

Republic of the Philippines
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
 The National Professional Institution for Aviation
 (Formerly Philippine State College of Aeronautics)
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

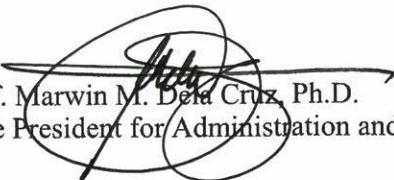
Executive Brief

Justification on the Amendment of NAAP's Internally Generated Income (IGI) Allocation of Property and Equipment Outlay of ₱25,000,000.00 to ₱1,575,683.85 the Repair and Rehabilitation of the PhilSCA (NAAP) Stage at Villamor and ₱9,797,308.21 and for the Design and Build of the PhilSCA Main Gate with Guard House, Reception Area, and Covered Walkways, including the Pathways from Gate 4 to the end of Building B facing the Hangar and Guestel.

In line with NAAP's vision to strengthen its role as the country's premier national aviation academy and professional institution for aviation, the Academy has amended its **Internally Generated Income (IGI)** allocation to ensure optimal alignment with institutional development priorities. The originally approved APP item—**Supply, Delivery, and Installation of Laboratory Fixtures and Equipment for the Physics Laboratories of all campuses**, with a budget of **₱25,000,000.00**—underwent reassessment following technical evaluations and a review of operational priorities. The assessment revealed that immediate infrastructure and safety enhancements at key campus facilities were more urgent to support the Academy's growth, operational readiness, and learning environment modernization.

Consequently, the IGI allocation was redirected to two critical projects: **₱1,575,683.85** for the **Repair and Rehabilitation of the PhilSCA (NAAP) Stage at Villamor** and **₱9,797,308.21** for the **Design and Build of the PhilSCA Main Gate with Guard House, Reception Area, and covered walkways**, including the pathways from Gate 4 to the end of Building B facing the hangar and Guestel. These revisions prioritize structural safety, operational efficiency, and accessibility, ensuring that the Academy's facilities meet current standards for functionality and support its academic, administrative, and aviation training missions.

This amendment demonstrates NAAP's commitment to **strategic, responsible, and results-oriented resource management**, aligned with its vision of institutional development. By redirecting IGI resources to critical infrastructure projects, the Academy enhances campus safety, improves operational flow, and strengthens the learning environment—supporting its overarching goal to provide high-quality, internationally recognized aviation education and training while ensuring sustainable development of its physical and operational assets.


 Prof. Marwin M. Dela Cruz, Ph.D.
 Vice President for Administration and Finance

Republic of the Philippines
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
(Formerly Philippine State College of Aeronautics)
BUDGET OFFICE

MODIFICATION ADVICE FORM (MAF) NO. 2025-11-0004
Dated: November 13, 2025

Funding Source: Fund 05 – Internally Generated Income FY 2025

Legal Basis: Republic Act No. 7605
Republic Act No. 8292
COA Circular No. 2000-001
CHED Memorandum Order No. 20, s. 2011

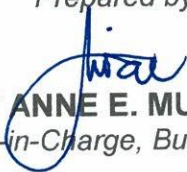
DEFICIENT ITEMS (TO):

Programs / Projects / Activities	Responsibilities	Allotment Class	Object of Expenditures	Amount
310100100002000 Provision of Higher Education Services	08 004 0000000	Capital Outlay	School Buildings 5-06-04-040-02	9,797,308.21
310100100002000 Provision of Higher Education Services	08 004 0000000	Capital Outlay	Other Structures 5-06-04-040-99	1,575,683.85
TOTAL				11,372,992.06

SOURCE ITEMS (FROM):

Programs / Projects / Activities	Responsibilities	Allotment Class	Object of Expenditures	Amount
310100100002000 Provision of Higher Education Services	08 004 0000000	Capital Outlay	Technical and Scientific Equipment 5-06-04-050-14	(11,372,992.06)
TOTAL				(11,372,992.06)

Prepared by:


IVEY ANNE E. MUNCADA
Officer-in-Charge, Budget Office

Recommending Approval:


PROF. MARWIN M. DELA CRUZ, Ph.D.
Vice President for Administration and Finance

APPROVED BY:


DR. MARIA SISA T. DELA CRUZ
Officer-in-Charge *& subject to COA rules*




Republic of the Philippines
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
(Formerly Philippine State College of Aeronautics)

ANNUAL PROCUREMENT PLAN FY 2025
INTERNALLY GENERATED INCOME
Amendment No. 3

Resolution No. 09-NAAP Series. 2025, dated 26 November 2020

MFO / PAP	Programs / Activities / Projects	Quantity	End-User	Campus	Mode of Procurement	Schedule for Each Procurement Activity				Source of Fund	Estimated Budget (PhP)			Remarks
						Advertise ment / Posting of IB/REI	Submissio n / Opening Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
INTERNALLY GENERATED INCOME (Amended APP)														
CAPITAL OUTLAY														
PROPERTY PLANT AND EQUIPMENT OUTLAY														
BUILDINGS AND OTHER STRUCTURES														
HEP	Repair and Rehabilitation of PhilSCA (NAAP) Stage at Villamor Campus		IDP	Villamor	Competitive Bidding	4th Quarter				Tuition Fee	1,575,683.85		1,575,683.85	
HEP	Design and Build of the PhilSCA (NAAP) Main Gate with Guard House, Reception Area, and Covered Walkways along Building A, Including the Covered Walkway Extension from Gate 4 to the End of Building B Facing the Hangar and Guestel		IDP	Villamor	Competitive Bidding	4th Quarter				Tuition Fee	9,797,308.21		9,797,308.21	
										TOTAL	11,372,992.06	-	11,372,992.06	
INTERNALLY GENERATED INCOME (from APP FY 2025 Revision No. 1)														
CAPITAL OUTLAY														
MACHINERY AND EQUIPMENT OUTLAY														
TECHNICAL AND SCIENTIFIC EQUIPMENT														
HEP	Supply, Delivery and Installation of Laboratory Fixtures and Equipment for Physics Laboratory of all Campuses		Dean/INET and Campus Directors	Villamor	Competitive Bidding	3rd Quarter				Tuition Fee	11,372,992.06		11,372,992.06	
										TOTAL AMENDED APP	11,372,992.06	-	11,372,992.06	

Prepared by:

ASST. PROF. NOEL E. LAGUI, MEAM
Head, BAC Secretariat

Recommending Approval:

PROF. MARWIN M. DELA CRUZ, Ph.D.
Vice President for Administration and Finance

Approved:

DR. MARIA SISA T. DELA CRUZ
Officer-in-Charge

Project Title: Design and Build of the PhilSCA (NAAP) Main Gate with Guard House, Reception Area, and Covered Walkways along Building A, Including the Covered Walkway Extension from Gate 4 to the End of Building B Facing the Hangar and Guestel

Project Location: National Aviation Academy for the Philippines (formerly Philippine State College of Aeronautics), Villamor Campus, Pasay City

Subject: BILL OF QUANTITIES

BILL OF QUANTITIES											
Item No.	Description	Unit	Qty.	Material Cost	Labor Cost	Unit Cost (PhP)	Total Direct Cost	OCM 7%	Profit 8%	VAT 7%	Amount (PhP)
A	GENERAL REQUIREMENTS										
A-1	Engineering Design	I.s.	1			310,000.00	310,000.00	21,700.00	24,800.00	24,955.00	381,455.00
A-2	Construction of Temporary Facilities & Project	I.s.	1			97,000.00	97,000.00	6,790.00	7,760.00	7,808.50	119,358.50
A-3	Mobilization/Demobilization	I.s.	1			120,000.00	120,000.00	8,400.00	9,600.00	9,660.00	147,660.00
A-4	Construction Health & Safety	I.s.	1			76,000.00	76,000.00	5,320.00	6,080.00	6,118.00	93,518.00
A-5	Clearing and Demolition	I.s.	1			150,000.00	150,000.00	10,500.00	12,000.00	12,075.00	184,575.00
Sub-total A											926,566.50
B	COVERED WALK										
B-1	75mm B.I Pipe SCH40	Pcs	104	3,000.00	1,050.00	4,050.00	421,200.00	29,484.00	33,696.00	33,906.60	518,286.60
B-2	63mm B.I Pipe SCH40	Pcs	260	2,350.00	822.50	3,172.50	824,850.00	57,739.50	65,988.00	66,400.43	1,014,977.93
B-3	50mm B.I Pipe SCH40	Pcs	377	2,270.00	794.50	3,064.50	1,155,316.50	80,872.16	92,425.32	93,002.98	1,421,616.95
B-4	32mm B.I PIPE SCH40	Pcs	420	1,090.00	381.50	1,471.50	618,030.00	43,262.10	49,442.40	49,751.42	760,485.92
B-5	40mm FLATBAR	Pcs	80	450.00	157.50	607.50	48,600.00	3,402.00	3,888.00	3,912.30	59,802.30
B-6	50x50mm Tubular Bar	Pcs	560	645.00	225.75	870.75	487,620.00	34,133.40	39,009.60	39,253.41	600,016.41
B-7	10mm M.S Plate	Sheets	11	7,300.00	2,555.00	9,855.00	108,405.00	7,588.35	8,672.40	8,726.60	133,392.35
B-8	Roofing Rib Type 0.5mm	Lm	720	360.00	126.00	486.00	349,920.00	24,494.40	27,993.60	28,168.56	430,576.56
B-9	Pavement Blocks	Pcs	4,200	45.00	15.75	60.75	255,150.00	17,860.50	20,412.00	20,539.58	313,962.08
B-10	Concrete Pedestal	Cum	41	6,400.00	2,240.00	8,640.00	354,240.00	24,796.80	28,339.20	28,516.32	435,892.32
B-11	Lighting fixtures including pipes and wires	Lot	1	244,311.00	85,508.85	329,819.85	329,819.85	23,087.39	26,385.59	26,550.50	405,843.33
Sub-total B											6,094,852.75
C	GUARD HOUSE/RECEPTION AREA										
C-1	Footings										
	Concrete, 210 kg/cm ² (3000 psi) 3/4" dia. agg.	cum	1.15	8,212.00	2,874.20	11,086.20	12,771.30	893.99	1,021.70	1,028.09	15,715.09
	Steel reinforcements, Grade 40 PNS 275	kg	112.00	112.00	39.20	151.20	16,934.40	1,185.41	1,354.75	1,363.22	20,837.78
	Ga. 16 Tie Wire and Spacer blocks	kg	67.00	112.00	39.20	151.20	10,130.40	709.13	810.43	815.50	12,465.46
C-2	Columns										
	Concrete, 210 kg/cm ² (3000 psi) 3/4" dia. agg.	Cum	0.53	8,212.00	2,874.20	11,086.20	5,875.69	411.30	470.05	472.99	7,230.03
	Steel reinforcements, Grade 40 PNS 275	kg	85.00	112.00	39.20	151.20	12,852.00	899.64	1,028.16	1,034.59	15,814.39
	Ga. 16 Tie Wire and Spacer blocks	kg	41.00	112.00	39.20	151.20	6,199.20	433.94	495.94	499.04	7,628.12
	4" B.I Pipe SCH40	Pcs	6.00	5,800.00	2,030.00	7,830.00	46,980.00	3,288.60	3,758.40	3,781.89	57,808.89
C-3	Grade Beams										
	Concrete, 210 kg/cm ² (3000 psi) 3/4" dia. agg.	Cum	1.52	8,212.00	2,874.20	11,086.20	16,851.02	1,179.57	1,348.08	1,356.51	20,735.19
	Steel reinforcements, Grade 40 PNS 275	kg	219.00	112.00	39.20	151.20	33,112.80	2,317.90	2,649.02	2,665.58	40,745.30
	Ga. 16 Tie Wire and Spacer blocks	kg	82.00	112.00	39.20	151.20	12,398.40	867.89	991.87	998.07	15,256.23
C-4	2nd Floor Beams										
	50x50x6mx4.5mm	Pcs	48.00	880.00	308.00	1,188.00	57,024.00	3,991.68	4,561.92	4,590.43	70,168.03
	38x38x6mx4.5mm	Pcs	42.00	730.00	255.50	985.50	41,391.00	2,897.37	3,311.28	3,331.98	50,931.63
C-5	Roof Beams										
	50x50x6mx4.5mm	Pcs	52.00	880.00	308.00	1,188.00	61,776.00	4,324.32	4,942.08	4,972.97	76,015.37
	38x38x6mx4.5mm	Pcs	38.00	730.00	255.50	985.50	37,449.00	2,621.43	2,995.92	3,014.64	46,080.99

BILL OF QUANTITIES											
Item No.	Description	Unit	Qty.	Material Cost	Labor Cost	Unit Cost (PhP)	Total Direct Cost	OCM 7%	Profit 8%	VAT 7%	Amount (PhP)
C-6	STRUCTURAL STEEL & ACCESSORIES										
	50x50x6mx4.5mm	Pcs	82.00	880.00	308.00	1,188.00	97,416.00	6,819.12	7,793.28	7,841.99	119,870.39
	38x38x6mx4.5mm	Pcs	62.00	730.00	255.50	985.50	61,101.00	4,277.07	4,888.08	4,918.63	75,184.78
	Anchor bolts, U-bolts w/ standard nuts & washers	Pcs	24.00	495.00	173.25	668.25	16,038.00	1,122.66	1,283.04	1,291.06	19,734.76
	Gusset Plates 8mm	Pcs	2.00	4,560.00	1,596.00	6,156.00	12,312.00	861.84	984.96	991.12	15,149.92
	C-Purlins 75x50x2.0mm	Pcs	42.00	740.00	259.00	999.00	41,958.00	2,937.06	3,356.64	3,377.62	51,629.32
C-7	Slab On Grade										
	Concrete, 210 kg/cm ² (3000 psi) 3/4" dia. agg.	Cum	1.80	8,212.00	2,874.20	11,086.20	19,955.16	1,396.86	1,596.41	1,606.39	24,554.82
	Steel reinforcements, Grade 40 PNS 275	kg	87.00	112.00	39.20	151.20	13,154.40	920.81	1,052.35	1,058.93	16,186.49
	Ga. 16 Tie Wire and Spacer blocks	kg	41.00	112.00	39.20	151.20	6,199.20	433.94	495.94	499.04	7,628.12
	600x600mm Floor Tiles	Sqm	18.00	3,114.00	1,089.90	4,203.90	75,670.20	5,296.91	6,053.62	6,091.45	93,112.18
C-8	2ND FLOOR SUSPENDED SLAB										
	100x50 Tubular Bar	Pcs	16.00	870.00	304.50	1,174.50	18,792.00	1,315.44	1,503.36	1,512.76	23,123.56
	50x50x6mx4.5mm	Pcs	32.00	860.00	301.00	1,161.00	37,152.00	2,600.64	2,972.16	2,990.74	45,715.54
	25mm High-Density Fibreboard	Sqm	18.00	825.00	288.75	1,113.75	20,047.50	1,403.33	1,603.80	1,613.82	24,668.45
	300x300 Vinyl	Sqm	18.00	688.00	240.80	928.80	16,718.40	1,170.29	1,337.47	1,345.83	20,571.99
C-9	Drywall partitions/CHB exterior walls	Sqm	112.00	1,720.00	602.00	2,322.00	260,064.00	18,204.48	20,805.12	20,935.15	320,008.75
C-10	Masonry works	Sqm	311.00	820.00	287.00	1,107.00	344,277.00	24,099.39	27,542.16	27,714.30	423,632.85
C-11	Electrical works										
	20mmØ PVC Pipe	Pcs	42.00	170.00	59.50	229.50	9,639.00	674.73	771.12	775.94	11,860.79
	Junction box 4"x4" D.T. metal ga.18 w/cover	Pcs	26.00	112.00	39.20	151.20	3,931.20	275.18	314.50	316.46	4,837.34
	Utility box 2"x4" D.T. metal ga.18	Pcs	12.00	87.00	30.45	117.45	1,409.40	98.66	112.75	113.46	1,734.27
	3.5mm2 THWN Wire	lm	615.00	38.00	13.30	51.30	31,549.50	2,208.47	2,523.96	2,539.73	38,821.66
	8.0mm2 THWN Wire	lm	221.00	72.00	25.20	97.20	21,481.20	1,503.68	1,718.50	1,729.24	26,432.62
	Thumblers 2-Gang Switch, 15A, 250V	sets	3.00	312.00	109.20	421.20	1,263.60	88.45	101.09	101.72	1,554.86
	Convenience outlet duplex, 3prong, 250V	sets	8.00	312.00	109.20	421.20	3,369.60	235.87	269.57	271.25	4,146.29
	Aircon Outlet	sets	1.00	345.00	120.75	465.75	465.75	32.60	37.26	37.49	573.11
	Recessed downlight 6" dia., 10W LED Lamp	sets	9.00	980.00	343.00	1,323.00	11,907.00	833.49	952.56	958.51	14,651.56
	Twin emergency lamps, 2-10W w/ 2 hour duration	units	2.00	3,250.00	1,137.50	4,387.50	8,775.00	614.25	702.00	706.39	10,797.64
	6 Branches Panel Board w/ Centermain	assy	1.00	36,700.00	12,845.00	49,545.00	49,545.00	3,468.15	3,963.60	3,988.37	60,965.12
C-12	Plumbing works										
	PVC Sanitary Pipe, 75mmØ x 3m, Downspout	Pcs	4.00	837.00	292.95	1,129.95	4,519.80	316.39	361.58	363.84	5,561.61
	PVC Sanitary Pipe, 75mmØ x 3m, S-1000	Pcs	12.00	837.00	292.95	1,129.95	13,559.40	949.16	1,084.75	1,091.53	16,684.84
	PVC Sanitary Pipe, 50mmØ x 3m, S-1000	Pcs	8.00	406.00	142.10	548.10	4,384.80	306.94	350.78	352.98	5,395.50
	PVC Sanitary Wye, 75 x 50mmØ	Pcs	8.00	212.00	74.20	286.20	2,289.60	160.27	183.17	184.31	2,817.35
	PVC Sanitary Tee, 50 x 50mmØ	Pcs	8.00	170.00	59.50	229.50	1,836.00	128.52	146.88	147.80	2,259.20
	PVC Sanitary P-Trap, 50mmØ	Pcs	4.00	170.00	59.50	229.50	918.00	64.26	73.44	73.90	1,129.60
	PVC Sanitary Bend, 75mmØ x 90°	Pcs	12.00	145.00	50.75	195.75	2,349.00	164.43	187.92	189.09	2,890.44
	PVC Sanitary Bend, 50mmØ x 90°	Pcs	18.00	145.00	50.75	195.75	3,523.50	246.65	281.88	283.64	4,335.67
	PPR 20mmØ	Pcs	32.00	322.00	112.70	434.70	13,910.40	973.73	1,112.83	1,119.79	17,116.75
	Water Closet w/ Complete Fittings/Access.	units	1.00	22,800.00	7,980.00	30,780.00	30,780.00	2,154.60	2,462.40	2,477.79	37,874.79
	Lavatory, w/ Comp. & Accessories	units	1.00	10,250.00	3,587.50	13,837.50	13,837.50	968.63	1,107.00	1,113.92	17,027.04
C-13	Roofing	Sqm	48.00	1,412.00	494.20	1,906.20	91,497.60	6,404.83	7,319.81	7,365.56	112,587.80
C-14	Painting works	Sqm	285.00	1,098.00	384.30	1,482.30	422,455.50	29,571.89	33,796.44	34,007.67	519,831.49
C-15	Ceiling										
	Metal Furring	Pcs	82.00	130.00	45.50	175.50	14,391.00	1,007.37	1,151.28	1,158.48	17,708.13
	W-Clip	Pcs	221.00	8.00	2.80	10.80	2,386.80	167.08	190.94	192.14	2,936.96
	Carrying Channel	Pcs	64.00	120.00	42.00	162.00	10,368.00	725.76	829.44	834.62	12,757.82
	3.5mm Ficem Board	Pcs	32.00	470.00	164.50	634.50	20,304.00	1,421.28	1,624.32	1,634.47	24,984.07

BILL OF QUANTITIES											
Item No.	Description	Unit	Qty.	Material Cost	Labor Cost	Unit Cost (Php)	Total Direct Cost	OCM 7%	Profit 8%	VAT 7%	Amount (Php)
C-16	Stair										
	38x38x6mx4.5mm	Pcs	24.00	730.00	255.50	985.50	23,652.00	1,655.64	1,892.16	1,903.99	29,103.79
	40mm FLATBAR	Pcs	18.00	500.00	175.00	675.00	12,150.00	850.50	972.00	978.08	14,950.58
	40mm B.I PIPE SCH40	Pcs	2.00	920.00	322.00	1,242.00	2,484.00	173.88	198.72	199.96	3,056.56
	75mm B.I Pipe SCH40	Pcs	2.00	3,100.00	1,085.00	4,185.00	8,370.00	585.90	669.60	673.79	10,299.29
Sub-total C											2,775,888.96
TOTAL PROJECT COST											9,797,308.21

Prepared By:

ENGR. JEROME C. MIRANDA
Director, Institutional Development Planning Office

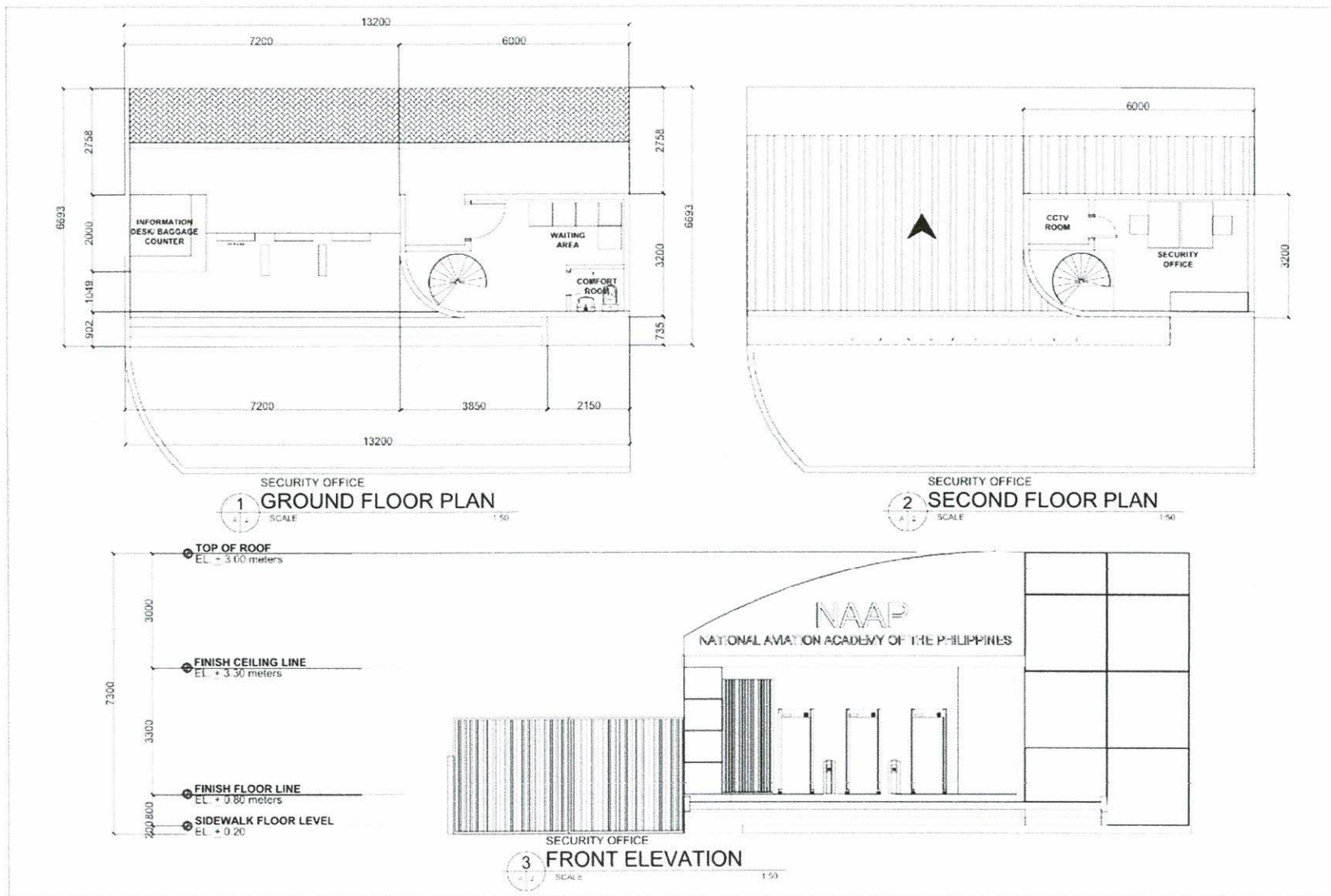
Recommending Approval:

PROF. MARWIN M. DELA CRUZ, Ph. D.
Vice President for Administration and Finance

Approved by:

DR. MARIA SISA T. DELA CRUZ
Officer-In-Charge

subject to CSR rules



Design and Build of the PhilSCA (NAAP) Main Gate with Guard House, Reception Area, and Covered Walkways along Building A, Including the Covered Walkway Extension from Gate 4 to the End of Building B Facing the Hangar and Guestel



Covered Walkways along Building A, Including the Covered Walkway Extension from Gate 4 to the End of Building B Facing the Hangar and Guestel

**Design and Build of the PhilSCA (NAAP) Main Gate with Guard House, Reception Area,
and Covered Walkways along Building A, Including the Covered Walkway Extension from
Gate 4 to the End of Building B Facing the Hangar and Guestel**



*Covered Walkways along Building A, Including the Covered Walkway Extension from Gate
4 to the End of Building B Facing the Hangar and Guestel*

Project Title: Repair and Rehabilitation of PhilSCA (NAAP) Stage at Villamor Campus PASAY CITY.

Project Location: National Aviation Academy for the Philippines (formerly Philippine State College of Aeronautics), Villamor Campus, Pasay City

Subject: BILL OF QUANTITIES

BILL OF QUANTITIES											
Item No.	Description	Unit	Qty.	Material Cost	Labor Cost	Unit Cost (PhP)	Total Direct Cost	OCM 7%	Profit 8%	VAT 7%	Amount (PhP)
A	GENERAL REQUIREMENTS										
A-1	Engineering Design	l.s.	1			120,000.00	120,000.00	8,400.00	9,600.00	9,660.00	147,660.00
A-2	Construction of Temporary Facilities & Project	l.s.	1			72,000.00	72,000.00	5,040.00	5,760.00	5,796.00	88,596.00
A-3	Mobilization/Demobilization	l.s.	1			65,000.00	65,000.00	4,550.00	5,200.00	5,232.50	79,982.50
A-4	Construction Health & Safety	l.s.	1			70,000.00	70,000.00	4,900.00	5,600.00	5,635.00	86,135.00
A-5	Clearing and Demolition	l.s.	1			79,000.00	79,000.00	5,530.00	6,320.00	6,359.50	97,209.50
Sub-total A											499,583.00
B	STAGE REHABILITATION										
B-1	50x50mm Tubular Bar	Pcs	122	645.00	225.75	870.75	106,231.50	7,436.21	8,498.52	8,551.64	130,717.86
B-2	32x50mm Tubular Bar	Pcs	86	592.00	207.20	799.20	68,731.20	4,811.18	5,498.50	5,532.86	84,573.74
B-3	3.5mm Ficem Board	Pcs	68	470.00	164.50	634.50	43,146.00	3,020.22	3,451.68	3,473.25	53,091.15
B-4	Reinforced Concrete Flatform	Cum	5	8,475.00	2,966.25	11,441.25	61,782.75	4,324.79	4,942.62	4,973.51	76,023.67
B-5	Concrete Stairs	Cum	16	8,440.00	2,954.00	11,394.00	184,582.80	12,920.80	14,766.62	14,858.92	227,129.14
B-6	Steel reinforcements, Grade 40 PNS 275	kg	360	111.00	38.85	149.85	53,946.00	3,776.22	4,315.68	4,342.65	66,380.55
B-7	Painting works	sqm	242	1,090.00	381.50	1,471.50	356,103.00	24,927.21	28,488.24	28,666.29	438,184.74
Sub-total B											1,076,100.85
TOTAL PROJECT COST											1,575,683.85

Prepared By:

ENGR. JEROME C. MIRANDA
Director, Institutional Development Planning Office

Recommending Approval:

PROF. MARWIN M. DELA CRUZ, Ph. D.
Vice President for Administration and Finance

Approved by:

DR. MARIA SISA T. DELA CRUZ
Officer-In-Charge

• subject to CPA, DBM rules

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TERMS OF REFERENCE

Repair and Rehabilitation of PhilSCA (NAAP) Stage at Villamor Campus

1. Project Description

The National Aviation Academy of the Philippines (NAAP) intends to carry out aesthetic rehabilitation of the existing stage located at the Villamor Campus, Pasay City. The project aims to enhance the visual appearance and presentation quality of the stage for use during institutional ceremonies, programs, and student activities.

The rehabilitation will focus exclusively on aesthetic improvements, including repainting, refinishing, panel restoration, decorative upgrades, and replacement of worn-out non-structural components. Minimal structural works will be conducted.

2. Objectives of the Project

- To improve the overall appearance and presentation quality of the PhilSA (NAAP) stage.
- To refurbish worn-out, faded, or damaged aesthetic components such as paint, panels, and surface finishes.
- To ensure the stage is visually appealing and suitable for institutional events.

3. Scope of Work

The contractor shall perform the following aesthetic rehabilitation activities only:

- Mobilization of manpower, tools, and equipment.
- Cleaning and surface preparation of the entire stage.
- Repainting of flooring, walls, backdrop, frames, trims, and other visible surfaces.
- Repair or replacement of **non-structural** decorative components such as plywood panels, trims, stage skirting, and façade coverings.
- Installation of new decorative or presentation elements, if required.
- Minor replacement of lighting fixtures or bulbs (no rewiring or electrical design changes).
- Cleaning, polishing, and refinishing for uniform aesthetics.
- Proper disposal of debris and site cleanup.
- Turnover of the rehabilitated stage.

4. Project Duration

Sixty (60) calendar days from receipt of Notice to Proceed (NTP).

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5. General Notes

- No structural repair, demolition, or modification is allowed.
- All works must comply with NAAP safety and housekeeping standards.
- All materials must be new, durable, and approved by NAAP.
- Deviations in materials or finishes require prior approval.
- Contractor must maintain cleanliness and ensure safe work practices.
- The contractor will shoulder their consumption for utilities like electricity and water.

6. Qualification Requirements

Qualification	Documentary Requirements
A. Must have completed at least one (1) similar renovation/rehabilitation or repainting project within the last three (3) years.	Copy of Contracts or Purchase Orders
B. Must have a valid PCAB License – General Building (GB-1), Category Small B.	Copy of PCAB License
C. Must have skilled personnel for painting, carpentry finishing, and aesthetic refurbishment.	List of Key Personnel & TESDA NC II Certificates
D. Must have the required tools and equipment necessary for aesthetic repair and finishing works.	List of Tools and Equipment
E. Must be a legally registered contractor authorized to undertake repair and renovation projects.	Mayor's/Business Permit, PhilGEPS Registration, BIR Registration, OSS

7. Billing Requirements

- Statement of Work Accomplished (SWA)
- Before-and-after photo documentation
- Certificate of Completion and Acceptance
- Warranty Certificate

8. Personnel Requirements (Minimum)

- 1-Project Supervisor/Foreman
- 1- Painters/Finishers
- 1- Carpenters (finishing works)
- 3- Welders
- 2- Helpers

9. Tools and Equipment

- Painting tools (brushes, rollers, spray gun if needed)
- Sanding tools



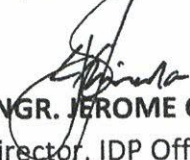
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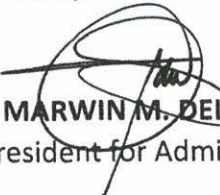
- Carpentry finishing tools
- Welding machine
- Power tools
- Ladders/scaffolding
- Cleaning and surface preparation tools

Prepared by:



ENGR. JEROME C. MIRANDA
Director, IDP Office

Approved by:



PROF. MARWIN M. DELA CRUZ
Vice President for Admin and Finance

[APPROVED]. BOT.Resolution.No.09-NAAP.Series.2025.dated.26.November.2025. Page13/18



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TERMS OF REFERENCE

Design and Build of the PhilSCA (NAAP) Main gate with Guard house, Reception area and Covered walkways along Building A, including the covered walkway Extension from Gate 4 to the end of Building B facing Hangar and Guestel.

1. Project Description

The National Aviation Academy of the Philippines (NAAP) intends to undertake a Design and Build project for the enhancement of campus access and pedestrian safety at the Villamor Campus, Pasay City. The project covers the construction of a new Main Gate with Guard House, a Reception Area, a covered walkway system along Building A, and the extension of the walkway from Gate 4 up to the end of Building B facing the Hangar and Guestel.

The project aims to provide a secure, modern, and professional entry point that reflects the identity of NAAP, while also ensuring weather-protected pedestrian pathways for students, employees, and visitors. The undertaking includes architectural and engineering design, preparation of complete plans, and full construction of the specified structures.

2. Objectives of the Project

- To establish a secure and modern Main Gate that represents NAAP's institutional identity.
- To build a functional Guard House and Reception Area that will support proper visitor management and campus security protocols.
- To provide continuous covered walkways that ensure safe and weather-protected movement of pedestrians.
- To integrate architectural, structural, electrical, and civil design elements for durable and efficient facility construction.
- To enhance the overall physical environment and accessibility of the Villamor Campus.

3. Scope of Work

The Contractor shall perform the following **Design and Build** activities:

A. Design Works

- Conduct of site inspection, measurements, and topographical verification.
- Preparation of **complete architectural and engineering designs**, including:
 - Architectural Plans



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- Structural Plans
 - Electrical Plans
 - Sanitary Plans (if applicable)
 - Bill of Materials and Cost Estimates (Detailed and Summary)
 - Structural analysis and computations
 - Perspective drawings / 3D rendering of gate and walkway system
- Submission of deliverables signed and sealed by licensed professionals.
 - Preparation of implementation schedule (Gantt Chart / S-Curve).
 - Submission of Shop Drawings prior to implementation.
 - Coordination and securing of applicable permits.

B. Construction Works

B1. Main Gate Structure

- Construction of a new modernized main gate with NAAP branding.
- Installation of durable metalworks, gate panels, signage, and lighting.
- Provision of access control fixtures (turnstiles, security barriers if applicable).

B2. Guard House

- Construction of a guard house complete with windows, doors, cabinetry, and steel security grills.
- Installation of electrical fixtures, LED lights, outlets, switches, and provision for CCTV and data lines.
- Finishing works including tiling, painting, ceiling, interior partitions, and roof system.

B3. Reception Area

- Construction of a reception space adjacent to the guard house.
- Installation of reception counter, seating provisions, lighting, and ventilation.
- Finishes including flooring, wall paint, ceiling, and signage.
- Office Furniture and fixtures

B4. Covered Walkway along Building A and Covered Walkway Extension (Gate 4 to end of Building B)

- Construction of a continuous covered walkway from the main gate, following Building A façade and walkway extension from Gate 4 to the end of Building B facing the Hangar and Guestel.
- Installation of steel framing, roofing sheets, gutters, and downspouts.

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- Use of corrosion-resistant steel frames and roofing.
- Proper footing, slab, and drainage integration.
- Decorative finishes consistent with campus aesthetics (vigan tiles)

C. General Works

- Excavation, concreting, and foundation works.
- Painting and finishing works.
- Installation of lighting fixtures for walkways.
- Testing and commissioning of electrical components.
- Cleanup, hauling of waste materials, and restoration of affected areas.
- Final turnover of facility in operational condition.

4. Project Duration

One hundred twenty (120) calendar days upon issuance of the Notice to Proceed (NTP).

5. General Notes

- All works shall conform to the National Building Code of the Philippines, the Philippine Electrical Code, the National Structural Code, and other relevant standards.
- Any deviation from approved plans and specifications must be supported by shop drawings for approval.
- Workmanship shall be neat and professional; defective work shall be corrected within seven (7) calendar days at no cost to NAAP.
- Contractor shall maintain cleanliness and safety within the workplace at all times.
- All materials shall be new and of high-quality grade.
- The contractor shall observe all NAAP security and safety protocols.
- The contractor will shoulder their consumption of utilities like electricity and water during construction.
- The contractor will shoulder their consumption for utilities like electricity and water

6. Qualification and Documentary Requirements

Qualification	Documentary Requirements
A. Must have completed at least two (2) Design and Build or Building Construction projects from 2020 to present.	Copy of Contracts or Purchase Orders

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B. Must have a valid PCAB License – General Building (GB-1), Category Small B.	Copy of PCAB License
C. Must have qualified technical personnel for architectural, structural, and electrical design, and construction supervision.	List of Key Personnel with PRC IDs & PTRs
D. Must have complete tools, equipment, and resources necessary to undertake design and construction.	List of Tools and Equipment & Company Profile
E. Must be legally registered to operate as a construction/design and build contractor.	Mayor's/Business Permit, PhilGEPS Registration, BIR Registration, OSS

7. Billing Requirements

Documents	Completion	Due Date of Submission
As-built Plans (signed and sealed by all design professionals) – 2 sets	Architectural, Structural, Electrical, Sanitary	Upon Completion
Design Plans and Computations	Complete signed and sealed plans	Prior to construction + Final As-built
Warranty Certificate	One (1) year on materials and workmanship	Upon Completion
Technical and Operation Manual (for installed systems, if applicable)	Electrical and lighting fixtures	Upon Completion
Approved Permits and Clearances	As required by LGU and OBO	Upon Completion
Completion Certificate	Certified by NAAP representative	Upon Completion
Photo Documentation (before, during, after)	—	Upon Completion

8. Personnel Requirements (Minimum)

A. Design Phase

Designation	Certification	Relevant Experience
1 – Architect	Valid PRC ID & PTR	5 years-experience in Architectural Design
1 – Registered Civil Engineer	Valid PRC ID & PTR	5 years-experience in Civil/Structural Design
1 – Registered Structural Engineer	Valid PRC ID & PTR	5 years-experience in Structural Analysis & Design

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1 – Professional Electrical Engineer	Valid PRC ID & PTR	5 years-experience in Electrical System Design
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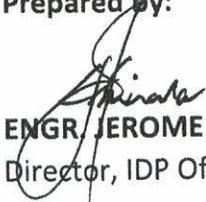
B. Construction Phase

Designation	Certification	Relevant Experience
1 – Project Engineer	Registered Civil Engineer	5 years
1 – Safety Officer	DOLE Accredited (SO2 or SO3)	3 years
1 – Foreman	—	5 years
2 – Carpenters / Steel Fabricators	TESDA NC II (if applicable)	3 years
2 – Welders	TESDA NC II	3 years
2 – Electricians	TESDA NC II	3 years
2 – Painters / Finishers	TESDA NC II	3 years
2 – Helpers / Laborers	—	2 years

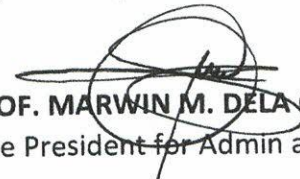
9. Tools and Equipment

- Welding machines
- Cutting outfit
- Grinder, drill, and power tools
- Concrete mixer (if needed)
- Scaffolding
- Painting tools
- Electrical installation tools
- Service vehicle for mobilization

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