

TERMS OF REFERENCE

A. PROJECT TITLE:

SUPPLY OF LABOR AND MATERIALS FOR THE GENERAL REPAIR OF THE OFFICE OF THE TREASURER OF THE PHILIPPINES LOCATED AT THE AYUNTAMIENTO BUILDING

B. DESCRIPTION:

This project calls for the acquisition of Labor and Materials for the General Repair of the Office of the Treasurer of the Philippines located at the Ayuntamiento Building.

C. AGENCY BUDGET FOR THE CONTRACT:

SEVEN HUNDRED SEVENTY-FIVE THOUSAND PESOS (Php775,000.00)

Inclusive of all applicable tax.

D. GENERAL REQUIREMENTS

PART I – TECHNICAL SPECIFICATION	Bidder's Statement of Compliance
<p>1. SCOPE OF WORK</p> <p>1.1. General Requirements:</p> <ul style="list-style-type: none">1.1.1. Mobilization of labor, materials, tools, and equipment.1.1.2. Provision of Project Management and Supervision1.1.3. Provision of the temporary holding area of materials.1.1.4. Provision of on-site security, health, and safety requirements. <p>1.2. Repainting of interior walls at the Office of the Treasurer of the Philippines.</p> <ul style="list-style-type: none">1.2.1. Application of putty on walls that have hairline cracks.1.2.2. Sanding the surface.1.2.3. Application of two (2) coats (base coat & topcoat) of all interior walls of OTOP. <p><i>¹provide swatches for color approval.</i></p> <p><i>²Application methodology: as prescribed in the product specifications.</i></p> <p>1.3. Repainting of the ceiling at the Office of the Treasurer of the Philippines.</p> <ul style="list-style-type: none">1.3.1. Application of putty on the ceiling that has hairline cracks.1.3.2. Sanding the surface.1.3.3. Application of two (2) coats (base coat & topcoat) of all ceilings at the Office of the Treasurer of the Philippines <p><i>¹provide swatches for color approval.</i></p> <p><i>²Application methodology: as prescribed in the product specifications.</i></p>	

<p>1.4. Repainting of doors, baseboards, and existing cabinets.</p> <p>1.4.1. Application of putty on doors, baseboards, and existing cabinets that have hairline cracks.</p> <p>1.4.2. Sanding the surface.</p> <p>1.4.3. Application of one (1) coat topcoat of all doors, baseboards, and existing cabinets at the Office of the Treasurer of the Philippines</p> <p>¹. <i>Application methodology: as prescribed in the product specifications.</i></p> <p>1.4.4. Application of one (1) coat of clear gloss varnish of all doors, baseboards, and existing cabinets at the Office of the Treasurer of the Philippines.</p> <p>¹. <i>Application methodology: as prescribed in the product specifications.</i></p> <p>1.5. Fabrication of cabinets</p> <p>1.5.1. One (1) set of Storage Cabinet</p> <p>1.5.2. One (1) set of Open shelves.</p> <p>¹<i>provide swatches for color approval</i></p> <p>1.6. <i>Hauling of Debris.</i></p> <p>1.7. <i>Demobilization and clearing of the site.</i></p>	
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2. BILL OF QUANTITIES

Description	Qty.	Unit	Bidder's Statement of Compliance
2.1. GENERAL REQUIREMENTS			
2.1.1. Mobilization/ Demobilization	1	lot	
2.1.2. Provision of Project Management and Supervision	1	lot	
2.1.3. Provision of the temporary holding area of materials	1	lot	
2.1.4. Provision of Site Security, Health, and Safety Requirements	1	lot	
2.2. Repainting of all interior walls at the Office of the Treasurer of the Philippines (OTOP)			
2.2.1. Application of putty on walls that have hairline cracks	1	Lot	
2.2.2. Sanding the surface	1	Lot	

2.2.3. Application of two (2) coats (Base coat and topcoat) of all interior walls of OTOP	300.00	Sq.m	
2.3. Repainting of all ceilings at the Office of the Treasurer of the Philippines (OTOP)			
2.3.1. Application of putty on ceiling that have hairline cracks	1	Lot	
2.3.2. Sanding the surface	1	Lot	
2.3.3. Application of two (2) coats (Base coat and topcoat) of all ceilings of OTOP	450.00	Sq.m	
2.4. Repainting of doors, baseboards, and existing cabinets.			
2.4.1. Application of putty on doors, baseboards, and existing cabinets that have hairline cracks.	1	Lot	
2.4.2. Sanding the surface.	1	Lot	
2.4.3. Application of one (1) coat topcoat of all doors, baseboards, and existing cabinets at the Office of the Treasurer of the Philippines <i>¹. Application methodology: as prescribed in the product specifications.</i>	1	Lot	
2.4.4. Application of one (1) coat of clear gloss varnish on all doors, baseboards, and existing cabinets at the Office of the Treasurer of the Philippines. <i>¹. Application methodology: as prescribed in the product specifications.</i>	1	Lot	
2.5. Fabrication of cabinet			
2.5.1. Fabrication of sliding mirror closet cabinet. - 2.3m x 2.6m x 0.8m - Melamine Faced Marine Plywood (Double faced), ¾" thk. With Matching edge Band (Wood Finish)	1	set	
2.5.2. Fabrication of open shelves cabinet - 1.3m x 2.6m x 0.4m - Melamine-Faced Marine Plywood (Double faced), ¾" thk. With Matching Edge Band (Wood Finish).	1	set	
2.6. Hauling of Debris	1	lot	

2.6.1. Demobilization and clearing of site.	1	Lot	
PART II – STANDARD REQUIREMENTS AND BIDDER’S COMPLIANCE			Bidder’s Statement of Compliance
1. TRACK RECORD			
1.1. The Contractor/Bidder must be a Filipino firm with three (3) years of continuous existence.			
2. CONTRACTOR’S/ BIDDER’S PERSONNEL			
2.1. The Contractor must provide a list of key project personnel to be assigned for the project, which shall be: 2.1.1. One (1) Safety Officer, who must have at least five (5) years' experience in construction safety management with Construction Occupational Safety and Health (COSH) training from an accredited training center by the Department of Labor and Employment (DOLE). 2.2. One (1) Construction Foreman, must have at least five (5) years' experience in construction works and must possess proper communication skills with laborers.			
2.3. The contractor's/Bidder's personnel and laborers must be provided with official uniforms and IDs while working inside the premises of the Ayuntamiento Building			
2.4. The contractor shall be solely and exclusively responsible for any act or omission of all its employees and laborers. Drinking alcoholic beverages, taking regulated or prohibited drugs, and smoking while performing tasks are strictly prohibited			
2.5. The contractor shall be responsible for the discipline and administration of all its/his employees and laborers and shall conform to existing labor laws and implementing rules and regulations of the Labor Code			
2.6. The bidder shall be liable for the safety of its personnel/laborers. BTr shall not be responsible for any injuries/damage to properties that may arise during the project implementation			
PART III – PROJECT IMPLEMENTATION, DURATION, TERMS OF PAYMENT, AND WARRANTY			Bidder’s Statement of Compliance
1. PROJECT IMPLEMENTATION			
1.1. The winning bidder shall submit the following within five (5) calendar days of receiving the Notice of Award: a. Construction Schedule and S-Curve b. Manpower Schedule c. PERT/CPM Network Diagram d. Project Site Organizational Structure for the Project			

e. Detailed Bill of Quantities	
2. CONTRACT DURATION	
2.1. The project must be completed within Twenty (20) calendar days from the issuance of the Purchase Order.	
3. TERMS OF PAYMENT	
3.1. Payment shall be by one-time payment method upon acceptance of the project.	
4. PROJECT WARRANTY	
4.1. Guaranty against workmanship and defects of materials used shall be covered for a one (1) year period.	
4.2. Warranty period shall start on the day of the issuance of the Certificate of Final Completion and Acceptance issued by the end user.	
PART IV - OTHER REQUIREMENTS	Bidder's Statement of Compliance
1. DOCUMENTATION	
1.1. Contractor to submit Certificate of Completion & Warranty certificate,	
2. PROJECT SITE SURVEY	
2.1. Bidders are encouraged to conduct a site survey at the Office of the Treasurer of the Philippines. This implies that the bidder will provide all the necessary assessments needed for the said project.	

3. ASSIGNMENT

Unless otherwise expressly stipulated or prior written approval of the BTr is secured, this contract or any portion thereof shall not be assigned or subjected to any other party or parties.

4. RESERVATION CLAUSE

The BTr reserves the right to reject documents or consider any submission of documents as substantial compliance, reject any bids, declare a failure of bidding, annul the bidding process, or not to award a contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the project has been withheld or reduced through no fault of the BTr.

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

Prepared by:

Approved by:

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