

Department of Transportation and Communications  
**PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

LRMC/CGPWO  
CIRCULAR NR: 06-07

30 October 2007

**PREPARATION OF AGENCY ESTIMATES FOR  
INFRASTRUCTURE PROJECTS**

**I. REFERENCES:**

1. Logistics Letter Directive Number MB-98-01, GHQ, AFP dtd 27 Mar 98, subj: Preparation of Agency Estimates for Construction and R & U Projects.
2. Department Order No. 57 s. 2002, DPWH dtd 13 Feb 2002, subj: Preparation of approved Budget for the Contract.
3. Annex "A" Government Procurement Policy Board (GPPB) Resolution No. 09-2005 dtd 28 April 2005, subj: guidelines on Implementation of Infrastructure Projects Undertaken by the AFP Corps of Engineers.
4. DOTC Department Order No. 2007-29, subj: Approving authority of the Commandant, Philippine Coast Guard.

**II. GENERAL:**

The preparation of agency estimates is one of the most important aspects in the implementation of infrastructure projects. It is therefore necessary that implementing guidelines and policies be standardized for transparency and harmonization of procedures in the preparation of the project estimates.

**III. PURPOSE:**

The purpose of this circular is to set the guidelines and procedures in the preparation of estimates for the guidance of all concerned.

**IV. SCOPE:**

This circular covers all estimates prepared by the Coast Guard Public Works Office (CGPWO) and initiating units (project proponents) for all infrastructure (purely civil and/or with components of mechanical and/or electrical works) projects whether new construction or repair, and maintenance activities to be implemented either by administration and/or contract.

## V. POLICIES:

1. CGPWO and initiating units shall ensure that estimates are computed to a reasonable degree of accuracy in conformity with the technical designs and work drawings/plans.
2. CGPWO and the initiating units shall be fully responsible for the accuracy of their estimates vis-à-vis current market prices of materials and equipment usage, cost-effectiveness of the choice of construction methods and equipment, numbers/types of equipment/labor used, etc., as well as the confidentiality of the estimate.
3. CGPWO shall ensure that all estimates prepared by initiating units, when submitted for evaluation and approval by the Commandant, PCG, are in accordance with the prescribed guidelines and standard format as embodied in this circular.
4. The estimates prepared by CGPWO and initiating units shall become the Approved Agency Estimates (AAE) only upon approval by CPCG and/or concerned unit commanders.
5. Project cost estimates that are higher than the signing authority of the approving authority (i.e. CPCG and unit commanders) should be submitted to higher headquarters (i.e. DOTC or HPCG) for review and approval.
6. The authority who approves the AAE can revise/amend the prepared estimates as part of the judiciary exercise of his authority.
7. The Coast Guard Procurement Office (CGPO) shall periodically (semi-annually) publish price lists of construction materials which shall be the basis in the preparation of the cost estimates.
8. CGPWO and initiating units shall continuously update their information/statistics on market prices of all construction inputs and use only unit prices that are realistic based on valid up-to-date information, in contrast to guesswork and haphazard pricing. All assumptions in generating the estimate should be shown in the cost analysis.

## VI. GUIDELINES AND PROCEDURES:

The following guidelines and procedures shall be followed in the preparation and request for approval of the agency estimate:

1. The **Direct Cost** are the following:
  - a. **Cost of Materials.** Materials are all supplies, including consumables, used in accomplishing the project, which shall include, inter alia, the following:

- i. Cost at source, including processing, crushing, stockpiling, loading, royalties, local taxes, construction and/or maintenance of haul roads, etc;
- ii. Expenses for hauling to project site;
- iii. Handling expenses;
- iv. Storage, and;
- v. Allowance for waste and/or losses.

**b. Labor Cost**

- i. Salaries and wages as authorized by the Department of Labor and Employment (DOLE);
- ii. Fringe benefits, such as vacation and sick leaves, benefits under the Workmen's Compensation Act, GSIS and SSS contributions, allowances, 13<sup>th</sup> month pay, bonuses, etc.

**c. Equipment Expenses:**

Equipment refers to all facilities, appliances, materials or things required for the execution and completion of the project but shall not form or are not intended to form part of the project.

- i. Rental of equipment which shall be based on the prevailing "Associated Construction Equipment Lessors, Inc." (ACEL) rental rates approved for use by the Department of Public Works and Highways (DPWH). Rental rates of equipment not indicated in the ACEL booklet shall be taken from the rental rates prepared by the Bureau of Equipment, DPWH. For simplicity in computation, the operated rental rates are preferred over the bare rental rates as the former includes operator's wages, fringe benefits, fuel oil, lubricants and equipment maintenance.
- ii. Mobilization and demobilization of the equipment shall be computed on a case to case basis, considering the equipment requirements of the project stipulated in the proposal, but in no case exceeding 1% of total civil works item.

**2. The Indirect Costs are the following:**

- a. **Overhead Expenses** – usually 6-7% (ceiling) of the Direct Cost, which includes:
  - i. Engineering and Administrative Supervision;

- ii. Transportation allowances;
- iii. Office Expenses (Office Equipment and Supplies);
- iv. Contractor's All Risk Insurance
- v. Financing Cost
  - 1) Premium on Bid Security
  - 2) Premium on Performance Security
  - 3) Premium/charges/fees on Credit Lines
  - 4) Cost of money necessary to finance the project
- b. **Contingencies** – usually 3-5% of the Direct Cost to cover any escalation cost, variation/change orders, etc.
- c. **Miscellaneous Expenses** – usually 1% of the Direct Cost. These include laboratory tests.
- d. **Contractor's Profit Margin** – See tabulation below:

NOTE: For the percentage to be used for sub para a, b, and c, refer to OCM (Overhead, Contingency and Miscellaneous) column in the tabulation below.

ESTIMATED TOTAL DIRECT COST (TDC)	INDIRECT COST % FOR OCM AND PROFIT (maximum ranges)		% COST FOR MOB. / DEMOB. (maximum)	TOTAL MAX INDIRECT COST % FOR OCM, PROFIT AND MOB. / DEMOB.
	OCM (% OF TDC)	PROFIT (% OF TDC)		
Up to P 1 Million	13	15	1	29
Above P 1M to P 5M	12	14	1	27
Above P 5M to P 10M	12	13	1	26
Above P 10M to P 20M	11	12	1	24

- e. **Administration and Supervision Expenses (A & S).** A & S shall be used to support the project management requirement of the implementing unit/CGPWO, including but not limited to, material testing and quality control, travel for project inspection, and overhead expenses. A & S shall not exceed three (3 %) percent of the project cost and have to be supported by the program/scope of work.

3. The prescribed format for the calculation of the agency estimate is hereto attached as CGPWOFF-1 (Project Cost Estimate). The Form shall be filled up as follows:
  - a. The Total Direct Cost (TDC) is computed by adding the Material Costs (A), Labor Cost (B), and Equipment Expenses (C). The values of "A", "B", and "C" are derived from the Bill of Quantities/Detailed Cost Estimate.
  - b. The values for the Overhead, Contingencies, and Miscellaneous (D), and Contractor's Profit (E), shall be determined by multiplying each applicable percentage as derived from the tabulation above to the Total Direct Cost (TDC). While the costs for Mobilization/demobilization (F) shall be computed in accordance with para VI.1.c.ii.
  - c. The Indirect Cost (IC) shall be computed by adding the values of "D", "E", and "F".
  - d. The Value Added Tax (VAT) shall be computed by adding the values of the TDC and IC then multiplying the sum by ten percent (10%).
  - e. The Total Indirect Cost (TIC) shall be the sum of the IC and VAT.
  - f. The Project Cost (PC) which shall become the Approved Agency Estimate (AAE) **for purposes of bidding** once the proposal was approved is the sum of the TDC and TIC.
  - g. The Administration and Supervision Expenses (A & S) shall be computed as the three percent (3%) of the Project Cost (PC) but shall not form part of the cost for bidding.
  - h. The Total Project Cost (TPC) for **purposes of fund availability** shall be computed as the sum of the Project Cost (PC) and Administration and Supervision Expenses (A & S).
4. The Project's design/plans/drawings, technical specifications, scope of work, Form CGPWOFF-1 (Project Cost Estimate), and Summary of Estimates shall be submitted with confidentiality for approval to CPCG or Commander of the initiating units. Upon approval of the project proposal, the same set of documents and the Bill of Quantities, and Detailed Cost Estimate, shall be provided to the Bids and Awards Committee (BAC) for purposes of bid evaluation.
5. Since the Approved Agency Estimate (AAE) is to be compared with the Contractor's Bid and is to be the basis for judging whether the bids received are reasonable or not, then the AAE should be based on the proposal and contract booklet and should contain the same items of work and quantities as those used by the Contractor in preparing his bid.

6. In addition to the complete project design/plans, the following forms shall also be part of the submitted project proposal, sample of which are hereto attached as annexes:

- a. CGPWOFF-1 – Project Cost Estimate - Annex 1
- b. CGPWOFF-2 - Summary of Estimate Annex 2
- c. CGPWOFF-3 - Bill of Materials/Detailed Cost Estimate - Annex 3
- d. CGPWOFF-4 - Scope of Works - Annex 4

**VII. RESCISION:**

All publication in conflict with this Circular are hereby rescinded.

**VIII.EFFECTIVITY:**

This Circular shall take effect upon publication.

**BY COMMAND OF ADMIRAL ABINOJA:**

OFFICIAL:

**WILLIAM B MELAD  
CAPTAIN PCG  
Chief of Coast Guard Staff**

  
**MITZIE S CAMPO  
LTJg PCG  
Coast Guard Adjutant**

**Department of Transportation and Communications**  
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
 (Headquarters Philippine Coast Guard)  
**COAST GUARD PUBLIC WORK OFFICE**  
 139 25th Street, Port Area  
 Manila, 1081

28 February 2007  
Date

PROJECT TITLE : PROPOSED RENOVATION AND EXTENSION OF CG-1 OFFICE  
 LOCATION : HPCG CMPD., 139 25TH STREET PORT AREA, MANILA  
 OWNER : PHILIPPINE COAST GUARD  
 SUBJECT : BILL OF MATERIALS/COST ESTIMATE

ITEM NO	QTY	UNIT	DESCRIPTION	MATERIAL		LABOR		TOTAL COST
				U/COST	AMOUNT	U/COST	AMOUNT	
<b>EARTHWORKS / REMOVAL AND DEMOLITION</b>								
01	0.5	cu m	Cut Concrete Opening			P 372.53	P 186.27	P 186.27
02	1	cu.m	Masonry opening			P 745.06	745.06	745.06
03	5	cu.m	Concrete opening			325.00	1,625.00	1,625.00
04	228	sq.m	Excavation			15.00	3,420.00	3,420.00
			Removal Existing Double Wall Partition and Ceiling					
			Sub - Total I				P 5,976.33	P 5,976.33
<b>II PLAIN AND REINFORCED CONCRETE</b>								
<b>I IA</b>								
01	1.43	cu m	Wall Footing			P 438.00	P 626.34	P 626.34
02	12	bags	Concrete Volume	P 150.00	P 1,800.00			1,800.00
03	0.72	cu.m	Portland Cement	400.00	288.00			288.00
	1.43	cu.m	Sand	650.00	929.50			929.50
	96	kgs	G-1 Crushed Gravel	31.25	3,000.00	5.40	518.40	3,518.40
<b>I IB</b>								
01	0.9	cu m	Wall Stiffener			P 438.00	P 394.20	P 394.20
02	8	bags	Concrete Volume	P 150.00	P 1,200.00			1,200.00
03	0.45	cu.m	Portland Cement	400.00	180.00			180.00
04	0.9	cu.m	Sand	650.00	585.00			585.00
05	160	kgs	3/4" Crushed Gravel	31.25	5,000.00	5.40	864.00	5,864.00
06	111	kgs	126mm Ø Reinf. Steel Bars	31.25	3,468.75	5.40	599.40	4,068.15
<b>I IC</b>								
01	0.38	cu m	Beams			P 438.00	P 166.44	P 166.44
02	3	bags	Concrete Volume	P 135.00	P 405.00			405.00
03	0.19	cu.m	Portland Cement	400.00	76.00			76.00
04	0.38	cu.m	Sand	700.00	266.00			266.00
05	53	kgs	3/4" Crushed Gravel	31.25	1,656.25	5.40	286.20	1,942.45
06	70	kgs	12mm Ø Reinf. Steel Bars	31.25	2,187.50	5.40	378.00	2,565.50
			10mm Ø Reinf. Steel Bars					

IIC			Slab								
01	1.35	cu m	Concrete Volume			P	438.00	P	591.30	P	591.30
02	12	bags	Portland Cement	P	135.00	P	1,620.00				1,620.00
03	0.68	cu.m	Sand		400.00		272.00				272.00
04	1.35	cu.m	3/4" Crushed Gravel		700.00		945.00				945.00
05	59	kgs	10mm Ø Reinf. Steel Bars		31.25		1,843.75	5.40	318.60		2,162.35
IID			Counter Top								
01	0.18	cu m	Concrete Volume			P	438.00	P	78.84	P	78.84
02	1	bags	Portland Cement	P	135.00	P	135.00				135.00
03	0.09	cu.m	Sand		400.00		36.00				36.00
04	0.18	cu.m	3/4" Crushed Gravel		700.00		126.00				126.00
05	19	kgs	10mm Ø Reinf. Steel Bars		31.25		593.75	5.40	102.60		696.35
IIE			Miscellaneous								
01	24	sq.m	Form Works Area			P	116.55	P	2,797.20	P	2,797.20
02	400	bd ft	Woodforms	P	8.00	P	3,200.00				3,200.00
03	2	shts	3/8" thk. Formply		325.00		650.00				650.00
04	3	kgs	Assorted Nails		45.00		135.00				135.00
05	20	kgs	Ga #16 GI Tie Wires		45.00		900.00				900.00
			Sub - Total II			P	31,498.50	P	7,721.52	P	39,220.02

### III MASONRY

IIIA			Topping								
01	8.5	sq m	Floor Area ( Assume hk. = 50 mm )			P	80.58	P	684.93	P	684.93
02	3	bags	Cement	P	160.00	P	480.00				480.00
03	0.3	cu m	Sand		450.00		135.00				135.00
IIIB			Concrete Hollow Blocks								
01	37	sq m	Area (150 mm thk. CHB)			P	67.50	P	2,497.50	P	2,497.50
02	1.4	sq m	Area (100 mm thk. CHB)			P	56.11	P	78.55	P	78.55
03	470	pcs.	150 mm thk. CHB	P	10.00	P	4,700.00				4,700.00
04	20	pcs.	100 mm thk. CHB		8.00		160.00				160.00
05	28	bags	Cement	P	160.00	P	4,480.00				4,480.00
06	3.2	cu m	Sand		450.00		1,440.00				1,440.00
07	150	kgs.	12mm Ø Reinf. Steel Bars		31.25		4,687.50				4,687.50
IIIC			Plastering								
01	38	sq m	Area			P	94.50	P	3,591.00	P	3,591.00
02	18	bags	Cement	P	160.00	P	2,880.00				2,880.00
03	1.6	cu m	Sand		450.00		720.00				720.00
			Sub - Total III			P	19,682.50	P	6,851.98	P	26,534.48

### IV CARPENTRY WORKS

IIVA			Ceiling								
01	34	sq.m	Ceiling Area			P	38.61	P	1,312.74	P	1,312.74
02	12	shts	6mm (1/4") thk. X 1.2 x 2.4 m Plywood	P	265.00	P	3,180.00	29.41	352.92		3,532.92
03	153	bd.ft	50 x 50 mm Lumber		29.50		4,513.50				4,513.50
04	3	kgs	Assorted CW Nails		65.00		195.00				195.00

IVB													
01	54	sq.m	Modular Wall Partitions Wall Area			P	38.61	P	2,084.94	P	2,084.94		
02	38	shts	6mm (1/4") thk. X 1.2 x 2.4 m Plywood	P	265.00	P	10,070.00		29.41	1,117.58	11,187.58		
03	510	bd.ft	50 x 100 mm Lumber		29.50		15,045.00				15,045.00		
04	173	bd.ft	50 x 200 mm Lumber		29.50		5,103.50				5,103.50		
05	55	pcs.	Expansion Bolt		20.00		1,100.00				1,100.00		
06	14	bd. Ft.	25 mm x 50 mm lumber	P	29.50	P	413.00	9.80		137.20	550.20		
07	6	kgs	Assorted CW Nails		65.00		390.00				390.00		
08	1	gal.	Wood Treatment		850.00		850.00				850.00		
IVC													
Furnitures													
01	40	sq.m	Cabinet Doors			P	94.15	P	3,766.00	P	3,766.00		
02	182	sq.m	Cabinet Walls			P	33.38	P	6,075.16	P	6,075.16		
03	75	shts	20 mm (3/4") thk. X 1.2 x 2.4 m Plywood	P	820.00	P	61,500.00				61,500.00		
04	510	bd.ft	50 x 100 mm Lumber		29.50		15,045.00				15,045.00		
05	331	bd.ft	25 x 25 mm Lumber		29.50		9,764.50				9,764.50		
06	1	set	Sofa Chair	P	18,000.00	P	18,000.00	5,400.00		5,400.00	23,400.00		
07	8	kgs	Assorted CW Nails		65.00		520.00				520.00		
IVD													
Interior Trims													
01	21	pcs	1" x 3" x 10' Cornice	P	144.00	P	3,024.00	P	32.82	P	689.22	P	3,713.22
02	42	pcs	1' x 4" x 10' Baseboard		220.00		9,240.00		32.82		1,378.44		10,618.44
Sub - Total IV						P	157,953.50		P	22,314.20	P	180,267.70	

#### V ACCOUSTIC CEILING

01	165	sq.m	Ceiling Area	P			-	P	129.00	P	21,285.00	P	21,285.00
02	220	pcs	0.60 M x 1.20 M. Accoustic Ceiling Board		190.00		41,800.00						41,800.00
03	35	pcs	Main Tee 3.60 M.		84.00		2,940.00						2,940.00
04	215	pcs	Cross Tee 1.20 M.		28.00		6,020.00						6,020.00
05	38	pcs	Wall Angle 3.60 M.		84.00		3,192.00						3,192.00
05	8	kgs.	GA. # 14 G.I. Wire		45.00		360.00						360.00
	460	pcs	Metal Screw 25 mm		0.50		230.00						230.00
	460	pcs	Tox		0.50		230.00						230.00
Sub - Total V						P	54,772.00		P	21,285.00	P	76,057.00	

#### VI HARDWARE

01	3	sets	Locksets	P	350.00	P	1,050.00	P	116.54	P	349.62	P	1,399.62
02	12	pcs	3-1/2" x 4" Hinge		75.00		900.00						900.00
01	116	sets	Cabinet Lock	P	50.00	P	5,800.00	P	25.00	P	2,900.00	P	8,700.00
01	464	pcs.	1/2" x 2" Hinge	P	5.00	P	2,320.00	P		P	-	P	2,320.00
01	232	pcs.	Cabinet Catch	P	2.00	P	464.00	P		P	-	P	464.00
Sub - Total VI						P	10,534.00		P	3,249.62	P	13,783.62	

VII ROOFING COVERING SYSTEM													
<b>VIA</b>			<b>Roofing Works</b>										
01	11.4	sq m	Pre-painted Roofing Sheet (Rib)	P	288.00	P	3,283.20	P	116.00	P	1,322.40	P	4,605.60
02	9.6	ln m	Pre-painted Flashing		120.00		1,152.00		25.86		248.26		1,400.26
03	9.6	ln m	Pre-painted Gutter		120.00		1,152.00		25.86		248.26		1,400.26
04	55	pcs	38 mm Tex screw metal		3.50		192.50						192.50
<b>VIB</b>			<b>Downspouts and Drainage</b>										
01	3	pcs	4" dia. x 3.0m Sanitary Pipe S-1000 ( Orange )	P	547.40	P	1,642.20	P	114.72	P	344.16	P	1,986.36
02	4	pcs	45 deg x 110mm dia PVC Elbow		44.95		179.80				-		179.80
<b>VIC</b>			<b>Purlins and Rafters</b>										
01	60	bd. Ft.	50 x 100 Wood Purlin		29.50		1,770.00		43.75		2,625.00		4,395.00
02	90	bd. Ft.	50 x 150 Wood Rafter		29.50		2,655.00		43.75		3,937.50		6,592.50
03	2	kgs.	Assorted Nails		65.00		130.00				-		130.00
			<b>Sub - Total VII</b>			P	<b>12,156.70</b>			P	<b>8,725.57</b>	P	<b>20,882.27</b>
VIII DOORS / WINDOWS ( including Jamb )													
	4	pcs	Doors					P	200.00	P	800.00	P	800.00
02	3.8	sq.m	Analok Glass on Aluminum Frame Door		3,500.00		13,300.00		70.00		266.00		13,566.00
03	5.25	sq m	Flush Type Doors		1,607.00		8,436.75		70.00		367.50		8,804.25
03	1.2	sq m	Analok Glass on Aluminum Frame Awning Window		2,500.00		3,000.00		43.75		52.50		3,052.50
			<b>Sub - Total VIII</b>			P	<b>24,736.75</b>			P	<b>1,486.00</b>	P	<b>26,222.75</b>
IX TILE WORKS													
01	135	pcs	Counter Top										
			0.20 x 0.20 M. Ceramic Wall Tile		15.00		2,025.00		6.20		837.00		2,862.00
02	18	kgs.	ABC Tile Adhesive		25.00		450.00						450.00
03	3	bags	Tile Grout		65.00		195.00						195.00
			<b>Sub - Total IX</b>			P	<b>2,670.00</b>			P	<b>837.00</b>	P	<b>3,507.00</b>
PAINTING, VARNISHING AND WALL COVERING													
01	265	sq. m	Masonry Walls					P	18.57	P	4,921.05	P	4,921.05
02	34	sq. m	Wood Walls					P	18.57	P	631.38	P	631.38
03	34	sq. m	Ceiling						18.57	P	631.38		631.38
04	16	sq. m	Doors						150.00	P	2,400.00		2,400.00
05	450	sq. m	Cabinets						48.43	P	21,793.50		21,793.50
06	18	sq.m	Cornice and Baseboards						150.00		2,700.00		2,700.00
07	21	gals.	Flat Wall Enamel	P	380.00	P	7,980.00						7,980.00
08	42	gals.	Quick Drying Enamel		420.00		17,640.00						17,640.00
09	2	pails	Flat Latex		380.00		760.00						760.00
10	18	pails	Semi-Gloss Latex		420.00		7,560.00						7,560.00
11	4	gals.	Assorted Acry/Tinting Color		480.00		1,920.00						1,920.00
12	8	gals.	Paint Thinner		75.00		600.00						600.00
13	1	gal.	Concrete Neutralizer		280.00		280.00						280.00
14	8	gals.	Glazing Putty		320.00		2,560.00						2,560.00
15	3	bags	Patching Compound		250.00		750.00						750.00
16	2	cans	Wood Stain		750.00		1,500.00						1,500.00
17	5	cans	Polyurethane		850.00		4,250.00						4,250.00
18	154	sq. m.	Wall Paper Area						25.00		3,850.00		3,850.00
19	30	rolls	.053 x 10.00 M. Wall Paper		549.00		16,470.00						16,470.00
20	2	boxes	Wetylan Paste		194.00		388.00						388.00

				Sub - Total X	P 62,658.00	P 36,927.31	P 99,585.31	
<b>XI PLUMBING AND SANITARY WORKS</b>								
XA			Fixtures					
01	1	sets	Kitchen Sink	1,000.00	1,000.00	62.50	62.50	1,062.50
02	1	set	Brass Faucet	650.00	650.00	62.50	62.50	712.50
XB Sanitary Line								
01	3	pcs	63mm dia x 3.0m PVC Pipe	192.65	577.95	179.19	537.57	1,115.52
02	2	pcs	63 mm dia. PVC Coupling	15.00	30.00			30.00
03	3	pcs	45 deg x 63mm dia PVC Elbow	17.00	51.00			51.00
04	4	pcs	63 mm dia. PVC Wye	45.00	180.00			180.00
05	1	pc.	63 mm dia. PVC Clean-out Plug	17.00	17.00			17.00
09	1	pc.	63 mm dia. PVC P-Trap	55.00	55.00			55.00
XC Water Line								
01	4	pcs	20mm( dia x 3.0m PVC Pipes	39.27	157.08	161.70	646.80	803.88
02	12	pcs	20mm dia G.I. Elbow	18.00	216.00			216.00
02	16	pcs	20mm dia. G.I. Coupling	12.00	192.00			192.00
03	6	pcs	20mm(1/2") dia. G.I. Tee	12.00				
	12	pcs	20mm dia Gate Valve	120.00	1,440.00			1,440.00
Sub - Total XI				P 4,566.03	P 1,309.37	P 5,875.40		
<b>XII ELECTRICAL WORKS</b>								
Fixtures								
Lighting								
01	11	sets	2-40 FF, 0.60M. X 1.20 M. w/ Prismatic Diffuser	P 1,200.00	P 13,200.00	P 55.45	P 609.95	P 13,809.95
02	6	sets	1-40 FF, 0.60M. X 1.20 M. w/ Prismatic Diffuser	800.00	4,800.00	42.66	255.96	5,055.96
03	1	set	1-40 FF, Ordinary	350.00	350.00	29.86	29.86	379.86
04	6	sets	1-20 FF, 0.30 M. x 0.60 M, Mirrorized	600.00	3,600.00	29.85	179.10	3,779.10
05	1	set	Circular Lamp	700.00	700.00	29.86	29.86	729.86
06	25	sq m	Pin Light	400.00	10,000.00	29.86	746.50	10,746.50
Wiring Devices								
01	2	sets	3-Gang Switch	304.00	608.00	21.33	42.66	650.66
02	6	sets	2-Gang Switch	228.00	1,368.00	16.21	97.26	1,465.26
03	11	sets	1-Gang Switch	152.00	1,672.00	10.66	117.26	1,789.26
04	78	sets	0.10 M. x 0.10 M, Junction Box	28.00	2,184.00			2,184.00
05	51	sets	0.05 M. x 0.20 M. Utility Box	27.00	1,377.00			1,377.00
06	2	sets	1-Gang C.O.	P 152.00	P 304.00	P 10.66	P 21.32	P 325.32
07	26	sets	Duplex C.O.	228.00	5,928.00	16.21	421.46	6,349.46
08	4	sets	ACU Outlet	405.00	1,620.00	16.21	64.84	1,684.84
09	8	sets	Computer Outlet	370.00	2,960.00	16.21	129.68	3,089.68
Telephone// / Communications Line								
01	7	sets	Telephone Outlet	320.00	2,240.00	10.66	74.62	2,314.62
02	3	sets	CTV	320.00	960.00	10.66	31.98	991.98
Wires/Cables and Conduits								
01	113	M	2.0 mm2 THWN Stranded	16.70	1,887.10	1.35	152.55	2,039.65
02	480	M	2.0 mm2 TW Stranded	16.70	8,016.00	1.35	648.00	8,664.00
02	1095	M	3.5 mm2 THWN Straded	24.00	26,280.00	1.35	1,478.25	27,758.25
03	126	M	telephone Wire	16.70	2,104.20	1.35	170.10	2,274.30
04	200	pcs.	25 mm x 3.00 M dia. PVC Conduit	114.00	22,800.00	32.43	6,486.00	29,286.00

05	19	pcs.	20 mm x 3.00 M dia. PVC Conduit	88.00	1,672.00	32.43	616.17	2,288.17
			Miscellaneous					
01	10	rolls	Electrical Tape	17.00	170.00		-	170.00
02	5	cans	PVC Cement	75.00	375.00		-	375.00
03	10	kgs.	Ga. # 16 G.I. Wire	45.00	450.00		-	450.00
			Sub - Total XII		P 117,625.30		P 12,403.38	P 130,028.68
			GRAND TOTALS		P 498,853.28		P 129,087.28	P 627,940.56

Department of Transportation and Communications  
 PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS  
 ( Headquarters Philippine Coast Guard )  
 COAST GUARD PUBLIC WORKS OFFICE  
 139 25th Street, Port Area  
 Manila, 1081

28 February 2007  
Date

PROJECT TITLE : PROPOSED RENOVATION AND EXTENSION OF CG-1 OFFICE  
 LOCATION : HPCG CMPD., 139 25TH STREET PORT AREA, MANILA  
 OWNER : PHILIPPINE COAST GUARD  
 SUBJECT : **SUMMARY**

**SUMMARY**

		MATERIALS	LABOR		
<b>A</b>	<b>CIVIL WORKS</b>			<b>P</b>	<b>492,036.48</b>
I	EARTHWORKS / REMOVAL AND DEMOLITION	-	5,976.33		
II	PLAIN AND REINFORCED CONCRETE	31,498.50	7,721.52		
III	MASONRY	19,682.50	6,851.98		
IV	CARPENTRY WORKS	157,953.50	22,314.20		
V	ACCOUSTIC CEILING	54,772.00	21,285.00		
VI	HARDWARE	10,534.00	3,249.62		
VII	ROOFING COVERING SYSTEM	12,156.70	8,725.57		
VIII	DOORS / WINDOWS ( including Jambs )	24,736.75	1,486.00		
IX	TILE WORKS	2,670.00	837.00		
X	PAINING, VARNISHING AND WALL COVERING	62,658.00	36,927.31		
	<b>SUB-TOTAL</b>	-		<b>P</b>	<b>376,661.95 P 115,374.53</b>
<b>B</b>	<b>PLUMBING SANITARY AND ELECTRICAL WORKS</b>			<b>P</b>	<b>135,904.08</b>
XII	PLUMBING AND SANITARY WORKS	P	4,566.03 P		1,309.37
XII	ELECTRICAL WORKS	P	117,625.30 P		12,403.38
	<b>SUB-TOTAL</b>	P	<b>122,191.33 P</b>		<b>13,712.75</b>
	<b>MATERIAL COST</b>	P	<b>498,853.28</b>		
	<b>LABOR COST</b>			P	<b>129,087.28</b>

28 February 2007

Date

PROJECT TITLE : PROPOSED RENOVATION AND EXTENSION OF CG-1 OFFICE  
 LOCATION : HPCG CMPD., 139 25TH STREET PORT AREA, MANILA  
 OWNER : PHILIPPINE COAST GUARD  
 SUBJECT : RECAPITULATION

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**RECAPITULATION**


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<b>I</b>	<b>DIRECT COST ( DC )</b>		
A	MATERIAL COST	P	498,853.28
B	LABOR COST		129,087.28
C	EQUIPMENT COST		
<b>TOTAL DIRECT COST ( TDC )</b>		<b>P</b>	<b>627,940.56</b>
<b>II</b>	<b>INDIRECT COST ( IC )</b>		
D	OVERHEAD, CONTINGENCIES and MISCELLANEOUS EXPENSES ( 13% of TDC )	P	81,632.27
E	CONTRACTOR'S PROFIT ( 15% of TDC )		94,191.08
F	MOBILIZATION / DEMOBILIZATION ( 1% of TOTAL CIVIL WORKS )		4,920.36
INDIRECT COST ( IC )		P	180,743.72
VAT ( 10% of TDC + IC )			80,868.43
<b>TOTAL INDIRECT COST ( TIC )</b>		<b>P</b>	<b>261,612.15</b>
<b>III</b>	<b>PROJECT COST ( TDC +TIC ) ( For Purpose of Bidding )</b>	<b>P</b>	<b>889,552.71</b>
<b>IV</b>	<b>ADMINISTRATION and SUPERVISION ( A&amp; S ) ( 3% of PROJECT COST )</b>	<b>P</b>	<b>26,686.58</b>
<b>V</b>	<b>TOTAL PROJECT COST ( III + IV ) for Purpose of FUND AVAILABILITY</b>	<b>P</b>	<b>916,239.29</b>

Department of Transportation and Communications  
PUNONGHIMPILAN TANOD BAYBAYING NG PILIPINAS  
(Headquarters Philippine Coast Guard)  
COAST GUARD PUBLIC WORKS OFFICE  
139 25<sup>th</sup> Street, Port Area  
1081 Manila

28 February 2007

PROJECT TITLE : **PROPOSED RENOVATION AND EXTENSION OF CG-1  
OFFICE**

LOCATION : HPCG COMPD. 139 25<sup>th</sup> STREET, PORT AREA, MANILA  
OWNER : PHILIPPINE COAST GUARD  
SUBJECT : SCOPE OF WORK

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SCOPE OF WORK

1. Furnish labor materials, tools equipment, facilities and other incidentals for the satisfactory completion of the project
  2. Removal/Demolition of existing double wall partitions, modular partition walls and ceiling to include cleaning and clearing of other obstructions. Cutting of concrete and masonry walls for doors, fenestrations and other openings as indicated.
  3. Excavation and backfilling of earth for column footings and wall footings. Filling, leveling and compaction of earth soil for slab on fill.
  4. Installation of forms, reinforcing steel bars, and casting of concrete for column footings, wall footings, concrete slab, sink counter, columns and beams.
  5. Laying of concrete hollow blocks for proposed pantry and sink counter. Cement palstering on surfaces of new concrete/masonry walls.
  6. Installation of wood studs and plywood walling, ceiling joists and plywood ceiling. Installation of wood mouldings, wood cornice, and wood baseboards. Fabrication and installation of filing and kitchen cabinets. Application of wood treatment on concealed wood materials.
  7. Fabrication and installation of wood rafters, purlins and other roof framing accessories.
  8. Installation of pre-painted roofing sheets, gutters , flushings, and other roofing accessories.
  9. Fabrication and installation of flush type doors, analok glass on aluminum frame doors and analok glass on aluminum frame awning window.
  10. Laying of ceramic tiles on sink counter.
  11. General painting on all wall surfaces, ceilings, mouldings, cornice, baseboards, cabinets, doors, window frames and exposed steel surfaces. Installation of wall papers on walls as indicated in the plan.
  12. Installation of water and sanitary pipes to include ffixtures and fittings. Installation of sink at proposed pantry.
-

13. Installation of electrical conduits, wires and cables, lighting fixtures, lighting switches, outlets, utility boxes, junction boxes, panel board and other electrical utilities. Installation of telephone wires/cables, conduits outlets and other necessary fixtures and fittings as indicated in the plan.
  14. Installation of acoustic ceiling boards, runners wall angles and other ceiling accessories.
  15. Clearing and cleaning of debris and excess material on all affected areas.
  16. Provision for the submission of as-built plans of the project indicating the appropriate measurements and details.
- 

Prepared by

WARD OF THE COAST GUARD OUTSTANDING ACHIEVEMENT AWARD

CHECKED BY:

RECOMMEND APPROVAL

APPROVED/DISAPPROVED

<b>DISPOSITION FORM</b> Philippine Coast Guard		SECURITY CLASSIFICATION (IF ANY):
FILE NR: CG4-1007-	SUBJECT: <b>Proposed Circular on the Preparation of Agency Estimates for Infrastructure Projects</b>	

TO: OIC, PCG      FROM: CS, PCG      DATE: 23 Oct 07      COMMENT NR: \_\_\_\_\_  
 VIA: VCA *W*      LFL: 6143

*J* DCS-LOGEN 23 OCT 07

**SUMMARY:**

1. Reference: Letter from Commander, Logistics and Resource Management Command dated 15 Oct 07 with same subject.
2. The above reference pertains to proposed circular initiated by CGPWO on the "Preparation of Agency Estimates for Infrastructure Projects".
3. The purpose of the said circular is to set the guidelines and procedures in the preparation of estimates for all implementing offices/ units. The circular will cover all estimates prepared by the CGPWO and initiating units (project proponents) for all infrastructure (purely civil and/or with components of mechanical and/or electrical works) projects whether it be a new construction or repair and maintenance activities either by administration and/or by contract.
4. This conforms to provisions of Government Reform Act (RA 9184) and the subsequent Government Procurement Policy Board (GPPB) Resolution Nr 09-2005 dated 28 April 2005 with Subj: "Guidelines on the Implementation of Infrastructure Projects undertaken by the AFP Corp of Engineers."
5. ITCON, DCS LOGEN recommends for the implementation of the circular to be set as a guiding policy for implementing infrastructure projects.

**RECOMMENDATION:**

6. Approval of para 5

**PHILIPPINE COAST GUARD  
CHIEF OF COAST GUARD STAFF  
ROUTING SLIP**

From: CCGS

- TO:
- SCGS
  - DCS-HRM
  - DCS-ISLEN
  - DCS-OPNS
  - DCS-LOG
  - DCS-SPIC
  - DCS-RM
  - DCS-MEP
  - DCS-MSS
  - DCS-MCWEISS
  - DCS-CRS
  - GPROC
  - GAO
  - GAC
  - D.HSG
  - SPIO
  - GIAS
  - QA
  - COENT

DATE \_\_\_\_\_

CTRL#: \_\_\_\_\_

Appropriate Staff Action

Signature

Prepare reply for CPCG

Submit feedback

Study

Rewrite/Redraft

Comment/Recommendation

Reference/File

*MELAD*

OCT 30 2007  
DATE  
APPROVED/DISAPPROVED  
Officer-in-Charge, PCG

REMARKS

lets reproduce  
and furnish  
concerned units  
with copies *W*

DCS-LOGEN-1007-0738

LHD/mrm

CGLRMC

Ser:

15 October 2007

FIRST ENDORSEMENT on CGPWO Memo dtd 28 September 2007

From : Commander, CGLRMC

To : Officer-In-Charge, Philippine Coast Guard

Subj : ***Proposed Circular on the "Preparation of Agency Estimate for Infrastructure Projects"***

Forwarded recommending approval



LINO H DABI  
COMMO PCG