



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF THE TREASURY**  
INTRAMUROS, MANILA 1002

*Funding the Republic*

**TERMS OF REFERENCE**

**A. DESCRIPTION :** Supply of Labor and Materials for the Re-painting of Waffle Ceiling and Adjacent Wall Surfaces at ISD Ground floor, Second floor, Third floor and Fourth floor offices of the Bureau.

**B. APPROVED BUDGET FOR THE CONTRACT (ABC)**

One Million and Fifty Thousand Pesos (P1,050,000.00) inclusive of all applicable taxes.

**C. OBJECTIVE**

The Bureau of the Treasury aims to achieve a presentable and clean office working space that is conducive to a cheerful and healthy working environment. The re-painting of the whole Internal Security Division (ISD) at the ground floor and the repainting of all waffle ceiling and adjacent wall surfaces at the second floor, third floor and fourth floor (the "Project") will enhance the aesthetic appearance of the said offices with its bright and clean color.

The Bureau will hire the services of a competent painting contractor that will implement the Project. With the completion of the re-painting works, the Bureau offices will be presentable and comparable with other progressive government offices.

**D. SCOPE OF WORK**

1. Mobilization/demobilization for the total painting works at the ISD ground floor and repainting of all waffle ceiling at the second floor, third floor, and fourth floor offices with an area of more or less 7000 square meters. The Project is divided into two portions, Stage 1 (**see Annex "A"**) and Stage 2 (**see Annex "B"**) as per Bill of Quantities.
2. Painting with three (3) coats of paint with the following colors at various locations which are as follows:

<u>COLOR</u>	<u>LOCATION</u>	<u>FLOOR LEVEL</u>
a). white latex	- all waffle ceiling	- ground, second, third & fourth floor

b). flat wall white - upper side wooden - ground, second,  
wall adjacent to third & fourth floor  
waffle ceiling &  
acoustic board  
ceiling

- all walls at consultant's - fourth floor  
room

c). flat wall  
golden yellow- all walls at the ISD - ground floor  
office

3. Painting job is to be conducted after office hours or during night time on weekdays. The contractor must submit an implementation schedule for every floor showing the time line from receipt of Notice of Award until project completion.
4. Provide adequate cover material or sacoline cloth for all office furnitures and floors so as to protect furnitures and floors from paint drops.
5. Conform to specification (**see Annex "C"**) ceiling plan and other detail drawings. (**see Annex "D"**)

#### **E. OTHER REQUIREMENTS**

The Prospective Bidder:

1. Must be a Filipino firm and in existence for the past five (5) years.
2. Must have work experience for the past five (5) years as a general contractor covering painting works.
3. Must submit contractor's PCAB license (at least small "A"), latest tax clearance, income tax return (ITR), business tax returns for last immediate three quarters (October 2009 to June 2010), mayor's permit and registration with the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC).
4. Must submit a list of at least five (5) contracts of on-going or completed similar government and/or private projects in the last five years with a project cost for the single largest contract equivalent to at least 50% of the Approved Budget for the Contract.

5. Must provide at least 20 labor complement with two (2) supervisors distributed as follows:

- a). Supervisors - 1 foreman for each stage
- b). Stage 1 - 4 skilled painter  
- 2 helper/laborer
- c). Stage 2 - 7 skilled painter  
- 5 helper/laborer

The supervisors must report daily to the Facilities Maintenance Division (FMD) on the status or progress of work of the painting project.

6. Must maintain order and personal discipline of its labor complement and refrain from sleeping, reading newspapers, drinking alcoholic beverage or taking regulated or prohibited drugs while performing task.

#### **F. CONTRACT DURATION**

The project must be completed within sixty (60) working days from receipt of Notice to Proceed.

In case of failure to make the full completion within the specific period, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed based on the amount of unperformed or undelivered scope of work as per contract.

#### **G. TERMS OF PAYMENT**

For and in consideration of the full performance of the above-mentioned scope of work and attached specification, Payment on this project will be made in two progress billing or two installments. First payment is upon 50% completion of the scope of work and final payment or second billing is thirty (30) days upon 100% project completion and final acceptance.

#### **H. RESERVATION CLAUSE**

The procuring entity reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance, reject any and all bids, declare a failure of bidding, annul the bidding process, or not award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the

program/project/activity has been withheld or reduced through no fault of the procuring entity.

The procuring entity assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Submitted by:

**LORETO O. HIDALGO, MNSA**  
*Chief, Facilities Maintenance Division*

Approved by:

**ATTY. GISELA F. LOOD**  
*Deputy Treasurer of the Philippines*