and confirm the proposed scope of work is code-compliant.



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F. Disruption Management

- Inspections must be scheduled after office hours, Fridays and during weekends to avoid disrupting PRF staff and operations, and shall be coordinated in advance with the PRF Administration Unit.

IV. Required Deliverables

- **Condition Report:** A comprehensive log of defects across the PRF building, categorized by severity (high, medium, low risk), cross-referenced to the items in Annex A and any additional items identified.
- **Root Cause Analysis:** Technical explanation of why the failures occurred (e.g., water leakage, termite infestation).
- **Remediation Plan:** Detailed repair methodology for each identified issue, including material specifications.
- **BoQ & Cost Estimate:** Bill of Quantities and budget estimate for the recommended repair works, presented by phase/priority.

V. Qualifications

- **Experience:** Minimum of 5–10 years in property structural auditing and engineering.
- **Lead Engineer:** Registered/Licensed Civil or Structural Engineer with documented experience in two-storey office building repairs.
- **Accessibility Expertise:** Demonstrated familiarity with Philippine PWD-accessibility and building code requirements, given the accessibility-related items in Annex A.
- **Technical Skills:** Proficiency in non-destructive testing (NDT) methods, Bill of Quantities preparation, and construction cost estimation.
- **Language Requirement:** Fluency in English, with the ability to prepare technical reports and presentations in English.

VI. Timeline & Milestones

- **Phase 1 (Day 1):** Desk review of original blueprints, maintenance logs, and PRF's Priority List for Repair (Annex A); initial site walkthrough.
- **Phase 2 (Days 2–10):** Detailed on-site testing, building envelope inspection, and systems diagnostics.
- **Phase 3 (Days 11–12):** Submission of the draft assessment report and presentation to the PRF management committee.
- **Phase 4 (Days 13–15):** Final report delivery, incorporating PRF and DENR's feedback.



Important Note on Contractual Arrangement

- Once the project is awarded to the winning bidder, a Purchase Order (PO) will be issued.
 - The PO, together with this Scope of Work, will form the service contract between PRF and the contractor.
 - All work, schedules, deliverables, and payment terms shall be governed by the PO and Scope of Work.
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VII. Application/Submission Instructions

Interested individual/firms are requested to submit a technical proposal/ quotations and relevant company documents (firm profile, lead engineer's CV/license, and proposed methodology), proof of experience in similar projects, and a financial proposal via email to recruitment@pemsea.org. Kindly indicate the reference number and title of the engagement in the subject line when submitting. For example: RFP/PRF/2026/02 – Rapid Assessment of the PEMSEA Resource Facility (PRF) Building.

Deadline of submission is on September 20, 2026. Only shortlisted firms/individuals will be notified. For more information on PEMSEA, please visit www.pemsea.org.

Annex A — PRF Priority List for Repair

Phase 1 — Priority Structural, Safety & Compliance Repairs

Project / Item	Location	Scope of Work	Priority
Roof Replacement & Gutter Redesign	New Building	Replace roof and redesign internal gutter (old roof requires restructuring, per DENR engineer)	High – Structural/Safety
Roof repair, gutter replacement & ceiling repair	Old building beside Canteen	Replacement of old gutter (severe water leakage)	High – Structural/Safety
Renovation – Former CTE & Stock Room	Former CTE, Stock Room & exit door (new bldg.)	Repair and wall & door replacement; retiling (termite damage on walls)	High – Structural/Safety
PWD ramp on the entrance	New building entrance	Construct a permanent, code-compliant concrete accessibility ramp at the main entrance	High – Compliance
Washroom Upgrade for PWD Compliance	G/F new building	PWD-compliant facilities ensuring accessibility, safety, and adherence to applicable building/regulatory standards	High – Compliance
Repair of Drainage System	Back of PRF building	Repair of drainage (clogging)	High – DENR-Funded
Repair of Drainage System	Front of PRF building	Repair of drainage (clogging)	High – DENR-Funded

Phase 2 — Long-Term Structural Improvements

Project / Item	Location	Scope of Work	Priority
Waterproofing Works	Old Entrance Balcony/Canopy	Waterproofing and ceiling repair (severe water leakage)	Medium
Washroom Upgrade	All washrooms	Replacement of toilet bowls, sinks, tiles, partitions, stained mirrors, and water piping (obsolete fixtures)	Medium
Retiling Works	Old Building	Replace with ceramic tiles including partitions and electrical adjustments (deteriorated old vinyl tiles)	Medium
Flooring Recementing	Back Area (Pantry to Canteen) garden area	Recement flooring (damaged and cracked; safety risk)	Medium – Safety Risk