



PERU

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of Ministers

National Council for Science,  
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Innovation

General Administration office

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*"Year of Promoting Responsible Industry and Climate Commitment"*

## Terms of reference

# ARCHITECTURAL DESIGN COMPETITION AND FINAL STUDIES

**"DESIGN OF THE NEW CORPORATE HEADQUARTERS OF THE  
NATIONAL COUNCIL FOR SCIENCE, TECHNOLOGY & TECHNOLOGICAL  
INNOVATION - CONCYTEC"**

December - 2014



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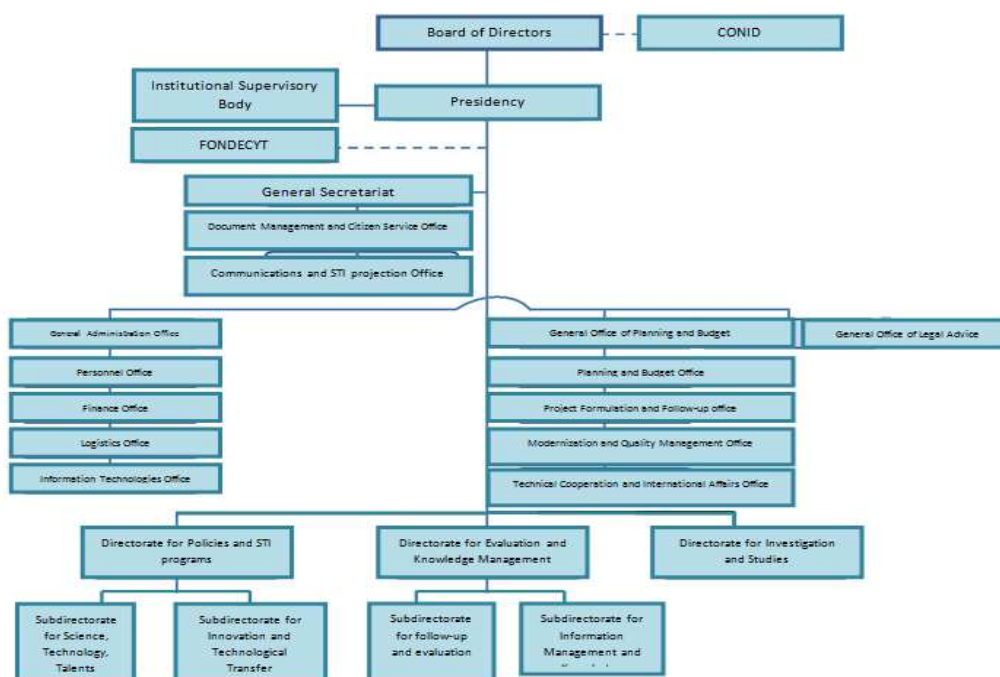
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## 1 INTRODUCTION OF THE COMPETITION

### 1.1 Promoter Entity

The National Council for Science, Technology and Technological Innovation (hereinafter “CONCYTEC”), is the governing body of the National System of Science, Technology and Technological Innovation (SINACYT) that aims to regulate, manage, guide, promote, coordinate, monitor and evaluate the actions of the State in the fields of science, technology and technological innovation, thus promoting and supporting their development through concerted action and complementarity between programs and projects of public, academic, corporate institutions, social organizations and members of the SINACYT.

#### Organization chart of CONCYTEC



Within the framework outlined before, CONCYTEC activities are aimed at promoting basic scientific research, disseminating and publishing results in indexed journals, contributing to the training of scientists in Peru and abroad and everything necessary to enable dialogue with international scientific communities, thereby benefiting from the exchange of internationally- advanced knowledge.

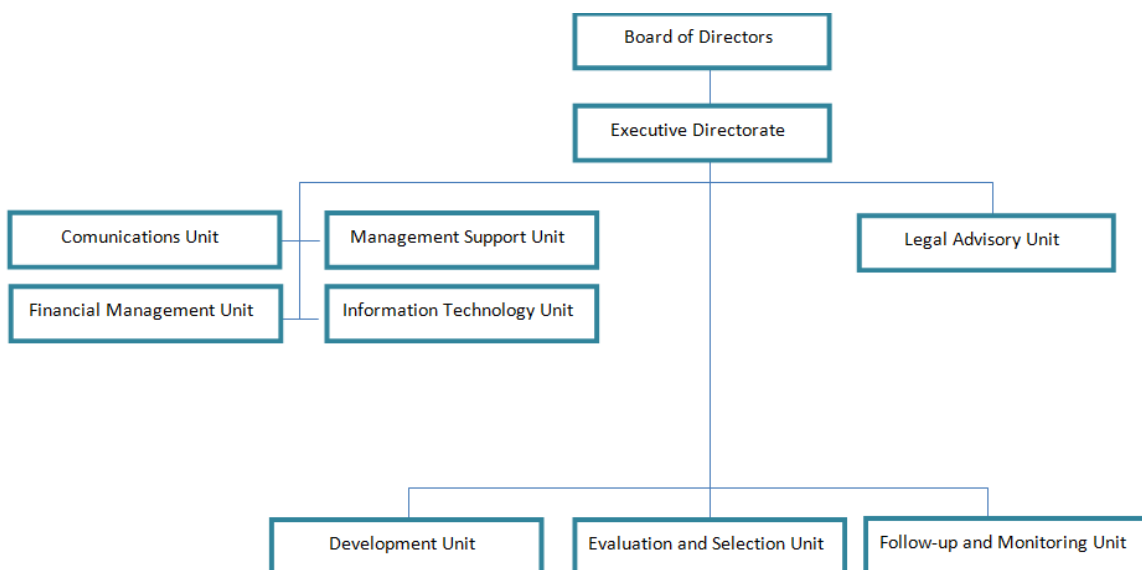


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CONCYTEC also promotes applied research with the aim to generate knowledge with value, appropriable and convertible into marketable products and services, which may be patentable, if possible, and have potential to be used by companies which want to improve their competitiveness in international markets

Among the "non-exclusive" services provided by CONCYTEC to third parties is the National Fund for Scientific and Technological Development – FONDECYT, which is the budget execution unit responsible for capturing, managing, administering and channeling the domestic and foreign resources allocated for SINACYT activities in the country, and is the main instrument for funding scientific and technological activity in Peru.

### Organization chart of FONDECYT



The current infrastructure of CONCYTEC is not big enough and inappropriate for its operation as SINACYT governing body, since the areas currently in use have not been built for office purposes. This is why the senior executives of CONCYTEC have assessed the physical condition of the establishment with the aim to meet the real customer service requirements and to give workers an adequate place that allows them to provide a proper and efficient service; thus reversing the inadequate service delivery and improving CONCYTEC image.

The General Administration Office of CONCYTEC (hereinafter OGA-EU) is the Executing Unit in charge of projects and is responsible for managing



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the recruitment processes for the final study, construction and equipment and furniture implementation, as well as monitoring and other tasks related to the investment phase of the project.

## 1.2 Cooperating entity

The Organization of Ibero-American States (hereinafter OEI) is an international intergovernmental organization for education, science and culture that works for the cooperation among Latin American countries in the context of comprehensive development, democracy and regional integration.

The OEI aims to promote better living conditions by supporting projects and programs developed by entities of member countries on education, science, technology and culture in the context of comprehensive development, democracy and regional integration.

Through its programming, cooperation agreements and technical assistance, the OAS offers upgrade and innovation projects, knowledge and experience transfer to member countries. It also supports public policies, and provides technical and administrative assistance in implementing of projects for development.

## 1.3 Competition coordinator

The competition coordinator will be Arch. Frederick Cooper Llona, who will also serve as the project coordinator.  
([proyectonuevasede@concytec.gob.pe](mailto:proyectonuevasede@concytec.gob.pe))

## 1.4 Name of the competition

The name of the competition is “COMPETITION FOR THE ARCHITECTURAL DESIGN OF THE NEW CORPORATE HEADQUARTERS OF THE NATIONAL COUNCIL FOR SCIENCE, TECHNOLOGY AND TECHNOLOGICAL INNOVATION - CONCYTEC.

When “THE COMPETITION” is referred in the rules, annexes, and in other documents, it will be assumed that it is to name “THE COMPETITION FOR THE ARCHITECTURAL DESIGN OF THE NEW CORPORATE HEADQUARTERS OF CONCYTEC”

## 1.5 Purpose of the call

The purpose of the competition is to select the best architectural proposal for the development of the Final Study for the construction of the main headquarters of the National Council for Science, Technology and Technological Innovation- CONCYTEC.

## 1.6 Competition theme



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The proposed edification shall be a benchmark for technological innovation and sustainability of high architectural and landscape value, considering the principles of a sustainable green building \*:

- Energy savings
- Prioritization of ventilation and natural lighting
- Use of new technologies and processes.
- Low maintenance cost
- Use of regional materials and recycled content.
- Maximization of the free area through the implementation of green roofs that embodies vegetation coverage and/or open spaces.
- Reduction of energy consumption for heating, cooling, lighting and other equipment, covering the remaining demand with renewable energy.
- Optimization of the use of heat and sunlight according to the proper orientation of the building in order prevent loss of light and heat energy.

The building shall be a benchmark for sustainable public buildings with Leadership in Energy and Environmental Design (LEED) certification, thus becoming the first public building with such features.

\* The evaluation criteria for the LEED Certification are: sustainability, efficiency in water use, energy and atmospheric impact, materials and resources used, quality of the indoor environment and innovation and design process. It is worth noting that the energy component and the atmospheric impact influence the most in obtaining the certificate.

Likewise, the building shall be a landmark at a city level that express the importance of science and technology for the country's development, and become it a green architectural icon for the city. The building shall also properly integrate into its immediate environment through friendly public spaces at a pedestrian scale.

## **1.7 Competition Mode**

The competition is framed within the concept of "Competition of Preliminary Architectural Drafts, Final Architectural Drafts and Technical File" and shall be carried out at a single round. The proposal submission implies the acceptance of the Rules of the Competition and the Terms of Reference,

## **1.8 Submitted documents for the competition**

The available documents delivered for the competition are:

- Rules of the Competition



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- Terms of Reference of the Competition
- Feasibility Study of the Public Investment Project (PIP) which includes Topographic Study and Study of Ground Mechanics)
- Road impact study
- Urban and Building parameters Certificate

## **1.9 Budget, participation and compensation**

### **1.9.1 Budget allocation**

This competition will be financed by the "META 00017" for the PIP execution "Elaboration of Technical Files and Development Studies" with a budget of S / .1'067,196.00 in the funding source: Recursos Ordinarios y Genérica de Gasto 2.6, to be executed in the current fiscal year.

### **1.9.2 Participation**

All collegiate and authorized architects may participate, either as consulting team with an authorized architect as a member, or individually, at a national level, in open competition with five years of sustained professional practice in similar projects. The accreditation of the five years of sustained practice will be supported by an affidavit which should be signed by the competing architect, or a member or architect of the competing team. The winning architect or the member of the winning team shall also certify additional contractual information that supports the five years of experience noted in the affidavit. If the winning architect can not prove that contractual information, he will be stripped of the compensation. The architects or the architects' teams of the competing architects shall work with experts in structures, electrical, mechanical, sanitary facilities, lighting, acoustics, environmental impact, with at least five years of experience. They should sign the architectural plans in all the stages of the competition as well as the technical file to prove coordination between all the documents.

Likewise, a group of foreign architects to be invited by CONCYTEC may participate in the competition. Foreign architects should prove the same standards required for Peruvians.

The process of "Call and Registration of Participants" will be carried out by the Organization of the Ibero-American states, which is responsible for preparing all necessary material for the development of the project and has the duty to promote the competition both domestically and internationally.

### **1.9.3 Compensation**

The fee that the winning proposal will receive for the architectural proposal and development of the Final Study for the construction of the main headquarters of the National Council for Science, Technology and Technological Innovation- CONCYTEC will be NINE HUNDRED EIGHTY ONE



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THOUSAND EIGHT HUNDRED NINETY SEVEN NUEVOS SOLES (\$ /. 981,897.00). This amount of money includes the taxes applicable at the time of making payment. It is worth mentioning that the taxes will be paid by CONCYTEC.

- **Compensation.-** The compensation will be of up to NINE HUNDRED EIGHTY-ONE THOUSAND EIGHT HUNDRED NINETY SEVEN AND 00/100 NUEVOS SOLES .
- **Method of Payment.-.** The compensation payment will be distributed as follows
  - 1) Five Percent (5.00%) will be paid in fees three (03) calendar days after the signing-of-the-contract day.
  - 2) Ten Percent (10.00%) will be paid six (06) calendar days after the signing-of-the-contract day, upon submission of THE DESIGN OF THE PRELIMINARY ARCHITECTURAL DRAFT.
  - 3) Ten Percent (10.00%) will be paid forty-two (42) calendar days after the signing-of-the-contract day, upon submission of THE FINAL PRELIMINARY DRAFT, MEASURED AND BUDGETED IN ORDER TO VERIFY WITHIN A 5.00 PERCENT MARGIN ABOVE OR BELOW THE CONSTRUCTION COST, the fulfillment of the requirement that the building can be built according to the specifications of these Terms of Reference and the stipulated cost.
  - 4) Ten Percent (10.00%) will be paid fifty-nine (59) calendar days after the signing-of-the-contract day, upon submission of the FINAL ARCHITECTURAL DRAFT, READY TO BE SUBMITTED TO THE MUNICIPALITY OF SAN BORJA AND TO BEGIN THE APPROVAL PROCESS AS A PRIOR CONSULTATION.
  - 5) Fifteen percent (15.00%) will be paid ONE HUNDRED THIRTY-ONE (131) calendar days after the signing-of-the-contract day, upon submission of THE FINAL PROJECTS OF ALL SPECIALITIES.
  - 6) Thirty percent (30.00%) will be paid ONE HUNDRED FIFTY-TWO (152) calendar days after the signing-of-the-contract day, upon submission of the SPECIFICATIONS, MEASUREMENT AND BUDGETS FROM ALL THE SPECIALITIES.
  - 7) Ten percent (10%) will be paid ONE HUNDRED SIXTY SEVEN (167) calendar days after the signing-of-the-contract day, upon submission of the WITHDRAWAL OF THE SPECIFICATIONS, MEASUREMENT AND BUDGET OBJECTIONS from ALL THE SPECIALITIES, FINAL STUDY AT THE TECHNICAL FILE OF WORK LEVEL.



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8) During the supervision of the work, the ARCHITECT / CONSULTANT will receive the remaining 10% of the fee. This payment will be distributed in monthly equal payments according to the time limits agreed with the CONTRACTOR for the Execution of the Work.

The honorable mentions will be awarded if the jury deems it necessary; however they will entail no prize money.

#### **1.9.4 Proposal cost**

The proposal cost includes the elaboration of the Final Studies at the technical file level for Execution of Works and the Technical File for Furniture and Equipment, considering GST, taxes, insurance, taxation, policies, social benefits and all cost required for the work's execution.

#### **1.9.5 Intellectual property**

Without prejudice to the moral rights of the author recognized and protected by Legislative Decree N°822 dated April 23rd, 1996 (Copyrights act), which by their nature are and will be owned by the winning bidder, the winner states that, with the payment of the prize, GIVES, without any time limit, automatically and irrevocably the economic rights of the intellectual property of his proposal and the rights derived therefrom to the PROMOTER ENTITY. It is understood that the proposal will be exclusively used for the development of this project.

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## **2 GENERAL CONSIDERATIONS FOR THE PROPOSAL DEVELOPMENT**

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### **2.1 Project description**

According to the actions approach envisioned in the "Feasibility Study of this project", the construction of a new establishment and the restoration of CONCYTEC headquarters are proposed as an alternative solution. The main features of the architectural design shall be:

- The design of CONCYTEC new headquarters shall be made in accordance with the current regulations, considering the National Building Regulations and establishing itself as a community service.
- The new headquarters of CONCYTEC shall be a green or sustainable building and shall be aligned with the process automation to provide a productive and efficient environment through the optimization of the four basic elements that make up a building: structure, services, management and systems.
- In general, it is sought to adopt technological innovations that enable a better welfare for the end user, such as energy efficiency, savings in water consumption, acoustic comfort, smart spaces and promotion of healthy living.





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- The main goal is to achieve a LEED- NC (New Construction Certification).
- In this way, the first public green building will be built in the country, which represents the beginning of a new stage in the construction of a public green infrastructure, capable of harmonizing environmental conservation with the specific requirements of the market. To this end, the implementation of new technologies of LEED certification will be sought in order to have an environmentally-friendly construction.

## 2.2 Purpose of the project

### 2.2.1 General purpose

Ensure coordination and consultation among the actors of the National System of Science, Technology and Innovation, focusing their efforts to meet the technological requirements in strategic priority areas, in order to increase the added value and competitiveness, as well as to improve the quality of life of the population and contribute to the responsible management of the environment.

### 2.2.2 Specific purpose

- Promote the development and transfer of technological innovation in enterprises, thus strengthening the productive competitiveness with value-added criterion of economic and environmental sustainability
- Promote scientific and technological research aimed at solving problems and meeting demands in the priority strategic areas of the country.
- Improve, quantitatively and qualitatively, the human capacities in STI, with emphasis on excellent training in the post-graduate and the specialized technical field.
- Strengthen, stimulate and synergistically articulate the institutionalization of science, technology and innovation within the National System of Strategic Planning.

## 2.3 Project identification

|                     |  |
|---------------------|--|
| NAME OF THE PROJECT | Improvement and Expansion of Services of the National Council for Science, Technology and Technical Innovation- CONCYTEC |
| SNIP                | 162535   |
| ENTITY              | National Council for Science, Technology and Technical Innovation- CONCYTEC  |
| ADDRESS             | Av. del Aire 485- San Borja district, Lima Province, Lima region, Peru, South America                                    |
| EXECUTING UNIT      | General Administration Office (OGA-UE)   |

## 2.4 Terrain data



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- 2.4.1 Location:** Av. del Aire N°485 – San Borja district, Lima province, Lima region, Peru, South America.
- 2.4.2 Limits:** The building borders with the Av Del Aire in the front side, with the facilities of the Geological Mining and Metallurgical Institute-INGEMMET on the right side, with Calle El Lenguaje on the left side, and with the facilities of the Peruvian Institute of Nuclear Energy and the Geological Mining and Metallurgical Institute-INGEMMET on the back side. There are commercial premises and dwellings in the surrounding area; in the Av. Javier Prado we can find the residential complex "Las Torres de San Borja" and in the Av. Aviación there are commercial premises and the residential complex "Las Torres de San Borja".
- 2.4.3 Area:** The irregular-shaped land has an area of 5,004.77m<sup>2</sup> and is bounded by a perimeter of 300.19 ml.

|                   | Boundary                                    | Perímetro (ml) |
|-------------------|---|----------------|
| To the north      | It borders with Av. Canadá                  | 50.00          |
| On the left side  | It borders with the Av, Del Aire            | 100.00         |
| On the back side  | It borders with Calle Del Lenguaje          | 50.00          |
| On the right side | It borders with the remnant of the property | 100.19         |

| Vertex | Side | Distance (m) | Inner corner | East (X)     | North (Y)      |
|--------|------|--------------|--------------|--------------|----------------|
| A      | A-B  | 50.00        | 90° 00' 49"  | 281,582.1144 | 8,663,620.8032 |
| B      | B-C  | 100.00       | 89° 59' 10"  | 281,631.5509 | 8,633,628.2889 |
| C      | C-D  | 50.00        | 90° 14' 00"  | 281,646.4985 | 8,663,529.4124 |
| D      | D-A  | 100.19       | 89° 46' 01"  | 281,582.1144 | 8,663,620.8032 |



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**2.4.4 Urban zoning:** The property has been granted the “Low Density Residential Zoning”, as stated in the Urban and Building Parameters Certificate No 0234-2013, issued by the Management of Urban Development of the Municipality of San Borja, and is valid from April 1, 2013 to April 1, 2016.

**2.4.5 Urban parameters:** The urban parameters applicable to the property are listed below, as stated in the Parameters Certificate.

|      |  |
|------|--|
| Uses | Administrative Buildings of the State  |
|      | Cultural Buildings   |
|      | Institutional Buildings of the public or private sector, whether national or international |
|      | Religious Buildings  |
|      | Nursing Homes  |
|      | Sports and Entertainment Buildings   |
|      | Security and Armed Forces Buildings  |
|      | Single-family home   |
|      | Multi-family home  |

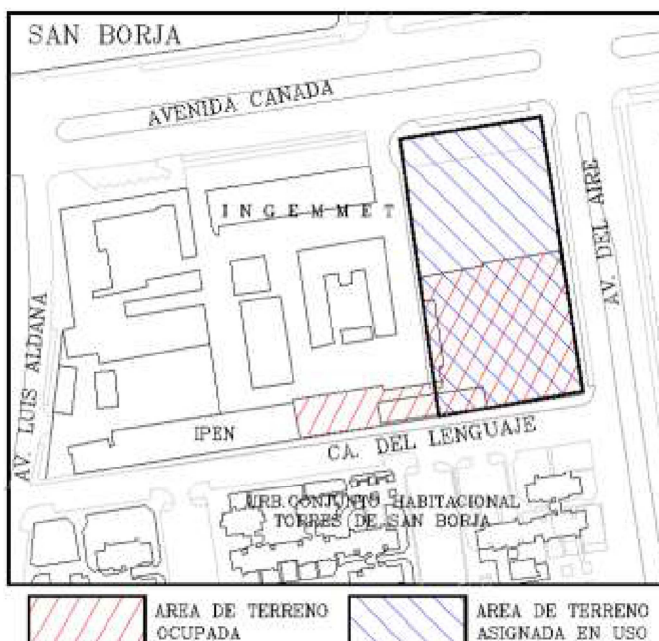
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|                           |   |
|---------------------------|---|
| Minimum area Housing unit | 90 m2   |
| Regulatory lot            | The area of the existing lot is considered in designated areas  |
| Free area                 | Ord. N 491-MSB, Ch. II Art. 16, 6   |
|                           | 4 floors without exceeding 13.50 ml   |
|                           | The level of the roof will be allowed only for residential use and it is unfeasible for commercial use      |
| Setback                   | 5 ml in front of Av. Canadá   |
|                           | 5 ml in front of Av. Del Aire   |
|                           | 3 ml in front of Calle Del Lenguaje   |
| Alignment of the facade   | 23.00 m measured with respect to the axis of the Av. DEL AIRE   |
|                           | 11.00 m measured with respect to the axis of the Calle. DEL LENGUAJE  |
|                           | 20.00 m measured with respect to the axis of the Av. ALDANA LUIS  |
| Parking                   | 2 for each dwelling unit + 10% of parking for visitors (Ord. N° 491-MSB, Art. 10°, section 10.2- Table N°3) |

**2.5 Area description**

The current headquarters of CONCYTEC extends over an area of 3,070.77m2. However, through Resolution No. 030-2013 / 88N-DGPE-SDAPE dated 03/21/2013, the expansion of the area to 5,004.77m2 was approved.





## 2.6 Risk analysis

Our country lies in the so-called "Pacific Ring of Fire" very close to the South American and Nazca tectonic plates, where subduction occurs, cause a large number of powerfully destructive earthquakes in the western part of our territory. Likewise, local and regional earthquakes arising from local geological faults occur; these quakes are of lower magnitude, but when they occur very near the surface, have a great destructive power.

In addition, we must remember that there is a "seismic silence" period in the coastal central region, where is located Metropolitan Lima and Callao.

In order to determine the seismic hazards that may affect the area of the project, the study: "SIRAD Project: Information System on Resources for disaster relief. Investigation on Seismic hazards in the Metropolitan Area of Lima and Callao", dated October, 2010, has been taken into consideration as base information

Geotechnical seismic hazard zones are determined with the mechanical and dynamic features of the ground that make up the foundation terrain of the area, and the considerations given by the Code of earthquake-proof design of the National Building Regulation (Regulation-030.2003). Thus, five levels of seismic hazard have been established as indicated in the table below.

**Seismic Zoning in Lima**  
**Hazard levels in Metropolitan Lima and Callao**

| Seismic areas | Hazard level           | Periods of natural vibration (in seconds) | Seismic expansion factor (S) | Natural period of the ground (Ts) | Correspondence with Ground Type of Peru's earthquake-proof building Regulation |
|---------------|------------------------|---|------------------------------|-----------------------------------|--|
| ZONE I        | Low                    | 0.1 al 0.3                                | 1                            | 0.40 s                            | S1   |
| ZONE II       | Medium                 | 0.3 al 0.5                                | 1.2                          | 0.60 s                            | S2   |
| ZONE III      | High                   | 0.5 al 0.7                                | 1.4                          | 0.90 s                            | S3   |
| ZONE IV       | Very high              | 0.7 al >                                  | 1.6                          | 1.2 s                             | S4   |
| ZONE V        | Specific Critical Zone | ND  | ND                           | ND                                | ND   |

The district of San Borja is located in the Zone I with a Low / Medium hazard level. If an earthquake occurs in that area, it is necessary to point out that Peruvian construction standards have already taken into account preventive measures, so these are already present within any technical option of infrastructure.



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The list of natural hazards is featured below.

Table with 9 columns: Hazards, Yes, No, Frequency (Low, Medium, High), Intensity (Low, Medium, High). The 'Earthquakes' row is highlighted in yellow and contains 'X' marks in the Yes, High Frequency, and High Intensity columns.

2.7 Base Conceptual Architectural Design

This design scheme has a tentative architectural description of the project NEW HEADQUARTERS OF CONCYTEC, which is part of the public investment project called "Improvement and Expansion of Services of the National Council for Science, Technology and Technological Innovation" and will serve as a reference for the elaboration of the final architectural project to be developed in this competition.

The design of the new headquarters of CONCYTEC shall be made in accordance with the current regulations, CONSIDERING THE NATIONAL BUILDING REGULATION, thus establishing itself as a community service.

Conceptualization of the project

For the programming of the building, the functions have been grouped in three sectors (hereafter A, B and C.) as a starting point, according to the nature of the relations requested by CONCYTEC. These sectors shall be grouped and form an open space which will be the main public space of the whole building, and will also serve as the space of reception, distribution and organization of the different inner areas.

Basement

A basement that includes parking, cleaning stores and general archive shall be designed.

Ordinance No. 274-MSB establishes minimum requirements for the elaboration of building projects regarding vehicle parking. For offices, it



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requires one parking space per 40 m2 of usable area and for auditoriums it requires one parking for every 20 seats.

**Meeting rooms**

For a better operation of the Meeting Rooms, these have been divided into three sectors

Sector A

The following has been considered:

- 01 Exhibition Hall for 100 people on the first floor.
- 01 Audiovisual room for 90 people on the first Floor.
- 01 Reading room for 60 people on the first floor.
- 08 Rooms for diverse internal working Meetings for 10 people on the second floor.
- 01 Boardroom for the Board of Directors on the fourth Floor.
- 01 Private Meeting Room for the Presidency for 10 people on the fourth floor
- 01 Private Meeting Room for the General Secretariat for 10 people on the fourth Floor.

Sector B

The following has been considered:

- 01 Private Meeting Room for the General Administration Office for 08 people on the first floor.

Sector C

The following has been considered

- 01 auditorium for 486 people.
- 01 Showroom for Science and Technology or Multipurpose Room for 214 people.

**2.8 Functional relationship and public attendance to CONCYTEC offices**

The architectural proposal shall consider the functional relationship (high, medium and low) in the different offices as well as the public attendance to the different areas that form the building, detailed below:

**2.8.1 Functional relationships between offices:**

| Functional Relationship between CONCYTEC offices | General Office of legal advice | General Office of Planning and Budget | General Administration office | Directorate for policies and STI programs | Directorate for Evaluation and knowledge management | Directorate for Research and Studies |
|--|--------------------------------|---------------------------------------|-------------------------------|---|---|--------------------------------------|
| General Office of Legal Advice                   |                                |                                       |                               |   |   |                                      |
| General Office of Planning and Budget            | HIGH                           |                                       |                               |   |   |                                      |



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|   |      |      |      |        |        |
|---|------|------|------|--------|--------|
| General Administration office                       | HIGH | HIGH |      |        |        |
| Directorate for policies and STI programs           | HIGH | HIGH | HIGH |        |        |
| Directorate for Evaluation and Knowledge Management | HIGH | HIGH | HIGH | MEDIUM |        |
| Directorate for Research and Studies                | HIGH | HIGH | HIGH | MEDIUM | MEDIUM |

## 2.8.2 Public attendance per office

| Public attendance in specific areas.                 |  | Frequency of visits of the general public |        |     |      |
|--|--|---|--------|-----|------|
|  |  | High                                      | Medium | Low | None |
| <b>Senior Executives Offices</b>                     |  |   |        |     |      |
| 1.1  | Presidency   |   | X      |     |      |
| 1.2  | General Secretariat  |   |        |     |      |
|  | 1.2.1 General Secretariat Office                             |   | X      |     |      |
|  | 1.2.1 Communications and STI projection Office               |   | X      |     |      |
| <b>Offices of the Institutional Supervisory Body</b> |  |   |        |     |      |
| 2.1  | Institutional Supervisory Body                               |   | X      |     |      |
| <b>Offices of Advisory bodies</b>                    |  |   |        |     |      |
| 3.1  | General office of legal advice                               |   |        | X   |      |
| 3.2  | General office of planning and budget                        |   |        |     |      |
|  | 3.2.1 General director                                       |   | X      |     |      |
|  | 3.2.2 Planning and Budget Office                             |   | X      |     |      |
|  | 3.2.3 Project Formulation and Follow-up Office               |   | X      |     |      |
|  | 3.2.4 Modernization and Quality Management Office            |   | X      |     |      |
|  | 3.2.5 Modernization and Quality Management Office            |   | X      |     |      |
|  | 3.2.6 International Affairs and Technical Cooperation Office |   | X      |     |      |
| <b>Offices of Support Bodies</b>                     |  |   |        |     |      |
| 4.1  | General Administration office                                |   |        |     |      |
|  | 4.1.1 General office   |   | X      |     |      |
|  | 4.1.2 Finance office (Accounting area)                       |   | X      |     |      |
|  | 4.1.3 Finance office (Treasury area)                         |   | X      |     |      |
|  | 4.1.4 Personnel office                                       |   | X      |     |      |
|  | 4.1.5 Logistics office                                       | x   |        |     |      |
|  | 4.1.6 Information Technology Office                          | x   |        |     |      |
| <b>Offices of Line Bodies</b>                        |  |   |        |     |      |
| 5.1  | Directorate for Policies and STI programs                    |   |        |     |      |
|  | 5.1.1 Directorate  |   |        | X   |      |
|  | 5.1.2 Subdirectorate for Science, Technology and Talent      |   |        | X   |      |





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|   |  |  |   |   |   |   |
|---|--|--|---|---|---|---|
|   | 5.1.3  | Subdirectorate for Innovation and Technological Transfer |   |   | X |   |
| 5.2   | Directorate for Evaluation of Knowledge Management |  |   |   |   |   |
|   | 5.2.1  | Directorate  |   |   | X |   |
|   | 5.2.2  | Subdirectorate for Follow-up and Evaluation              |   |   | X |   |
|   | 5.2.3  | Subdirectorate for Information and Knowledge Management  |   |   | X |   |
| 5.3   | Directorate for Research and Studies               |  | x |   |   |   |
|   | 5.3.1  | Directorate  |   |   |   |   |
| <b>FONDECYT offices</b>                               |  |  |   |   |   |   |
| 6.1   | FONDECYT   |  |   |   |   |   |
|   | 6.1.1  | Technical area   | x |   |   |   |
|   | 6.1.2  | Executive unit specialists                               | x |   |   |   |
| 6.2   | FONDECYT   |  |   |   |   |   |
|   | 6.2.1  | Technical area   | x |   |   |   |
|   | 6.2.2  | Executive unit specialists                               | x |   |   |   |
| 6.3   | FONDECYT   |  |   |   |   |   |
|   | 6.3.1  | Technical area   | x |   |   |   |
|   | 6.3.2  | Executive unit specialists                               | x |   |   |   |
| <b>Document Management and Citizen Service Office</b> |  |  |   |   |   |   |
| 7.1   | Reception desk                                     |  | x |   |   |   |
| 7.2   | Records office                                     |  | x |   |   |   |
| 7.3   | Documentation rooms                                |  | x |   |   |   |
| 7.4   | General archive                                    |  |   |   | X |   |
| <b>Internal services offices</b>                      |  |  |   |   |   |   |
| 8.1   | Dispensary   |  |   |   | X |   |
| 8.2   | Lunchroom  |  | x |   |   |   |
| 8.3   | Control Center                                     |  |   |   |   | x |
| 8.4   | General Services                                   |  |   |   |   | x |
| <b>Exhibition modules and rooms</b>                   |  |  |   |   |   |   |
| 9.1   | Auxiliary rooms                                    |  | x |   |   |   |
| 9.2   | Auditorium (First Floor)                           |  | x |   |   |   |
| 9.3   | Auditorium (Second Floor)                          |  | x |   |   |   |
| <b>Offices for Research Center offices</b>            |  |  |   |   |   |   |
| 10  | Research center 01                                 |  |   | X |   |   |
| 10  | Research center 02                                 |  |   | X |   |   |
| 10  | Research center 03                                 |  |   | X |   |   |
| 10  | Research center 04                                 |  |   | X |   |   |

**2.8.3 Institutional activities carried out by CONCYTEC**

**Activities carried out annually in CONCYTEC**



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| N° | EVENTS        | USE<br>FREQUENCY<br>(ANNUALLY) | MINIMUM | MAXIMUM | TOTAL<br>DAYS IN<br>USE | MINIMUM      | MAXIMUM      |
|----|---------------|--------------------------------|---------|---------|-------------------------|--------------|--------------|
| 1  | PROMOTION     | 10                             | 100     | 214     | 10                      | 1000         | 2140         |
| 2  | PLANNING      | 10                             | 100     | 214     | 10                      | 1000         | 2140         |
| 3  | PROMOTION     | 1                              | 100     | 214     | 1                       | 100          | 214          |
| 4  | PROMOTION     | 1                              | 100     | 214     | 1                       | 100          | 214          |
| 5  | DISSEMINATION | 1                              | 100     | 214     | 1                       | 100          | 214          |
| 6  | PLANING       | 1                              | 100     | 214     | 1                       | 100          | 214          |
| 7  | TRAINING      | 1                              | 100     | 214     | 1                       | 100          | 214          |
| 8  | TRAINING      | 10                             | 100     | 214     | 10                      | 1000         | 2140         |
| 9  | TRAINING      | 1                              | 100     | 214     | 1                       | 100          | 214          |
| 10 | TRAINING      | 5                              | 100     | 214     | 5                       | 500          | 1070         |
| 11 | DISSEMINATION | 4                              | 100     | 214     | 4                       | 400          | 856          |
| 12 | RESULT        | 60                             | 250     | 500     | 60                      | 15000        | 30000        |
|    |               | <b>45</b>                      |         |         | <b>45</b>               | <b>4,500</b> | <b>9,630</b> |

#### 2.8.4 CONCYTEC Human Resources

Within the framework of the restructuring process of CONCYTEC, which is currently underway, the Office of Planning and Budget developed the new proposal of the Peruvian Architects Association (CAP), to be implemented on the basis of this project.

| Description                                      | Personnel |
|--|-----------|
| 1.1 Presidency                                   | 10        |
| 1.2 General Secretariat                          |           |
| - Office of the General Secretariat              | 7         |
| - General archive                                | 3         |
| - Image and Communications Office                | 7         |
| - Reception Desk                                 | 4         |
| - Records office                                 | 4         |
| <b>Offices 2. Institutional Supervisory Body</b> |           |
| 2.1 Institutional Supervisory Body               | 10        |
| <b>Offices 3. Advisory bodies</b>                |           |
| 3.1 General office of legal advice               | 7         |
| 3.2 General office of planning and budget        |           |

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|   |            |
|---|------------|
| - Planning and budget Office                                    | 5          |
| - Project Formulation and Follow-up Office                      | 9          |
| - Modernization and Quality Management Office                   | 8          |
| 3.3 General Office of Technical Cooperation and Foreign Affairs | 5          |
| <b>Offices 4. Support Bodies</b>                                |            |
| 4.1 General Administration Office                               |            |
| - Administration office   | 4          |
| - Accountability office   | 7          |
| - Treasury office   | 6          |
| - Personnel office  | 7          |
| - Office of Supplies  | 8          |
| - Information Technologies Office                               | 8          |
| <b>Offices 5. Line bodies</b>                                   |            |
| 5.1 General Directorate for Policies and STI programs           |            |
| - General Directorate   | 8          |
| - Directorate for Science, Technology and Talent                | 14         |
| - Directorate for Innovation and Technological Transfer         | 9          |
| 5.2 General Directorate for Evaluation and Knowledge Management |            |
| - General Directorate   | 7          |
| - Directorate for Follow-up and Evaluation                      | 6          |
| - Directorate for Information and Knowledge management          | 12         |
| 5.2 General Directorate for Research and Studies                | 8          |
| <b>Offices 6. Funds</b>   |            |
| 6.1 FONDECYT  |            |
| - Technical area  | 126        |
| - Executive unit specialist                                     | 42         |
| <b>TOTAL</b>  | <b>351</b> |

## 2.9 Architectural program

The architectural distribution was based on the amount of human resources required by CONCYTEC. In this regard, a total of 12,414.70m<sup>2</sup> of built area has been provided. The summary tables are shown below:

### Architectural program

| Description                                 | Area (m <sup>2</sup> ) |
|---|------------------------|
| 1 Offices of Senior Executives              | 531.00                 |
| 2 Offices of Institutional Supervisory Body | 84.00                  |
| 3 Offices of Advisory Bodies                | 336.00                 |
| 4 Offices of Support Bodies                 | 456.00                 |



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|                                     |  |                  |
|-------------------------------------|--|------------------|
| 5                                   | Offices of Line Bodies                             | 565.00           |
| 6                                   | FONDECYT offices                                   | 1,593.00         |
| 7                                   | Offices of Document Management and Citizen Service | 724.00           |
| 8                                   | Offices of Internal Services                       | 552.65           |
| 9                                   | Offices of Auditoriums and Rooms                   | 1,723.86         |
| 10                                  | Offices of Research Centers                        | 216.00           |
| <b>Subtotal ( Areas of Offices)</b> |  | <b>6,781.51</b>  |
|                                     | - Bathrooms  | 265.00           |
|                                     | - Vertical circulation                             | 673.82           |
|                                     | - Horizontal circulation (corridors)               | 1,136.74         |
|                                     | - Parking  | 3,557.63         |
| <b>Subtotal of Built Area</b>       |  | <b>12,414.70</b> |
|                                     | Green areas  | 953.00           |
|                                     | Paths/Sidewalks                                    | 1,029.67         |
| <b>TOTAL AREA</b>                   |  | <b>14,397.37</b> |

**Architectural program according to the distribution of sectors/levels**

| <b>Sectors Distribution/Levels</b>        | <b>Area (m2)</b> |
|---|------------------|
| BASEMENT                                  | 3,784.63         |
| SECTOR A                                  |                  |
| First floor                               | 889.20           |
| Second floor                              | 843.62           |
| Third floor                               | 843.62           |
| Fourth floor                              | 830.62           |
| SECTOR B                                  |                  |
| First floor                               | 758.72           |
| Second floor                              | 758.72           |
| Third floor                               | 758.72           |
| Fourth floor                              | 741.72           |
| SECTOR C                                  |                  |
| First floor                               | 1,378.27         |
| Second floor                              | 826.86           |
| <b>Built Area</b>                         | <b>12,414.70</b> |
| <b>Green Areas</b>                        | <b>953.00</b>    |
| <b>Paths/Sidewalks</b>                    | <b>1,029.67</b>  |
| <b>TOTAL AREA OF THE NEW HEADQUARTERS</b> | <b>14,397.37</b> |

Note: The project should not have less than 30% of free area



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**Applied parameters (m2/worker) –Net Area**

| Description                                      |   | Area (m2)     | Number of workers | Ratio Occupation |
|--|---|---------------|-------------------|------------------|
| <b>Offices of Senior Executives</b>              |   | <b>261.00</b> |                   |                  |
| 1.1  | Presidency  |               |                   |                  |
|  | - President office  | 35.00         | 1                 | 35.00            |
|  | - Secretary of the President                                      | 36.00         | 4                 | 9.00             |
|  | - Chief of Cabinet Consultants                                    | 14.00         | 1                 | 14.00            |
|  | - Advisors Room   | 33.00         | 4                 | 8.25             |
| 1.2  | General Secretariat   |               |                   |                  |
| 1.2.1  | General Secretariat Office  |               |                   |                  |
|  | - Secretary Office  | 26.00         | 1                 | 26.00            |
|  | - Advisors room (GS)  | 28.00         | 3                 | 9.33             |
|  | - Secretary- GS   | 38.00         | 3                 | 12.67            |
| 1.2.1  | Communications and STI Projection Office                          |               |                   |                  |
|  | - Area manager  | 19.00         | 1                 | 19.00            |
|  | - Professionals and Technicians                                   | 24.00         | 5                 | 4.80             |
|  | - Secretary   | 8.00          | 1                 | 8.00             |
| <b>Offices of Institutional Supervisory Body</b> |   | <b>72.00</b>  |                   |                  |
| 2.1  | Institutional Supervisory Body                                    |               |                   |                  |
|  | - Area manager  | 18.00         | 1                 | 18.00            |
|  | - Professionals   | 48.00         | 8                 | 6.00             |
|  | - Secretary   | 6.00          | 1                 | 6.00             |
| <b>Offices of Advisory Bodies</b>                |   |               |                   |                  |
| 3.1  | General office of Legal Advice                                    |               |                   |                  |
|  | - Area manager  | 18.00         | 1                 | 18.00            |
|  | - Professionals   | 34.00         | 5                 | 6.80             |
|  | - Secretary   | 10.00         | 1                 | 10.00            |
| 3.2  | General office of Planning and Budget                             |               |                   |                  |
| 3.2.1  | Director General  |               |                   |                  |
|  | - Director  | 14.00         | 1                 | 14.00            |
|  | - Professionals   | 9.00          | 2                 | 4.50             |
|  | - Secretary   | 10.00         | 1                 | 10.00            |
| 3.2.2  | Planning and Budget Office  |               |                   |                  |
|  | - Area manger   | 11.00         | 1                 | 11.00            |
|  | - Professionals   | 19.00         | 4                 | 4.75             |
| 3.2.3  | Project formulation and follow-up Office                          |               |                   |                  |
|  | - Area manager  | 11.00         | 1                 | 11.00            |
|  | - Professionals   | 17.00         | 4                 | 4.25             |
| 3.2.4  | Modernization and Quality Management Office (Modernization area.) |               |                   |                  |
|  | - Area manager  | 11.00         | 1                 | 11.00            |



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|                                  |   |   |       |   |       |
|----------------------------------|---|---|-------|---|-------|
|                                  |   | - Professionals   | 16.00 | 3 | 5.33  |
| 3.2.                             | 5 | Modernization and Quality Management Office (Quality area.) |       |   |       |
|                                  |   | - Area Manager  | 11.00 | 1 | 11.00 |
|                                  |   | - Professionals   | 16.00 | 3 | 5.33  |
| 3.2.                             | 6 | Office of Technical Cooperation and International Affairs   |       |   |       |
|                                  |   | - Area Manager  | 18.00 | 1 | 18.00 |
|                                  |   | - Professionals   | 24.00 | 3 | 8.00  |
|                                  |   | - Secretary   | 9.00  | 1 | 9.00  |
| <b>Offices of Support Bodies</b> |   |   |       |   |       |
| 4.1                              |   | General Administration Office                               |       |   |       |
| 4.1.                             | 1 | General Office  |       |   |       |
|                                  |   | - Area manager  | 24.00 | 1 | 24.00 |
|                                  |   | - Professionals and technicians                             | 14.00 | 2 | 7.00  |
|                                  |   | - Secretary   | 13.00 | 1 | 13.00 |
| 4.1.                             | 2 | Finance office (Accounting area)                            |       |   |       |
|                                  |   | - Area manager  | 14.00 | 1 | 14.00 |
|                                  |   | - Professionals and technicians                             | 30.00 | 5 | 6.00  |
|                                  |   | - Secretary   | 13.00 | 1 | 13.00 |
| 4.1.                             | 3 | Finance office (Treasury Área)                              |       |   |       |
|                                  |   | - Area manager  | 14.00 | 1 | 14.00 |
|                                  |   | - Cash  | 11.00 | 1 | 11.00 |
|                                  |   | - Professionals and technicians                             | 19.00 | 3 | 6.33  |
|                                  |   | - Secretariat   | 11.00 | 1 | 11.00 |
| 4.1.                             | 4 | Personnel office  |       |   |       |
|                                  |   | - Area manager  | 18.00 | 1 | 18.00 |
|                                  |   | - Professionals and technicians                             | 24.00 | 5 | 4.80  |
|                                  |   | - Secretary   | 8.00  | 1 | 8.00  |
| 4.1.                             | 5 | Logistics office  |       |   |       |
|                                  |   | - Area manager  | 18.00 | 1 | 18.00 |
|                                  |   | - Person responsible of the assets                          | 8.00  | 1 | 8.00  |
|                                  |   | - Professionals and technicians                             | 24.00 | 5 | 4.80  |
|                                  |   | - Secretary   | 16.00 | 1 | 16.00 |
| 4.1.                             | 6 | Information Technologies Office                             |       |   |       |
|                                  |   | - Area manager  | 19.00 | 1 | 19.00 |
|                                  |   | - Person responsible of the assets                          | 32.00 | 6 | 5.33  |
|                                  |   | - Secretary   | 7.00  | 1 | 7.00  |
| <b>Offices of Line bodies</b>    |   |   |       |   |       |
| 5.1                              |   | Directorate for Policies and STI programs                   |       |   |       |
| 5.1.                             | 1 | Directorate   |       |   |       |
|                                  |   | - Directorate –General                                      | 16.00 | 1 | 16.00 |
|                                  |   | - Professionals and technicians                             | 39.00 | 6 | 6.50  |
|                                  |   | - Secretary   | 11.00 | 1 | 11.00 |
| 5.1.                             |   | Subdirectorate for Science, Technology and                  |       |   |       |



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|                         |  |        |     |       |
|-------------------------|--|--------|-----|-------|
| 2                       | Talents  |        |     |       |
|                         | - Directorate –General                                   | 14.00  | 1   | 14.00 |
|                         | - Professionals and technicians                          | 62.00  | 12  | 5.17  |
|                         | - Secretary  | 10.00  | 1   | 10.00 |
| 5.1.3                   | Subdirectorato for Innovation and Technological Transfer |        |     |       |
|                         | - Directorate –General                                   | 14.00  | 1   | 14.00 |
|                         | - Professionals and technicians                          | 42.00  | 7   | 6.00  |
|                         | - Secretary  | 8.00   | 1   | 8.00  |
| 5.2                     | Directorate for Evaluation and Knowledge Management      |        |     |       |
| 5.2.1                   | Directorate  |        |     |       |
|                         | - Directorate -General                                   | 18.00  | 1   | 18.00 |
|                         | - Professionals and technicians                          | 28.00  | 5   | 5.60  |
|                         | - Secretary  | 9.00   | 1   | 9.00  |
| 5.2.2                   | Subdirectorato for Follow-up and Evaluation              |        |     |       |
|                         | - Directorate –General                                   | 16.00  | 1   | 16.00 |
|                         | - Professionals and technicians                          | 18.00  | 4   | 4.50  |
|                         | - Secretary  | 7.00   | 1   | 7.00  |
| 5.2.3                   | Subdirectorato for Information and Knowledge Management  |        |     |       |
|                         | - Directorate -General                                   | 14.00  | 1   | 14.00 |
|                         | - Professionals and technicians                          | 42.00  | 10  | 4.20  |
|                         | - Secretary  | 8.00   | 1   | 8.00  |
| 5.3                     | Directorate of Research and Studies                      |        |     |       |
| 5.3.1                   | Directorate  |        |     |       |
|                         | - Directorate-General                                    | 18.00  | 1   | 18.00 |
|                         | - Professionals and technicians                          | 33.00  | 6   | 5.50  |
|                         | - Secretary  | 6.00   | 1   | 6.00  |
| <b>FONDECYT Offices</b> |  |        |     |       |
| 6.1                     | FONDECYT   |        |     |       |
| 6.1.1                   | Technical Area   |        |     |       |
|                         | - Directorate  | 66.00  | 3   | 22.00 |
|                         | - Professionals  | 78.00  | 18  | 4.33  |
|                         | - Technicians  | 555.00 | 102 | 5.44  |
|                         | - Secretary  | 24.00  | 3   | 8.00  |
| 6.1.2                   | Executive Unit Specialists                               |        |     |       |
|                         | - UE Directorate   | 54.00  | 3   | 18.00 |
|                         | - Executive Assistant                                    | 39.00  | 6   | 6.50  |
|                         | - Accounting Specialist                                  | 39.00  | 6   | 6.50  |
|                         | - Reimbursement Specialist                               | 36.00  | 6   | 6.00  |
|                         | - Procurement and Contract Specialist                    | 39.00  | 6   | 6.50  |
|                         | - Planning and Budget Specialist                         | 39.00  | 6   | 6.50  |
|                         | - Legal Adviser  | 39.00  | 3   | 13.00 |
|                         | - Secretary  | 30.00  | 3   | 10.00 |



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|   |                 |                                 |                |            |       |
|---|-----------------|---------------------------------|----------------|------------|-------|
|   |                 | - Concierge                     | 24.00          | 3          | 8.00  |
| <b>Document Management and Citizen Services Offices</b> |                 |                                 |                |            |       |
| 7.1   | Reception       |                                 |                |            |       |
|   |                 | - Reception                     | 17.00          | 2          | 8.50  |
|   |                 | - Main Switchboard Staff        | 15.00          | 2          | 30.00 |
| 7.2   | Paperwork       |                                 |                |            |       |
|   |                 | - Responsible                   | 9.00           | 1          | 9.00  |
|   |                 | - Professionals and Technicians | 20.00          | 3          | 6.67  |
| 7.4   | General Archive |                                 |                |            |       |
|   |                 | - General Archive Responsible   | 13.00          | 1          | 13.00 |
|   |                 | - Professionals and Technicians | 14.00          | 2          | 7.00  |
| <b>Total</b>  |                 |                                 | <b>2511.00</b> | <b>351</b> |       |

**Note:**

- Article 5 from the A0.80 NORM of the National Building Regulation considers a minimum of 9.5 m2 per person.

**2.10 Construction Budget**

To build (infrastructure cost) the new CONCYTEC corporate headquarters there is a budget of thirty one millions eight hundred and four thousand nine hundred and ninety three Nuevos Soles (S/.31, 804,993.00). The final project will have to be adjusted to this budget and must consider every phase of the selection and execution process. The final cost must not exceed in more than 10% the above-mentioned amount.

**2.11 Regulation**

2.11.1 Technical Standards

- Supreme Decree N° 011-2006-VIVIENDA, (National Building Regulation).
- A.120 Norm, ( Accessibility for handicapped and elderly people)

2.11.2 Legal Standards

- Law N° 16053 of 1976, ( Regulation of the Exercise of the Architecture profession)
- Decree Law N° 1017, ( State Contracting General Law)
- Law N° 16053 of 1976, ( Regulation of the Exercise of the Architecture profession)
- Supreme Decree N° 026-2014-PCM, (Regulation of the Organization and Functions of the National Council of Science, Technology and Technological Innovation)

2.11.3 Municipal Standards

- Municipal Decree N° 010-2013-MSB-A (Tupa 2013 - San Borja)
- Ordinance N° 274-MSB ( regulates the supply of parking lots required to any property in San Borja district)





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## 3 SUBMISSION OF PROPOSALS

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### 3.1 Submission and Identification of Proposals

The participants must submit their proposals packed and sealed in **FOUR (04)** envelopes, with no identification, name, initials, marks, letterhead, or review. They must be textually addressed in the following way:

#### **Envelope 1: “LEGAL DOCUMENTATION”**

Original and two copies

#### **Envelope 2: “ORIGINAL AND COPY OF IDENTIFICATION”**

ARCHITECTURAL PUBLIC COMPETITION FOR THE DESIGN OF THE NEW CORPORATE HEADQUARTER OF THE NATIONAL COUNCIL OF SCIENCE, TECHNOLOGY AND TECHNOLOGICAL INNOVATION – CONCYTEC

There must be a sheet which contains the information of the architect or the architects team, including the payroll of the specialists noted above that submit the proposal. Similarly, the affidavits that certify the experience of the architect or the architect's team must be included. In the same sheet, a one-word PSEUDONYM must be included where the architect or the team member's names appear.

The winner will be identified by this PSEUDONYM.

#### **Envelope 3: “PRELIMINARY ARCHITECTURAL DRAFT”**

ARCHITECTURAL PUBLIC COMPETITION FOR THE DESIGN OF THE NEW CORPORATE HEADQUARTERS OF THE NATIONAL COUNCIL OF SCIENCE, TECHNOLOGY AND TECHNOLOGICAL INNOVATION – CONCYTEC. THIS ENVELOPE MUST BE DELIVERED IN **ONE (01) PACKAGE ONLY**, made out of Kraft paper and sealed with transparent adhesive tape, WITH NO IDENTIFICATION, NAME, INITIALS, MARKS, LETTERHEAD, OR REVIEW. The four (04) sheets included in this envelope must contain the same PSEUDONYM of the envelope 1 in the back side.

#### **ENVELOPE 4: “FINANCIAL PROPOSAL”**

Original and two (02) copies

#### **Submission and Identification of the Draft**

- Sheets required by the rules of the competition for this stage
- Areas chart (A4 size)
- CD with the polylines in DWG format, superimposed over the scheme and the complete draft for the verification of the areas. These must be legible in AUTOCAD 2010 or previous version. The presentation parts must also be included in PDF or JPG format.



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The sheets and the CD cannot contain identification

### **Presentation techniques**

The presentation technique is free; four (04) 100 x 70 cm sheets are required. These shall be made out of foamboard with a 0.5 cm of thickness.

All the plans shall contain the architects' signature as well as all the specialists' signature involved in the team. These shall be written in an A4 sheet that will be put inside a white sealed envelope and will be attached to the back side of the sheets to confirm the economic and technical viability of the preliminary architectural draft.

### **Content of the sheets**

To ensure equal conditions for participants and to facilitate the job of the Jury, the content of the sheets will have the following data:

#### **SHEET 1:**

- Localization at 1:2000 scale
- General floor plan at 1:500 scale

#### **SHEET 2:**

- Floor plans at 1:200

#### **SHEET 3:**

- Longitudinal sections at 1:200
- Transverse sections at 1:200
- Longitudinal elevations at 1:200
- Transversal elevations at 1:200

#### **SHEET 4:**

- Free sheet for perspectives

### **Areas Chart Criteria**

The areas are compulsory and the designated COORDINATOR is able to reject or not any proposal that does not fulfill this criterion.

A comparative area chart will be included: the areas proposed by CONCYTEC and the areas proposed by the PARTICIPANT, which must appear in one or more white A4 sheets introduced in a white envelope that will be labeled as AREAS CHART and will be attached to the back side of sheet 1.

A 10% margin of difference will be accepted, either upwards or downwards of the total area. The cantilevers that exceed one meter in width will be counted as an area.



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The general floor plan shall include the exterior space layout. Relevant texts or drawings may be added by the participants, but the amount of sheets (04) must not be exceeded. Proposals that do not meet this requirement will not be accepted and may be rejected.

### **3.6 Exhibition of entries**

The drafts will be exposed after the competition. The places and dates will be announced in due time. It is important to note that the exhibition is not part of the competition and will only be considered as an academic diffusion.

### **3.7 Withdrawal of entries**

Architects who want to keep copies of their work or associated documents must obtain them before the submission because they will not be able to get them afterwards. **THE SHEETS AND THE DOCUMENTS ASSOCIATED TO THE WINNING PROPOSAL WILL NOT BE RETURNED.**

### **3.8 Authorization to release the submitted material with the proposal**

By submitting the proposal, participants authorize the Promoter Entity to use the presented material with the respective proposals.

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## **4 JURY AND EVALUATION CRITERIA**

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### **4.1 Jury**

This is a qualified, autonomous, independent and temporary commission that will assess the submitted proposals and will determine the winning proposal. The jury will consist of five members, four of them are architects who, in line with the rules of the competition, will study, assess and decide the merit order of the winning projects.

### **4.2 Conformation**

The jury shall be composed of professionals with extensive experience qualifying similar projects and who will choose the proposal that meet integrally the requirements of competition rules. This jury will have five (05) members:

- Architect Frederick Cooper Llosa
- Architect Kenneth Frampton (UK)
- Architect Francisco Liernur (Argentina)
- Architect José García Bryce
- A CONCYTEC representative (not architect)

### **4.3 Functions of the jury**

The jury members will have the following functions:



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- Choose a President among its members who will be the spokesman.
- Study the "Competition Rules" and consider them thoroughly when evaluating the proposals.
- Learn the characteristics of the place where the project will be developed.
- Prepare the "Final Act" which will contain the best projects and the winning project, as well as the observations to the awarded projects, foundations for the election or it may also be stated that the competition is null and void.

#### **4.4 Internal rules of procedure**

The rules of procedure of the jury are the following:

- Quorum. - The Jury must deliberate with all the members
- Voting. - Each of the member's vote has the same value
- Signature by request. - The President of the Jury may sign by request in behalf of any member. A record of this shall be kept.
- Absence and replace of the jury members. - In the case of the absence of one or more members, due to abandonment, waiver, inability or death, the Jury will continue with its functions with the remainder of its members. If this is case, the vote of the President will be, if necessary, the deciding vote.

#### **4.5 Evaluation criteria**

##### **4.5.1 Basic evaluation criteria. Guiding principles of judgment**

To evaluate the proposals, the integral quality will be considered by the Jury as a basic criterion.

##### **4.5.2 Specific evaluation criteria**

###### **First part:**

The proposals will be analyzed considering its draft nature, the integral quality of them and the correspondence with the following specific evaluation criteria:

- Quality of the architectural design as a sustainable public architecture.
- Originality of the design.
- Quality of the solution regarding the functionality: internal spatial relations and environment; volumetric and architectural language; proportions; textures, colors, etc.
- Formulation of the concepts related to the topic of the competition in the spatial and formal conception of the edification.
- Compliance with the Architectonic Program considering the recommendations on the area management.
- Compliance with the minimum requirements of the project.
- Adequacy of the proposal with the context and integration with the immediate environment.



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- Access, functionality and spatiality criteria involved in the programmed architectonic components and in the Road and Ground Studies and topographic surveys.
- Adaptability, flexibility of the layout and the construction system.
- Technical feasibility for the proposal execution: the proposed construction system must be versatile, simple, easy to build and transport, easy-to-maintain and able to ensure its sustainability.
- Rationality: the estimated costs for the construction should be adjusted to the stipulated amount of the project.
- Sustainable criteria to obtain LEED certification: application of renewable technologies to provide comfort with an efficient use of the energy in the buildings.(Some aspects such as the correct orientation of the edification, constructive technology election, hygrothermal requirements, healthiness, noise control, illumination and habitability of the edifications will be considered)

#### **Second part:**

The Jury will select five (05) drafts and will notify the awarded architects, according to the established timetable in the competition rules.

The winner shall develop, within the time limits set in the competition rules, the following stages of the project.

#### **4.6 Disqualification criteria**

- When any participant, once the consulting stage is finished, sends notifications with his signature or name, or with any of the legal representatives or temporary union members or consortium, or remits any fax or email that could identify the sender as the author of a proposal, it will be assumed that the anonymity has been infringed and the project will be dismissed.

#### **4.7 Sufficient causes for rejection**

Some of the causes for rejection are: not include the CD with the polylines in the proposal package, the architectonic draft, or the identification envelope.

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## **5 FINAL STUDY DEVELOPMENT**

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### **5.1 Consultancy services**

The consultancy services that the winner shall develop comprise the following activities:

- Develop the Final Study in a Technical File of Work level which will have the following specialties: Architecture, Structures, Sanitary



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Facilities, Electrical Installations, Mechanical Installations, Communications, Systems, Security, Lightning, Environmental Impact, Structured Cable Laying as well as equipment and furniture for the suitable operation for the new CONCYTEC headquarter building.

- Develop the Environmental Impact study, which is derived from the Technical File of Work execution.
- Manage the services feasibility related to the various services supply (electric power, water and sewerage, telephony and communications systems). The expenses resulting from this management will be charged to the ARCHITECT/CONSULTANT.
- BIM compatibility (Archicad or Revit)

## 5.2 Deliverables from the ARCHITECT/CONSULTANT and service deadline

The schedule of the deliverables that lead to the submission of the Final Study for the Technical File (work and equipment) and Environmental Impact Study will be as follows:

- 1) Six (06) calendar days after the signing-of- the-contract day: submission of the CORRECTED PRELIMINAR ARCHITECTURAL DRAFT DESIGN
- 2) Forty two (42) calendar days after the signing-of-the-contract day: submission of the FINAL ARCHITECTURAL DRAFT, MEASURED AND BUDGETED IN ORDER TO VERIFY, WITHIN A 5.00% MARGIN ABOVE OR BELOW THE CONSTRUCTION COST, the compliance with the requirement that the building can be built according to the specifications in these Terms of Reference and stipulated costs.
- 3) Fifty nine (59) calendar days after the signing-of-the-contract day: the submission of the FINAL ARCHITECTURAL DRAFT READY TO BE SUBMITTED TO THE MUNICIPALIDAD DE SAN BORJA, AND TO START WITH THE APPROVAL PROCEDURE AS A PRIOR CONSULTATION.
- 4) A hundred and thirty one (131) calendar days the signing-of-the-contract day: submission of the MESUREMENT SPECIFICATIONS AND BUDGETS FROM ALL THE SPECIALTIES.
- 5) A hundred and fifty two calendar days after the signing-of-the-contract day: submission of the SPECIFICATIONS, MEASUREMENTS AND BUDGET FROM ALL THE SPECIALTIES.
- 6) A hundred and sixty seven (167) calendar days after the signing-of-the-contract day, submission of the WITHDRAWAL OF THE SPECIFICATIONS, MEASUREMENTS AND BUDGET OBJECTIONS FROM ALL THE SPECIALTIES, FINAL STUDY AT A TECHNICAL FILE OF WORK LEVEL.

### 5.3.1 Human Resources

#### a) Speciality of Architecture:



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One (01) architect (main professional), local or foreigner with more than five (05) years of professional experience in similar projects

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.

**b) Specialty of Structures:**

One (01) civil engineer (main professional), collegiate and authorized to exercise the profession in the national territory, with at least five (05) years of professional experience in design, structural calculation and other subjects of his specialty, and at least one of them should be similar to the project developed in this competition.

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.

**c) Specialty in Environmental Impact**

One (01) environmentalist professional (main professional) with at least five (05) years of professional experience and with skills in management and treatment of Environmental and Road Impact Studies.

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.

**d) Specialty of Measurements and Budgets:**

One (01) civil engineer (main professional), specialist in measurements and budgets with five (05) years of professional experience.

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.

**e) Specialty of Electrical Installations**

One (01) electrical engineer or electrical mechanic collegiate and authorized to exercise the profession in the national territory, with at least five (05) years of professional experience.

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.



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**f) Specialty of Structured Cabling Network and Data**

One (01) electrical engineer or electrician or electrical mechanic, collegiate and authorized to exercise the profession in the national territory, with at least five (05) years of professional experience.

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.

**g) Specialty of Mechanical Installations**

One (01) mechanical engineer or electrical mechanic, collegiate and authorized to exercise the profession in the national territory, with at least five (05) years of professional experience.

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.

**h) Specialty of Sanitary Engineering**

One (01) sanitary engineer, collegiate and authorized to exercise the profession in the national territory, with at least five (05) years of professional experience.

Requirements:

- Certify with an affidavit the experience in executing at least one (01) similar project.

**i) Specialty of Safety and Automation**

One (01) architect or engineer, collegiate and authorized to exercise the profession, specialist in safety projects. Certified by INDECI (active)

Requirements:

- Certified experience in design and development of two (02) technical files with similar content to the current competition.

**5.4 Sources of information**

The Entity will provide the following documentation to the ARCHITECT / CONSULTANT who obtains the successful bid:

- Copy of the pre-investment study to a feasibility level.

**5.5 Applicable Rules and Regulations to the Final Study**

5.5.1 Technical standards



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- Supreme Decree N° N° 011-2006-VIVIENDA (National Building Regulation).
- A.120 Norm, ( Accessibility for handicapped and elderly people)
- National Electric Code, 2006.
- Safety Technical Inspections Regulation in Civil Defense.
- Automotive Traffic Control Manual for Streets and Roads – MTC, approved by Ministerial Resolution N° 210-2000-MTC/15.02 (05/03/2000), which describe the requirements that justify the installation of traffic lights at an intersection.
- Specifications of Peruvian Technical Standards (NTP) from INDECOPI.
- Safety and Environment Standards, G-50 norm from R.N.E.
- Classification System (LEED Certificate)
- And other relevant standards to each one of the specialties.

#### 5.5.2 Municipal Standards

- Municipal Decree N° 010-2013-MSB-A (Tupa 2013 - San Borja)
- Ordinance N° 274-MSB ( regulates the supply of parking lots required to any property in San Borja district)

### 5.6 Procedure to elaborate the Technical File

The Technical File shall be submitted in the following way:

- In a 7,5 cm - A4, white, pioner folder. All the sheets and plans must be duly numbered, sealed and signed by the professionals in charge of every specialty. They must attach the original certificate of active member in their respective Professional Association.
- The plans must be originals and must be of a size that allows the correct representation of the layouts and must be properly folded in plastic mica.
- All the documents in the final Technical File will be submitted in two (02) originals and two (02) copies.
- Three (03) digital copies will be submitted. These copies will have the total data of the Technical File. For the literal part, this data will be in a word processor file. The plans will be in a C.A.D. file, the schedule for the work execution in a Work Program software, and the costs and budget in a Cost and Budget software. Additionally, the costs and budgets must be presented in a spreadsheet format. All the files need to be properly sorted by specialty with identification and extensions that allow any reproduction or updating that may be needed in the File.
- Two (02) digital copies (CD) with all the Technical File documents must be presented. The software used must be capable to be opened without affecting the information in the CD.

### 5.8 ARCHITECT / CONSULTANT's commitment



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- The ARCHITECT / CONSULTANT shall be directly liable for the execution of the contracted service and should coordinate with all the specialties so any deficiencies that may arise from the studies after the provision of services, during the work execution and until the end, can be rectified with no cost for the ENTITY.
- The ARCHITECT / CONSULTANT shall have a constant communication with the entity's COORDINATOR as well as with other institutions involved.
- The ARCHITECT / CONSULTANT shall provide advice, reply to any inquiry or observation that the COORDINATOR may have and inform of these to the specialists when needed.
- The ARCHITECT / CONSULTANT is responsible for the compliance of his intended objectives schedule and must take the necessary steps for accomplishing it.
- The ARCHITECT / CONSULTANT shall arrange with the coordinator to obtain the respective approvals, if so, for the work execution, informing the actions that need to be taken for this purpose. All the necessary procedures will be followed to obtain the Building Permit from the Municipality of San Borja.
- During the work execution, the ARCHITECT / CONSULTANT shall reply any inquiry regarding the technical file within the time limits noted by the entity's COORDINATOR. The answers to the inquiries or any modifications in the plans must be countersigned by the respective specialist.
- The ARCHITECT / CONSULTANT's liability for the elaboration of the final studies, noted in paragraph 2 of Bidding Scope, chapter III Minimum Technical Requirements, is for seven (07) years from the date of the service conformity, granted by the entity.

#### **5.9 ARCHITECT / CONSULTANT's liability**

- Supplement and coordinate the information in all the specialties in order to get a fully harmonized technical file without interferences that the CONTRACTOR may claim as reasons to extend the deadlines or increase the costs.
- Coordinate the project development with the COORDINATOR, otherwise, some conflict and confusing situations may arise.
- Prepare the technical and administrative documentation to obtain the Authorization or licenses from the different competent bodies (Municipalities, Water and Sewer Company, Electrical Company, etc.) that are needed to execute the project.
- Take the necessary steps in due time to comply with the execution time limits. The costs that imply managing authorizations, permits and licenses from the competent bodies must be assumed by the ARCHITECT / CONSULTANT, with the exception of the corresponding fees which will be assumed by the Entity.
- In case that the technical file objective differs from the contractual objective approved in the viable public investment



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project profile, the ARCHITECT / CONSULTANT, with the support of his specialists, will submit a technical report that justifies that difference, and this report shall have the approval of CONCYTEC.

## **5.10 Specific considerations for the development of the Final Studies**

### **5.10.1 Topographic survey**

Once the Preliminary Architectonic Draft is approved, the ARCHITECT / CONSULTANT shall verify the topographic survey of the terrain granted by CONCYTEC.

#### **The following documents must be submitted:**

- Descriptive report of the performed works.
- Location plan
- Floor plans (distribution) and necessary sections.
- Topographic survey plan with representative level curves, secondary curves every 0.20 m with the following data:
  - Initial BM, with the level and orientation coordinates.
  - Overhaul stations with its orientation coordinates.
  - Real axe and area measurements in site.
  - Measurement of the angles formed by the axes or radii for arches.
  - Indicate sidewalk and road sections, dimensions and levels.
  - Name of the streets surrounding the property.
  - Location, exact address, block, urbanization, district, province and department data.
  - Interior/exterior photographic report, street views and neighboring constructions.

### **5.10.2 Ground Mechanics and Geotechnical Study**

Once the Preliminary Architectonic Draft is approved, the ARCHITECT / CONSULTANT shall adapt the ground mechanics and geotechnical studies that were granted by CONCYTEC to the architectonic, structural characteristics and other engineering features involved in the project. If the conditions require it, an extension of the scopes in any of the parts should be performed, according to the Regulation and the accepted procedures in geotechnical engineering. This must follow the RNE E.050 standard.

### **5.10.3 Environmental Impact Study**

This must be developed according to the current regulation endorsed by a professional registered in the OMA of the corresponding Ministry in charge of the study approval.

This study shall at least contain the following elements:

- General Aspects (location, objectives, methodology and scopes of the study)



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- Legal and institutional framework
- Description of the project
- Environmental diagnosis (influence area of the project; physic, biological and socioeconomic base line).
- Identification and evaluation of the environmental impacts (methodology and evaluation in different stages: planning, construction, operation, closure or abandonment, potential environmental impacts).
- Socio-environmental management plan (objectives; components; preventive measures, mitigation and environmental control programs; environmental monitoring; solid waste; environmental and safety education; Contingencies and Emergencies Program, program costs).
- Conclusions and recommendations
- Executive summary

Impact analysis of the changes produced by the construction of the building in the natural, socioeconomic, cultural and esthetic environment of the influence area.

The environmental impact study shall be developed according the current regulation and the infrastructure project to be developed.

Additionally, the CONSULTANT shall process the correspondent environmental classification and certification. The Entity will be in charge for the payment of the correspondent TUPA.

#### **5.10.4 Specialty of Architecture**

The project must comprise all the architectonic design criteria and minimum requirements established in the A.010 standard, A.120 standard of the National Building Regulation and others that may be applicable, with prior technical support.

The following elements shall be considered:

- Architectonic plans ( with a proper scale and suitable for the work execution needs and municipality requirements)
- Location plan with a magnetic north, area chart: remodeling, expansion, built area; normative parameters, road sections, others.
- Localization plan with proper scale
- Perimeter plan
- General distribution plan
- Elevation plans
- Section plans
- Exterior work plans (ramps, sidewalks, fences, others)
- Constructive details plans



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- Floor details (interior and exterior), sanitary facilities, labs, false ceilings, stairways, ceilings, furniture, metallic carpentry, wooden carpentry and details necessary to point out in the construction)
- 3D views (at least 3 externals and 6 internals)
- Descriptive report
- Finishes chart
- Technical specifications
- Measurements with its correspondent verification spreadsheet

#### **5.10.5 Specialty of Structures**

The structural design will be made considering the structural conception and the analysis procedure for the edification. The structure's design shall comply with the RNE and will take the ground mechanics study as basic information according to the E.050 standard and will have to define the foundation type to be used.

The structural design will follow the current technical standard of construction as well as the titles, standards and annexes from the R.N.E.

#### **5.10.7 Specialty of Electro Mechanic Facilities**

The mechanic facilities design will follow the current technical standard of construction as well as the titles, standards and annexes from the R.N.E. The design will comprise the air conditioned systems, mechanical ventilation system, vertical transportation system, liquefied gas system, generators and everything related to the specialty required by the project.

#### **5.10.7 Sanitary Facilities**

The design will determine the correct operation of the water and sewer network, either in the exterior as in the interior. In addition, information may be requested from the entities which provide this service (feasibility of the service). These water and sewer networks must be indicated in the general plans and in the descriptive report so the entity managing these public services can execute them.

#### **5.10.8 Electrical Facilities and Communications**

The ARCHITECT / CONSULTANT will design the electric system of the edification. The project will follow the minimum guidelines established by specialty and, considering the facility is part of a "smart" building, this will include: an electric system, a low tension system, a communication system, a communication system channeling, an electrical sub-station, an earthing system, generators, general lightning, general and distribution board, air conditioned equipment, computing center, power supply and earthing systems for computer and telecommunication systems, voice and data structured wiring system: channeling, boxes, outputs, guides and cabinets, communication systems: TV-video and communication equipment, communication tower, surveillance and security system, etc.



### 5.10.9 Specialty of Safety and Automation

The design must consider all the necessary requirements regarding safety: clearways, capacity flows and security zones, fire protection network system, extinguishers and emergency lightning.

Safety standards must be considered in the design as well as the evaluation factors from INDECI and the regulations of the A.130 RNE standard.

### 5.10.10 Measurements and Budget

- Budget summary
- Budget of all the specialties
- Inputs sorted by specialty
- Polinomial formula by specialty
- Unit costs by specialty. Avoid considering measurement units (global or total)
- Analysis of itemized general expenses (fix and variable)
- Construction progress schedule (Gantt timetable)
- Valorized timetable of construction progress
- Material acquisition timetable
- Quotation of materials and equipment identifying the main providers of the site (materials, equipment rental, etc.; transportation(quotes by volume and kilograms) duly supported with preformats from the local providers and specialized works in original such as air conditioned systems, tempered glasses, generators, hydro-pneumatic pumps, fire protection systems and anything that represents specialized costs pointed out in the budget. The use of construction methods and materials according the area shall be considered.

### 5.11 Equipment and Furniture File

- Descriptive report
- General considerations (quality, warranty, delivery mode, others)
- Furniture technical specifications
- Equipment technical specifications
- Equipment and furniture distribution plans
- Furniture and equipment detail plans
- Detail and signage technical specifications plans
- Measurements with verification spreadsheet
- Furniture and equipment budgets

Includes:

- Drawing and design of equipment plans (equipment distribution) considering the administrative furniture, electro-mechanical equipment, computer equipment and supplementary equipment. The plans shall consider as well the electric power supply points, water, sewer, medical gases and others; the list of keys printed in every plan considering the



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proposed equipment in the equipment plans (OGA equipment identification keys shall be used).

- Elaboration of the integral list of equipment and furniture by Services and Environments, considering the proposed equipment in the equipment plans and the necessary equipment that is not considered in the plans.
- All the equipment and furniture must meet the minimum requirements described.

## **5.12 Files for the Licenses and Authorizations**

### **5.12.1 Building license file**

The requirements established by the Municipality of San Borja shall be met.

### **5.13 Consistency report and/or feasibility verification**

The ARCHITECT / CONSULTANT must submit the report that supports form 15 (consistency) and/or, if any, the feasibility verification report of the project the day after the Third Report (Final Report) has been subscribed.

#### **General consideration**

All the critical information used by the professionals for the technical file development shall be submitted with the required documents, duly supported and documented with a situations, conclusions and recommendations report.

### **5.14 Disaster Mitigation Criteria**

The design of the project must ensure the establishment's safety in normal conditions and critical emergencies, especially when natural disasters occur such as earthquakes, heavy rains, floods, etc. Therefore, the protection objectives to face these natural phenomena shall be related with the capacity of each infrastructure to deal with them satisfactory.

The protection must be ensured when facing human-induced disasters such as fires, explosions, etc. Each specialist shall establish and identify the conditions to be fulfilled by his design or product.

Each specialist, in coordination with the Safety specialist, shall determine the functional independence time limits of the following supplies dealing with possible breakdowns: drinking water (number of hours), electricity (number of hours) or other necessary supplies.

### **5.15 Maintenance**

The technical file shall be elaborated considering the following criteria concerning the sustained maintenance through time:



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- Maintenance shall be understood as the coherent and interdisciplinary group of actions and policies involved in the operation of electro-mechanical equipment, computer equipment, telecommunications equipment, administrative furniture, capable to sustain the original functioning, including the property operation. The providers' suggestions shall be considered, as well as the technical manuals, performances standards, pre-established capacities and operation conditions.
- The ARCHITECT / CONSULTANT, in the pursuit of coordinating the maintenance and safety procedures, must consider the following:
  - ✓ Functional design and correct use of easy-to-maintain materials which provide security and facilitate cleaning and disinfection.
  - ✓ Provide maintenance and operation manuals for the equipment and materials that providers may supply in Spanish language.
  - ✓ Determine the recommendations for the maintenance schedule and quality check of the infrastructure.
  - ✓ The intervention levels of the own personnel and manufacturer or provider representative will be defined.

## **5.16 Documents that must be included in the Final Study**

### **5.16.1 Written documents:**

Each specialty: descriptive report, technical specifications of materials and execution or construction processes, quality control tests and trials, calculation report, measurements supported with verification spreadsheets and graphics, budgets, unit prices analysis and polynomial formula in S-10 for Windows, work execution schedule, contract schedule of values, Gantt chart.

The ARCHITECT / CONSULTANT must submit the technical specifications for each one of the records, being the materials the same ones noted in the plans.

Every original document will have the signature of the ARCHITECT / CONSULTANT, the project manager and all the specialists involved. Each file must include two (02) originals and two (02) copies, which will be placed in a pioneer A4 white folder with an index and the presentation of each specialty.

The files with all the technical file graphic and written information will be delivered in a CD.

### **5.16.2 Graphic documents:**





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Basic and detailed plans for every specialty at 1/50, 1/75, 1/100, 1/25, 1/10, 1/5, 1/2 and others that may be relevant, with prior coordination with Supervision.

Format: The originals shall be submitted in a 90g Bond paper and "A" formats (ISO/DIN) and the ARCHITECT / CONSULTANT must suggest the Supervision the final presentation format. All the specialties must have the same format presentation. A complete set of original plans and two complete sets of copies will be presented in 90g Bond paper, folded in A4 format, numbered, legibly signed and sealed by the ARCHITECT / CONSULTANT and by the professional in charge of the respective design.

The plans must be made with AUTOCAD 2010 and they also need to be in CDs, saved in DWG. extension files. These plans must comply with the specifications in "Standardization for the elaboration of graphics in AutoCAD". This document will be delivered to the contracted ARCHITECT / CONSULTANT.

## **5.17 Presentation of the Study**

### **5.17.1 First Report**

A hundred and thirty one (131) calendar days after the signing-of-the-contract day, the Final Projects from all the specialties, two written copies and one magnetic copy of the documents noted in item **5.10.1**, **5.10.2** will be submitted.

- Basic Architecture Plans and Engineering Basic Studies (topographic survey) and ground mechanics study)

After the submission of the report, the ARCHITECT/CONSULTANT will request a meeting with the institution's COORDINATOR and the professionals from each specialty in order to unify criteria and sustain the approach. Any failure to attend the meeting from the specialists will lead to a penalty.

This report must be presented to the COORDINATOR, who will check the documentation in a scheduled meeting with the CONSULTANT to evaluate and define the parameters for the development of the elaboration of the technical file. After this, the respective Revision Acts will be issued with the observations, and once these are lifted, the act will be issued with the CONFORMITY rating and then the integral project elaboration will start (architecture and all the specialties). This elaboration will be executed by the professionals that make up the work team.

### **5.17.2 Second Report**



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A hundred and fifty two (152) calendar days after the signing-of-the-contract day, the Specifications, Measurement and Budgets from all the specialties will be summited. The documents listed in items **5.10.3, 5.10.4, 5.10.5, 5.10.6, 5.10.7, 5.10.8, 5.10.9** will be presented in two copies and a magnetic copy of the data.

- Including the presentation of the integral project development of all the specialties.

After the submission of the report, the ARCHITECT/CONSULTANT will request a meeting with the institution's COORDINATOR and the professionals from each specialty in order to unify criteria and sustain the approach. Any failure to attend the meeting from the specialists will lead to a penalty.

This report must be presented to the COORDINATOR, who will check the documentation in a scheduled meeting with the CONSULTANT to evaluate and define the parameters for the development of the elaboration of the technical file. After this, the respective Revision Acts will be issued with the observations, and once these are lifted, the act will be issued with the CONFORMITY rating and then the integral project elaboration will start (architecture and all the specialties). This elaboration will be executed by the professionals that make up the work team.

The ARCHITECT/CONSULTANT, along with his team will be in charge of the harmonization of the specialties in order to avoid discrepancies between the plans and the technical documentation of the technical file.

Furthermore, the elaboration of the measurements, measurement support and budgets (5.10.10) and other documentations needed to complete the technical file will be developed.

Once the measurements and budgets are finished, there will be a joint coordination meeting with the ARCHITECT/CONSULTANT to check and harmonize the documents of the technical file. This way, CONCYTEC can check and approve them for the final delivery.

This report must be presented to the COORDINATOR, who will check the documentation in a joint coordination meeting with the ARCHITECT/CONSULTANT. In this meeting they will evaluate and define the parameters for the next stage of the technical file elaboration. After this, the respective Revision Acts will be issued with the observations, and once these are lifted, the act will be issued with the CONFORMITY rating and then the integral project elaboration will start (architecture,



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structures, sanitary and electrical facilities). This elaboration will be executed by the professionals that make up the work team.

In case there are observations in the final report, these will be informed to the ARCHITECT/CONSULTANT, who will have a maximum of fifteen (15) days to lift them up. Once this time limit is over, a daily penalty will be applied.

The ARCHITECT/CONSULTANT must ensure that the project is executed with the technical quality required in the Pre-Investment Study, the current terms of reference and the offered technical proposal; so, the errors and omissions or any act made by the team professionals will be under his full responsibility and will not be able to generate work additional by default or technical file deficiencies.

The liability period will not be less than seven (07) years. This is established in the Basis of the Contract and Civil Code.

Any change in the professional staff will be made with prior approval of the institution's Administration General Office. The changed professional will present the professional's profile with similar characteristics or better for the correspondent specialty.

In case the ARCHITECT/CONSULTANT does not lift the observations within the established time limits, a penalty will be imposed to him according the basis of the contract.

### **5.17.3 Third Report (submission of technical file)**

A hundred and sixty seven (167) calendar days after the signing-of-the-contract day, the technical file shall be submitted with the following presentation and composition.

#### **Volume 01: Executive summary**

- Documentation general index
- Budget summary
- Topographic study
- Ground study
- Road and Environmental Impact study

#### **Volume 02: Architecture**

- Architecture descriptive report
- Finishes chart
- Technical Specifications by architecture budget allocation
- Unit prices analysis
- Polinomic formula
- Inputs list
- Quantities by Unit of Measure



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### **Volume 03: Structures**

- Descriptive report
- Calculation report
- Technical specifications by budget allocation
- Budget
- Unit prices analysis
- Polinomic formula
- Inputs list
- Quantities by Unit of Measure

### **Volumen 04: Sanitary Facilities**

- Descriptive report
- Calculation report
- Technical specifications by budget allocation
- Budget
- Unit prices analysis
- Polinomic formula
- Inputs list
- Quantities by Unit of Measure

### **Volume 05: Electrical and Communication Facilities**

- Descriptive report
- Calculation report
- Technical specifications by budget allocation
- Budget
- Unit prices analysis
- Polinomic formula
- Inputs list
- Quantities by Unit of Measure

### **Volumen 06: Mechanical Facilities**

- Descriptive report
- Calculation report
- Technical specifications by budget allocation
- Budget
- Unit prices analysis
- Polinomic formula
- Inputs list
- Quantities by Unit of Measure

### **Volume 07: Equipment**

- Descriptive report
- Technical specifications of each equipment used in the project
- Referential budget
- Equipment listed by services and environments
- Quantities by Unit of Measure

**Volume 08: Safety**

- Descriptive report
- Safety and evacuation plans
- Firefighting network system location plans indicating the alternative supply capacity of water.

**Volume09: Final plans from all the specialties****5.18 Additional tasks**

THE ARCHITECT/CONSULTANT shall be responsible for:

- Processing the demolition permit, if applicable. The General Administration Office will be responsible for the corresponding cost.
- Processing the project approval in the Municipality of San Borja until the Building Permit is obtained. If there are some observations, the ARCHITECT/CONSULTANT shall correct them in coordination with the ENTITY, until the Building Permit is obtained. The ARCHITECT/CONSULTANT will be responsible for processing the necessary documentation, such as the Competency Certificate, in order to achieve the Building Permit.
- Processing the feasibility of electricity, water and telephony, which is part of the specialties project.
- Environmental Impact

**5.19 Project's Follow-up Notebook**

The ARCHITECT / CONSULTANT shall provide after signing the contract "The Follow-Up Notebook of the Technical File" to the COORDINATOR. This documentation shall be numbered and have the original and two copies, one for the ARCHITECT / CONSULTANT and the other one for the COORDINATOR. The SUPERVISOR will have the original documentation. The notebook will serve to write notes and/or observations related to the progress of the study. The ARCHITECT/CONSULTANT will be responsible for keeping the information updated. Each note or observation shall contain the signature of the authorized representative of the ARCHITECT/CONSULTANT and the COORDINATOR's, as well as the date on which it was signed.

The follow-up Notebook of the Technical File shall be closed by the Inspector, once the FINAL STUDIES have been approved by the entity.

**5.20 Post-Study Tasks**

The ARCHITECT/CONSULTANT shall deal with the requests or necessary requirements of the Municipality of San Borja regarding the processes, prior to the Permit and/or Construction Authorization. He also shall deal with the requests or requirements of the corresponding entities for the Environmental



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Impact Process, as well for the Permits for the Uninterrupted Execution of the Construction.

Finally, the ARCHITECT/ CONSULTANT shall advise the General Administration Office and clarify the technical inquiries regarding the Technical File before, during and after the construction and equipment stages.

### **5.21 Results**

The final task at this stage will be delivering the Technical file for the execution of the work "New Corporate headquarters of the National Council for Science, Technology and Technological Innovation".

### **5.22 Terms of Reference Supplementary Documents**

The rules and all documents specified in this "Terms of Reference", as well as the plans and other accompanying documentation regarding the consulting are included in the "Contract".

If there is any problem with the different parts of the contract's documentation, the following order of priority shall be applied:

- Contract
- Rules of the Tender
- Terms of Reference
- Proposal of the CONSULTANT
- Clarification of Enquiries

If there is any difficulty in interpreting the Contract's documentation, the COORDINATOR of the entity will be responsible for clarifying the ARCHITECT/ CONSULTANT the necessary inquiries after they have been established in consultation with the ENTITY.

### **5.23 Management Documents**

#### **5.23.1 Feasibility of potable water and sewerage service**

- Feasibility Certificate of water and sewerage services subscribed by the company that provides such services to the town.

#### **5.23.2 Feasibility of power supply and design point**

- Feasibility Certificate of power supply and design point signed by the company that provides such services to the town.



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## **ANNEX**

### **REQUIRED FURNITURE AND EQUIPMENT**

| DESCRIPTION                            | QUANTITY |
|--|----------|
| <b>1.0 FURNITURE</b>                   |          |
| <b>1.1</b>                             |          |
| - A-type desk                          | 1        |
| - B-type desk                          | 217      |
| - C-type desk                          | 34       |
| - D-type desk                          | 9        |
| - Metal bookshelf                      | 216      |
| - B-type bookshelf                     | 3        |
| - C-type bookshelf                     | 350      |
| - WC bookshelf                         | 189      |
| - Shelf                                | 2        |
| - A-type table                         | 36       |
| - B-type table                         | 6        |
| - C-type table                         | 16       |
| - D-type table                         | 10       |
| - E- type table                        | 1        |
| - A-type chair                         | 616      |
| - B-type chair                         | 15       |
| - C-type chair                         | 65       |
| - E-type chair                         | 91       |
| - F-type chair                         | 94       |
| - G-type chair                         | 96       |
| - H-type chair                         | 544      |
| - A-type sofa                          | 6        |
| - B-type sofa                          | 39       |
| <b>1.2 INTERNAL SERVICES EQUIPMENT</b> |          |
| - Vending machine                      | 1        |
| - Kitchen                              | 6        |
| - Refrigerator                         | 3        |
| - Bench                                | 8        |
| - Stretcher                            | 1        |
| - Lockers                              | 78       |
| <b>2.0 EQUIPMENT</b>                   |          |
| - Computers                            | 151      |
| - Screen                               | 5        |
| - Banner                               | 8        |
| - Projector                            | 5        |



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