

MAC¹

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MAC Management Inc.

Professionally Simplified Project Management



MAC[↑]

Office Fit-Out Guide

2026

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BPO

Item No	Task Description/ Work Packages BPO	Basic		Medium		High	
		PHP/ m2	USD/ sq.ft.	PHP/ m2	USD/ sq.ft.	PHP/ m2	USD/ sq.ft.
	PROJECT TOTALS	48,470.00	72.99	71,800.00	108.07	106,510.00	169.07
1.0	Soft Costs	3,050.00	2.03	4,170.00	2.42	6,450.00	2.99
1.1	Project Management	1,300.00	2.03	1,550.00	2.42	1,800.00	2.99
1.2	Interior & Architectural Designer	1,200.00	1.87	1,750.00	2.73	2,700.00	4.48
1.3	MEPF Designer	550	0.86	870	1.36	1,200.00	1.99
1.4	Other Consultants: LEED/ WELL/ Acoustic/ Lighting/ Etc.		0		0	750	1.24
2.0	Contract Packages	45,420.00	70.95	67,630.00	105.65	100,060.00	166.08
2.1	Builder's Work: Architectural/Civil & Interior Works	17,000.00	26.56	24,250.00	37.88	37,080.00	61.55
2.2	Building Services: Mechanical, Electrical, FDAS, Plumbing and Fire	12,750.00	19.92	18,400.00	28.74	22,440.00	37.25
2.3	FF&E: System Furniture, Chairs, Carpet, Loose Furniture	7,100.00	11.09	11,000.00	17.18	21,000.00	34.86
2.4	Specialist Equipment: PACU, UPS, Server Fire Suppresion (FM200, Novec)	3,250.00	5.08	5,100.00	7.97	6,630.00	11
2.5	Electronics: Structured Cabling	2,220.00	3.47	3,230.00	5.05	3,730.00	6.19
2.6	Electronics: Security Devices (Access Control, CCTV)	1,450.00	2.27	2,470.00	3.86	3,060.00	5.08
2.7	AV: Audio-Visual Equipment	1,650.00	2.58	3,180.00	4.97	6,120.00	10.16



Traditional / Corporate

Item No	Task Description/ Work Packages Traditional/ Corporate	Basic		Medium		High	
		PHP/ m2	USD/ sq.ft.	PHP/ m2	USD/ sq.ft.	PHP/ m2	USD/ sq.ft.
PROJECT TOTALS		56,310.00	84.36	73,570.00	110.4	107,950.00	161.28
1.0	Soft Costs	3,610.00	2.03	4,400.00	2.34	6,850.00	3.05
1.1	Project Management	1,300.00	2.03	1,500.00	2.34	1,950.00	3.05
1.2	Interior & Architectural Designer	1,550.00	2.42	1,950.00	3.05	2,850.00	4.45
1.3	MEPF Designer	760	1.19	950	1.48	1,300.00	2.03
1.4	Other Consultants: LEED/ WELL/ Acoustic/ Lighting/ Etc.		0		0	750	1.17
2.0	Contract Packages	52,700.00	82.33	69,170.00	108.06	101,100.00	158.24
2.1	Builder's Work: Architectural/Civil & Interior Works	20,600.00	32.18	29,400.00	45.93	40,200.00	62.8
2.2	Building Services: Mechanical, Electrical, FDAS, Plumbing and Fire	16,350.00	25.54	17,350.00	27.1	22,450.00	35.07
2.3	FF&E: System Furniture, Chairs, Carpet, Loose Furniture	6,850.00	10.7	10,500.00	16.4	21,000.00	32.81
2.4	Specialist Equipment: PACU, UPS, Server Fire Suppresion (FM200, Novec)	2,850.00	4.45	3,550.00	5.55	5,600.00	8.75
2.5	Electronics: Structured Cabling	1,850.00	2.89	2,150.00	3.36	2,650.00	4.14
2.6	Electronics: Security Devices (Access Control, CCTV)	1,450.00	2.27	2,450.00	3.83	3,050.00	5.06
2.7	AV: Audio-Visual Equipment	2,750.00	4.3	3,770.00	5.89	6,150.00	9.61

Agile

Item No	Task Description/ Work Packages AGILE	Basic		Medium		High	
		PHP/ m2	USD/ sq.ft.	PHP/ m2	USD/ sq.ft.	PHP/ m2	USD/ sq.ft.
	PROJECT TOTALS	56,600.00	84.98	77,110.00	116.24	105,750.00	158.68
1.0	Soft Costs	3,600.00	2.19	4,300.00	2.5	6,100.00	2.73
1.1	Project Management	1,400.00	2.19	1,600.00	2.5	1,750.00	2.73
1.2	Interior & Architectural Designer	1,650.00	2.58	1,850.00	2.89	2,400.00	3.75
1.3	MEPF Designer	550	0.86	850	1.33	1,200.00	1.87
1.4	Other Consultants: LEED/ WELL/ Acoustic/ Lighting/ Etc.		0		0	750	1.17
2.0	Contract Packages	53,000.00	82.8	72,810.00	113.74	99,650.00	155.95
2.1	Builder's Work: Architectural/Civil & Interior Works	20,600.00	32.18	26,800.00	41.87	39,200.00	61.24
2.2	Building Services: Mechanical, Electrical, FDAS, Plumbing and Fire	13,800.00	21.56	16,850.00	26.32	17,850.00	27.89
2.3	FF&E: System Furniture, Chairs, Carpet, Loose Furniture	9,200.00	14.37	13,650.00	21.32	23,650.00	36.95
2.4	Specialist Equipment: PACU, UPS, Server Fire Suppresion (FM200, Novec)	2,550.00	3.98	4,100.00	6.41	5,600.00	8.75
2.5	Electronics: Structured Cabling	2,250.00	3.51	3,060.00	4.78	3,250.00	5.08
2.6	Electronics: Security Devices (Access Control, CCTV)	1,550.00	2.42	2,550.00	3.98	2,850.00	4.73
2.7	AV: Audio-Visual Equipment	3,050.00	4.76	5,800.00	9.06	7,250.00	11.33



Schedule Guide

Design-Bid-Build

WBS NUMBER	TASK TITLE	DURATION	2026									
			M1	M2	M3	M4	M5	M6	M7	M8	M9	
1	Initiation	M										
1.1	Project Management Appointment	0	█									
1.2	Project Charter	0	█									
2	Planning (Design/ Procurement/ Permit)											
2.1	Procurement of Design Consultants	0.5-1	█									
2.2	Concept Design	0.75		█								
2.3	Schematic Design	0.75			█							
2.4	Detailed Design	1			█							
2.5	Procurement of Long Lead	2		█	█							
2.6	Permitting with Landlord and LGU	1-2			█	█						
3	Execution (Construction)											
3.1	Start on-Site	0					█					
3.2	Handover of Server Room	1.5					█	█				
3.3	Practical Completion	3					█	█	█			
4	Monitoring and Control (Change Management)											
4.1	Occupancy Permit	1-2								█	█	
5	Close-out Stage											
5.1	Punchlist Rectification	1									█	
5.2	Technical - O&M, Asbuilts, etc.	2									█	█



Schedule Guide

Design-Bid-Build
Turnkey Approach

WBS NUMBER	TASK TITLE	DURATION	2026								
			M1	M2	M3	M4	M5	M6	M7	M8	M9
1	Initiation	M									
1.1	Project Management Appointment	0									
1.2	Project Charter	0									
2	Planning (Design/ Procurement/ Permit)										
2.1	Procurement of D&B Contractor	1-1.5									
2.2	Concept & Scheme Design	1.5-2									
2.3	Permit Drawings	1									
2.4	Detailed Design	1-1.5									
2.5	Procurement of Long Lead	2									
2.6	Permitting with Landlord and LGU	1-2									
3	Execution (Construction)										
3.1	Start on-Site	0									
3.2	Handover of Server Room	1.5									
3.3	Practical Completion	3									
4	Monitoring and Control (Change Management)										
4.1	Occupancy Permit	1-2									
5	Close-out Stage										
5.1	Punchlist Rectification	1									
5.2	Technical - O&M, Asbuilts, etc.	2									

GENERAL ASSUMPTIONS

LOCATION: METRO MANILA
EXCLUDES MAJOR BUILDING UPGRADES IF NEEDED (GENSET/ STAIRCASE, ETC.)
ONE FLOOR 800 TO 2,000 SQ. M.
HANDOVER CONDITION IS WARMSHELL
FOREX: 1 USD = 59.50 PHP
EXCLUDES IT EQUIPMENT AND WHITE GOODS

GENERAL ASSUMPTIONS

Arch/ Interior	Basic (Essential)	Medium	High-End (Experiential)
Floor Finishes	Standard loop-pile carpet tiles Basic vinyl planks (LVT) in utility areas.	High-grade patterned carpet tiles LVT (stone/wood look), or polished concrete in open areas.	Broadloom carpets, engineered timber, or natural stone/marble in reception and executive suites.
Wall Finishes	Painted drywall (semi-gloss/flat) with standard vinyl wall base. Minimal acoustic treatment.	High-quality wallpaper, fabric-wrapped acoustic panels, and whiteboard paint in huddle rooms.	Custom timber veneers, decorative stone cladding, or high-STC double-glazed glass partitions.
Joinery	Certain Essential Areas in Basic Laminate	Mid End Laminate or Ducco Finish	High End Laminate/ Veneer Specialty Finishes
Ceiling Finishes	Exposed/painted ceiling with "industrial look" or standard 600x600 mineral fiber tiles (NRC <.9)	Combination of open ceilings and gypsum board "islands" or baffles for localized acoustic control (NRC 0.9)	Custom feature ceilings (slat wood, metal mesh) and high-performance acoustic gypsum systems.

SAMPLE IMAGES ONLY



GENERAL ASSUMPTIONS

System	Basic	Medium	High-End
Mechanical (A/C)	Standard DX-type split units or basic tapping to building VAV/AHU with manual controls.	VRF (Variable Refrigerant Flow) systems with localized zone controls and basic air filtration (MERV 8-11).	Smart HVAC integrated with BMS, advanced air purification (HEPA/UV), and high-efficiency heat recovery.
Electrical	Standard LED lighting (non-dimmable) and manual switching. Basic power density per sqm.	Automated lighting with occupancy sensors and daylight harvesting. Dedicated circuits for critical IT.	Fully addressable/dimmable DALI lighting. Smart-metering for ESG tracking and high-density UPS redundancy.
Plumbing	Standard ceramic fixtures with manual faucets and basic pantry appliances.	Grade-A ceramic fixtures with touchless/infra-red sensors. Integrated water filtration in pantries.	Designer/Luxury fixtures. Full touchless suites, instant boiling/chilled water systems, and greywater recycling.
Fire Protection & Detection	Standard code-compliant wet-pipe sprinklers and manual pull stations.	Standard sprinklers + localized FM-200 or NOVEC clean-agent suppression in server/comms rooms.	Pre-action sprinkler systems for high-value areas. Intelligent smoke detection and high-sensitivity aspiration (VESDA).

MAC-RO PERSPECTIVE

Increase 2025 benchmark cost by 5-10%, higher than BSP's forecast inflation for 2026 is between 3.0 to 3.2% and CMRPI of 1.2% YOY for Metro Manila

- Tension in the middle east (US-Israel vs. Iran)
- Minimum wage increase

Considerable Renovation of existing space driven on current economic situation (lower CAPEX)

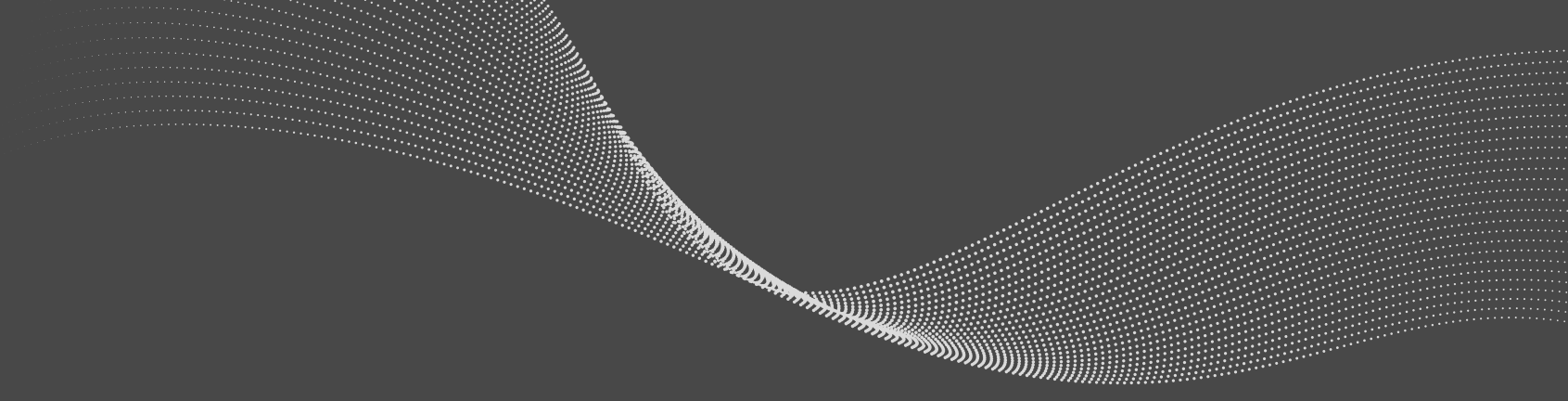
Reinstatement Cost: Basic (Php 6,500/ m²); Medium (10,000/ m²); High (15,000+/m²)

Importance of Due Diligence to understand Building's Readiness for a BPO or Traditional office, to factor potential additional costs

Procurement of Long Lead Items Early

- 45 to 60 days for FF&E's within Asia
- 60 to 120 days for AC Units (if not on-stock items)
- Consider IT, AV and Security in Long Lead Items

Factor time to acquire Building and Occupancy Permit in Scheduling (4-6 weeks - dependent on signatories and LGU)



Practical Acoustic Guideline

Practical Acoustic Guideline

Acoustic Checklist		Details to Check
1	Partition Details	
1a	Drywall Partition Details	STC \geq 50 (refer to drawing) NC 40 Walls to be treated with sound absorptive material rated at NRC 0.7
1b	Location of Electrical and Service Outlets	minimum distance 600m c-c
1c	Fire Seal Complete for all Utilities? What is the material used?	Understand potential sound leakage
2	Doors	
2a	Door Details (Brand)	Hollow, Solid, Glass Frame, Single or Double Glazed, etc.'
2b	Door Seal Used	
2c	Jamb Details	Check STC Rating
3	Ceiling	
3a	Ceiling Acoustic Detail	NRC 0.7 minimum STC rating, Brand, Details
3b	Ceiling As-built Drawings	Engineering - Ceiling Return Review
3c	Physical Check for Gaps	Ceiling to Slab
4	Floor	
4a	Flooring Details	Carpet NRC/ STC rating, Brand
4b	Other Floor Finishes	Details
5	Finishes	
5a	Sound Absorptive Materials	As-Built and details of Fabric Panels NRC/ STC rating, Location, sizes

Construction Project Management Cheat Sheet	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	By: Engr. Jommel Macabagdal, PMP TIPS
10+2 Knowledge Areas	Initiation	Planning (Design/Procurement/Permits)	Execution (Construction)	Monitoring and Control	Close-out (Handover)	Create Knowledge Management Playbooks & Templates Progress Over Perfection
1. Scope Management	Scope of Works Contract	Design Management Plans & Specifications/ BOQ	Shop drawings Materials Approval	Change Request Scope of Works Tracker	Balance/ Additional/ Punchlist As-Built Drawings	Avoid or Manage Scope Creep Comprehensive Change Mgt.
2. Cost Management	Cost Database High Level Costing	Budget	Cost Control & Management Progress Billings		Financial Close-out Quit Claims	Value Engineering Knowledge Cash Flow Management Understand Contracting Types
3. Time Management	Schedule Database High Level Schedule	Project Schedule Building Permit	Schedule Tracking & Management/ Extension of Time Crashing/ Long Lead Items		Certificate of Completion Occupancy Permit	Building Permit Process Understanding Long Lead Materials & Equipment Tracking (early Procurement)
4. Procurement Management	Procurement Strategy Supply Chain	Procurement Documents Procurement Tracker Vendor Selection Process	Vendor Management		Vendor Performance Assessment	Good Vendor Supply Chain Align with Client Procurement Strategy Apples-to-Apples and Objective Comparison Use of Technology (eg. BIM)
5. Communication Management	Communication Plan	RACI Chart/ RAM Bid Bulletins	Minutes of Meeting/ Project Management Instructions/ Site Instructions/ RFA/ RFI/ Construction Bulletins		Formal Close-out Report	Develop Collaborative Culture (not Blaming) Proactive not Reactive Project Success is Main Goal Use of Technology
6. Risk Management	Risk Register (Identification)	Risk Management Plan/ Risk Response Plan Comprehensive Risk Register (Impact x Probability)				Clear Escalation Process Early Risk Communication Solution-Driven Mentality
7. Resource Management		Bill of Quantities (Materials & Specs) Resource Identification (Vendors & Workers)	Resource Management/ Leadership/ Resource Leveling/ Work Breakdown Structure/ Progressive Lessons Learned		Project Lessons Learned (Final)	Develop Leadership Skills Develop Resources' Skills (through L&D) Objective and clear KPI's Record & Analyze Data for
8. Integration (Tools and Process)	Project Charter	Project Management Plan/ Integration & Communication Technology/ Comprehensive Progress Reporting/ Dashboards/ Comprehensive and Integrated Change Control Process				Utilize Technology Understand Traditional Methodology that still works Aim for Efficiency and Simplicity
9. Stakeholder Management	Stakeholder Register	Stakeholder Engagement Plan/ Workshop sessions Meetings/ Catch-ups			Project Lessons Learned (Final)	Understand Stakeholders' interest, impact and attitude As the PM, ask how can I help
10. Quality Checks (QM Under GC)		Quality Management Plan Quality Assurance Plan Quality Control Plan	Quality Inspection of Project Site/ Quality Inspection on Vendor Fabrication/ Issuance of Non-Conformance Report		Punchlist Close-out Testing & Commissioning	There should be a QA/ QC Team Engage Designer on QA/ QC inspections Develop Project Audit
11. Worker Wellness (HSE)		Health & Safety Plan Wellness Target *(if required)	HSE Walkthrough & Inspection/ Housekeeping/ Toolbox Meeting/ Incident Management/ Safety Moment		Safety Records & Lessons Learned	Walk and Talk about Safety Empower Safety Officers Reward Safety Accomplishments
12. Environment Conscious	Understand Sustainability Goals	Local Environmental Compliance Check Sustainability Plan	Record and Manage Sustainability		Final Report* (if required)	Understand Local Environmental Regulations Be Environmental Conscious

About Us

We are your trusted partners in bringing projects to life—building efficient, future-ready environments through collaboration, craftsmanship, and a genuine commitment to excellence.

Our Mission

To be a nationally recognized premiere player in the Project Management in Real Estate focused on building efficient spaces for present and future generations.

Our Vision

To provide excellent service through synergistic collaborative efforts, strong relationships with partners, and above all, building with a forward-thinking mindset.

Why Engage MAC?



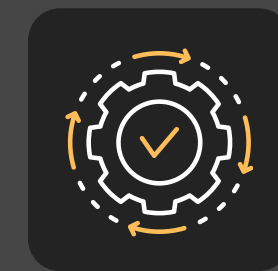
Our People

Capable to deliver projects



Our Passion

Client-Side mentality



Our Process

Simple Solutions

Why Engage MAC?



Our Partners

Market knowledge



Progress over Perfection

Closing Message

Reputation is Lifetime to Build, a moment to Destroy

We recognize a difficult reality in our local industry: the Philippines is home to world-class, brilliant builders, yet many are trapped within a systemic culture that pressures them to compromise their ethics for the sake of their livelihoods. At MAC, we believe no professional should ever have to choose between their job and their values.

We have a mission for the next generation of Filipino builders to be better than us.

Conclusion

Success is not merely delivering a project on time and within budget—it is delivering it with a clean conscience. We advocate for the implementation of rigid, data-driven project management systems that make Transparency the default, not the exception. By utilizing the Simplified frameworks, we create a "shield of accountability" that protects the professional and ensures every decision is made with a "Value and Project First" mentality.



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