



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

7th Floor, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
EDSA Extension, Bay Area
1302 Pasay City

(+632) 8249-5900 loc. 728
 tez.tamd.cmd@tieza.gov.ph
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MEMORANDUM

FOR : **ATTY. KAREN MAE G. SARINAS-BAYDO**
ACOO, TEZ Management Sector

FROM : **HERNANDO A. ENAL**
Manager, TEZ Assistance and Monitoring Department

SUBJECT : **REQUEST FOR ADDITIONAL COS FOR 2021**

DATE : **11 NOVEMBER 2020**

Relative to the immediate personnel requirement with technical competence and expertise of TEZ Assistance and Monitoring Department (TAMD), we respectfully request for the re-hiring of our current Engineering Consultant and replacement of Financial Consultant together with the hiring of additional lawyer for the CY 2021 as a Contract of Service (COS). The requested COS shall perform the following functions which is necessary for the operation and mandate of TAMD.

1. Participation on the conduct of the quarterly and annual documentary monitoring of TEZs and RTEs;
2. Assist on the review and analysis of reports on architectural/engineering, financial and legal documents submitted by the Private TEZs and Flagship TEZs;
3. Conducting of research works for the development of policies and guidelines related to TEZs and other activities of TEZs;
4. Preparation and evaluation of monitoring reports for the conduct of the monitoring activities of TEZs and RTEs;
5. As form of assistance on the department, they also perform other related function as may be assigned to help on the activities of the department; and
6. Their technical recommendations will be of great help on the activities of the department.

In consideration of the above functions, the technical consultants shall receive the following compensation:

	Monthly Compensation	Yearly Compensation
Engineering Consultant	PhP 45,000.00	PhP 540,000.00
Lawyer	PhP 55,000.00	PhP 660,000.00
Financial Consultant	PhP 35,000.00	PhP 420,000.00

(Compensations are net of all taxes and not inclusive of allowances)

For your consideration and approval.

Thank you.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

AGENCY

7th Floor, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park

Macapagal Avenue cor. EDSA Extension Bay Area, Pasay City, 1308

Headquarters

PROGRAM OF WORK

Date: October 26, 2020

NAME/LOCATION OF PROJECT: Proposed Utility Deck Waterproofing and Men's Comfort Room Ceiling Replacement New Agutaya, San Vicente, Palawan		Appropriation P : 110,941.65 Source of Funds : Issued Obligated Authority : Released : Cal. Days to Complete : Desirable Starting Date : Mode of Implementation :
PROJECT CATEGORY Construction		11 Upon Approval
PROJECT DESCRIPTION: Scope of Work :		NET LENGTH: Net Length:

MINIMUM EQUIPMENT REQUIREMENT:

TECHNICAL PERSONNEL REQUIRED:

Description	No.	Description	No.
		Foremen	1
		Skilled	2
		Laborer	3


ESTIMATED COST OF PROPOSED WORK

ITEM NO./DESCRIPTION	% OF TOTAL	UNIT	QUANTITY	DIRECT COST	
				TOTAL	UNIT COST
1. WATERPROOFING OF UTILITY DECK (53.80 sq.m.)	96.874			93455.00	
2. CEILING REPLACEMENT AT MEN'S COMFORT ROOM (1.80 sq.m.)	3.126			3,016.00	
	100.000			P 96,471.00	

BREAKDOWN OF ESTIMATED EXPENDITURES	% OF TOTAL	AMOUNT
I. ESTIMATED COST		
A. DIRECT COST		
A.1. Materials	71.41	79,221.00
A.2. Labor	15.55	17,250.00
A.3. Equipment Expenses		
SUB-TOTAL DIRECT COST		96,471.00
B. INDIRECT COST (PER D.O. #57)		
B.1. Overhead, Contingency & Misc. (15% Max of D.C.)	13.04	14,470.65
B.2. Profit (10% Max of D.C.)		
C. VAT(5% of D.C. and I.C. Per D.O. # 197 s. 2016)		

II. ESTIMATED GOVERNMENT EXPENDITURES		
1. Engineering Administrative Overhead(3.5%)		
2. Detailed Engineering (1%)		
3. Reserved for the payment of RROW		
4. Provisional Sum		
TOTAL ESTIMATED PROJECT COST	100.00	110,941.65

Prepared:


ROYTHER P. PUBLICO, CE,RMP
 TAMD- SVFTEZ Division Staff


 Checked by: **ENGR. BERNARDO C. ALARILLA**
 Administrator, San Vicente Flagship TEZ

1. WATERPROOFING OF UTILITY DECK (53.80 sq.m.)

I. REMOVAL OF EXISTING PAINT/CLEANING:

LABOR NO.	TITLE	RATE/DAY	NO. OF DAYS	AMOUNT
1	Foreman	650.00	2.00	1,300.00
1	Skilled	400.00	2.00	800.00
1	Laborer	300.00	2.00	600.00
Labor cost—				<u>2,700.00</u>

II. WATERPROOFING::

MATERIALS	QUANTITY	UNIT	UNIT COST	COST
Water proofing paint	19	Pails	3,960.00	75,240.00
Cement	6	bags	275.00	1,650.00
Steel brush	5	pieces	75.00	375.00
Roller brush with tray	2	sets	90.00	180.00
Paint Brush 4"	2	pieces	55.00	110.00
Materials cost—				<u>77,555.00</u>

LABOR NO.	TITLE	RATE/DAY	NO. OF DAYS	AMOUNT
1	Foreman	650.00	8.00	5,200.00
1	Skilled	400.00	8.00	3,200.00
2	Laborers	300.00	8.00	4,800.00
Labor cost—				<u>13,200.00</u>

ITEM NO./DESCRIPTION	MATERIALS	LABOR	TOTAL
I. REMOVAL OF EXISTING PAINT/CLEANING:		2,700.00	2,700.00
II. WATERPROOFING::	77,555.00	13,200.00	90,755.00
TOTAL	<u>77,555.00</u>	<u>15,900.00</u>	<u>93,455.00</u>

2. CEILING REPLACEMENT AT MEN'S COMFORT ROOM (1.80 sq.m.)

I. CARPENTRY:

MATERIALS	QUANTITY	UNIT	UNIT COST	COST
Plaster board	1	piece	750.00	750.00
Adhesive	1	can	120.00	120.00
Screw	20	pieces	5.00	100.00
Materials cost—				<u>970.00</u>

LABOR NO.	TITLE	RATE/DAY	NO. OF DAYS	AMOUNT
1	Foreman	650.00	0.50	325.00
1	Skilled	400.00	0.50	200.00
1	Laborers	300.00	0.50	150.00
Labor cost—				<u>675.00</u>

II. PAINTING WORKS:

MATERIALS	QUANTITY	UNIT	UNIT COST	COST
Flat Latex D/B	1	quart	150.00	150.00
Semi Gloss Latex	1	quart	151.00	151.00
Glazing putty	1	liter	130.00	130.00
Rug	1	pieces	15.00	15.00
Sand Paper	1	piece	20.00	20.00
Paint Brush 4"	1	pieces	55.00	55.00
Paint Brush 2"	1	pieces	35.00	35.00
Mesh tape	1	piece	90.00	90.00
putty knife	1	set	50.00	50.00
Materials cost----				<u>696.00</u>

LABOR NO.	TITLE	RATE/DAY	NO. OF DAYS	AMOUNT
1	Foreman	650.00	0.50	325.00
1	Skilled	400.00	0.50	200.00
1	Laborers	300.00	0.50	150.00
Labor cost----				<u>675.00</u>

ITEM NO./DESCRIPTION	MATERIALS	LABOR	TOTAL
I. CARPENTRY:	970.00	675.00	1,645.00
II. PAINTING WORKS:	696.00	675.00	1,371.00
TOTAL	<u>1,666.00</u>	<u>1,350.00</u>	<u>3,016.00</u>

Architectural drawing of the second floor plan of a building. The plan shows a large central area labeled "UTILITY DECK FOR WATERPROOFING" in yellow. Surrounding this are various rooms, including a kitchen area with a sink and stove, a living area with a fireplace, and several bedrooms. The drawing includes dimensions for the overall footprint and individual rooms. A north arrow is located in the upper right corner. The drawing is titled "2 SECOND FLOOR PLAN" and "A-02 SCALE 1:100MTS".



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AGENCY

7th Floor, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park
Macapagal Avenue cor. EDSA Extension Bay Area, Pasay City, 1308
Headquarters

PROGRAM OF WORK

Date: August 3, 2020

NAME/LOCATION OF PROJECT: Proposed SVFTEZ Division Office Floor Tiles Repair/Replacement New Agutaya, San Vicente, Palawan		Appropriation P : 13,227.30
PROJECT CATEGORY Construction		Source of Funds : Issued Obligated Authority : Released : Cal. Days to Complete : 9 Desirable Starting Date : Upon Approval Mode of Implementation :
PROJECT DESCRIPTION: Scope of Work :		NET LENGTH: Net Length:

MINIMUM EQUIPMENT REQUIREMENT:		TECHNICAL PERSONNEL REQUIRED:	
Description	No.	Description	No.
		Tile setter	1
		Laborer	1

ESTIMATED COST OF PROPOSED WORK

ITEM NO.	DESCRIPTION	% OF TOTAL	UNIT	QUANTITY	DIRECT COST	
					TOTAL	UNIT COST
I	DEMOLITION/REMOVAL	32.603		19.00 Sq.m.	3750.00	197.37
II	TILE WORKS	67.397		20.00 Sq.m.	7,752.00	387.6
		100.000			P 11,502.00	

BREAKDOWN OF ESTIMATED EXPENDITURES		% OF TOTAL	AMOUNT
I. ESTIMATED COST			
A. DIRECT COST			
A.1. Materials		35.93	4,752.00
A.2. Labor		51.03	6,750.00
A.3. Equipment Expenses		0.00	
SUB-TOTAL DIRECT COST			11,502.00
B. INDIRECT COST (PER D.O. #57)			
B.1. Overhead, Contingency & Misc. (15% Max of D.C.)		13.04	1,725.30
B.2. Profit (10% Max of D.C.)		0.00	
C. VAT (5% of D.C. and I.C. Per D.O. # 197 s. 2016)		0.00	
SUB-TOTAL CONTRACT COST)			13,227.30

I. DEMOLITION/REMOVAL:

QTY: 19.00 Sq.m.

QUANTITY	UNIT	UNIT COST	COST
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Removal of existing Tiles and Concrete

NO.	TITLE	RATE/DAY	NO. OF DAYS	AMOUNT
1	Tile setter	450.00	5.00	2,250.00
1	Laborers	300.00	5.00	1,500.00
Sub-total				3,750.00

II. TILE WORKS

QTY: 19.00 Sq.m.

MATERIALS	QUANTITY	UNIT	UNIT COST	COST
0.80 x 0.80 unglazed tiles	3	pcs.	280.00	840.00
0.60 x 0.60 unglazed tiles	4	pcs.	220.00	880.00
Pail	1	pc.	66.00	66.00
joint filler	1	bag	36.00	36.00
Tile adhesive, heavy(20kgs)	5	bags	586.00	2,930.00
Sub total				4,752.00

LABOR

NO.	TITLE	RATE/DAY	NO. OF DAYS	AMOUNT
1	Tile setter	450.00	4.00	1,800.00
1	Laborers	300.00	4.00	1,200.00
Sub-total				3,000.00

ITEM
NO.

DESCRIPTION

MATERIALS

LABOR

TOTAL

I

Demolition/Removal

3,750.00

3,750.00

II

Tile Works

4,752.00

3,000.00

7,752.00

TOTAL**4,752.00****6,750.00****11,502.00**

II. ESTIMATED GOVERNMENT EXPENDITURES		
1. Engineering Administrative Overhead(3.5%)	0.00	
2. Detailed Engineering (1%)	0.00	
3. Reserved for the payment of RROW		
4. Provisional Sum		
	100.00	13,227.30
TOTAL ESTIMATED PROJECT COST		

Prepared:

ROYTHER P. PABLICO, CE,RMP
TAMD- SVFTEZ Division Staff

Checked by: **ENGR. BERNARDO C. ALARILLA**
Administrator, San Vicente Flagship TEZ



Republic of the Philippines
Tourism Infrastructure and Enterprise Zone Authority

PURCHASE REQUEST

Department : **San Vicente Flagship TEZ** P.R. No.: **SV-2020**
Section: **TAMD-Flagship TEZ Division (San Vicente)** Date: **10-Nov.**

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost
	pcs	Plastic (durable) chairs as per attached specification/photo	18	1,045.00
		TOTAL		

Purpose: For use of the t clients in the reception area and during permitting in vario SVFTEZ.

Requested by:	Approved By:
Signature: Printed Name: HERNANDO A. ENAL Designation: Manager, TAMD	Atty. KAREN MAE G. SA ACOO, TEZ Manager

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Estimated Total Cost	
18,810.00	
18,810.00	




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RINAS-BAYDO
ment Sector




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MEMORANDUM

FOR : **ATTY. KAREN MAE G. SARINAS-BAYDO**
ACOO, TEZ Management Sector

FROM : 
HERNANDO A. ENAL
Manager, TEZ Assistance and Monitoring Department

SUBJECT : **REALIGNMENT FOR THE REPAIR AND MAINTENANCE OF THE SAN VICENTE FLAGSHIP OFFICE AND PURCHASE OF CHAIRS OF SAN VICENTE FLAGSHIP TEZ**

DATE : **11 NOVEMBER 2020**

Relative to the repair and maintenance of the office building of the San Vicente Flagship TEZ due to the damaged ceiling of the male comfort room and utility deck caused by the continuous heavy rainfall last 21 October 2020, we are endorsing herewith the realignment of budget amounting to One Hundred Forty Two Thousand Nine Hundred and Seventy-Eight Pesos and Ninety-five Centavo (142, 978.95) from the TAMD Travelling Budget to the San Vicente Flagship TEZ to aid on the repair of the damages in the office as there is no approved budget allocation for the repair and maintenance of Office Building and realignment of budget for the purchase of plastic chairs to be used on the reception area on the Flagship office to accommodate clients on their permitting functions.

For reference, attaching herewith are the matrix of budget requirement for the repair and maintenance of SVFTEZ Office Building, Program of Works, Budget realignment request and Purchase request.

For your consideration.

Thank you.



Matrix of Budgetary Requirement for San Vicente FTEZ

	Activity	Materials	Labor	Total
Waterproofing of utility Deck	Removal of Existing Paint/ Cleaning	-	2,700.00	2,700.00
	Waterproofing	77,555.00	13,200.00	90,755.00
Sub-total		77,555.00	15,900.00	93,455.00
Ceiling Replacement	Carpentry	970.00	675.00	1,645.00
	Painting Works	696.00	675.00	1,371.00
Sub-total		1,666.00	1,350.00	3,016.00
Tile Repair	Demolition/ Removal		3,750.00	3,750.00
	Tile Works	4,752.00	3,000.00	7,752.00
Sub-total		4,752.00	6,750.00	11,502.00
Estimated Cost		83,973.00	24,000.00	107,973.00
Overhead & Contingency (15% of Total Cost)				16,195.95
Total Requirement for the Repair				124,168.95

Purchase of Plastic Chairs

Quantity	Unit	Amount	Total
18	Piece	1,045	18,810.00



Annex A

BREAKDOWN OF EXPENSES FOR THE REPAIR OF THE SAN VICENTE FTEZ OFFICE

Breakdown of Labor Expenses

	Activity	Labor Requirement				No. of Days	Total Amount
		Foreman (650.00/ day)	Tile Setter (450.00/ day)	Skilled (400.00/ day)	Laborer (300.00/ day)		
Waterproofing of utility Deck	Removal of Existing Paint/ Cleaning	1		1	1	2.00	2,700.00
	Waterproofing	1		1	2	8.00	13,200.00
Ceiling Replacement	Carpentry	1		1	1	0.50	675.00
	Painting Works	1		1	1	0.50	675.00
Tile Repair	Demolition/ Removal		1		1	5.00	3,750.00
	Tile Works		1		1	4.00	3,000.00
Total		4	2	4	7	20	24,000.00

Breakdown of Material Expenses

	Activity	Material	Quantity	Unit	Unit Cost	Total	
Waterproofing of utility Deck	Waterproofing	Waterproofing Paint	19.00	Pail	3,960.00	75,240.00	
		Cement	6.00	bag	275.00	1,650.00	
		Steel brush	5.00	piece	75.00	375.00	
		Roller Brush with Tray	2.00	set	90.00	180.00	
		Paint Brush 4"	2.00	piece	55.00	110.00	
Sub-Total					4,455.00	77,555.00	
Ceiling Replacement	Carpentry	Plaster	1.00	piece	750.00	750.00	
		Adhesive	1.00	can	120.00	120.00	
		Screw	20.00	piece	5.00	100.00	
	Sub-Total					875.00	970.00
	Painting Works	Flat Latex D/B	1.00	quart	150.00	150.00	
		Semi-Gloss Latex	1.00	quart	151.00	151.00	
		Glazing Putty	1.00	liter	130.00	130.00	
		Rug	1.00	piece	15.00	15.00	



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		Sand Paper	1.00	piece	20.00	20.00
		Paint Brush 4"	1.00	piece	55.00	55.00
		Paint Brush 2"	1.00	piece	35.00	35.00
		Mesh Tape	1.00	piece	90.00	90.00
		Putty Knife	1.00	set	50.00	50.00
Sub-Total					696.00	696.00

Tile Repair	Tile Works	.80 x .80 Unglazed Tiles	3.00	piece	280.00	840.00
		.60 x .60 Unglazed Tiles	4.00	piece	220.00	880.00
		Pail	1.00	piece	66.00	66.00
		Joint Filler	1.00	bag	36.00	36.00
		Tile Adhesive, heavy (20kg)	5.00	bag	586.00	2,930.00
Sub-Total				2,024.00	4,752.00	
Total				83, 973.00		