

TERMS OF REFERENCE

A. PROJECT TITLE:

SUPPLY OF LABOR AND MATERIALS FOR THE GENERAL REPAIR OF OFFICES AT FOURTH FLOOR QUADRANT B & C OF PALACIO DEL GOBERNADOR BUILDING

B. DESCRIPTION:

This Project calls for the acquisition of Labor and Materials for the General Repair of the Offices at the Fourth Floor Quadrant B & C of the Palacio Del Gobernador Building to prepare the available office space for occupancy.

C. AGENCY BUDGET FOR THE CONTRACT: **ONE MILLION PESOS (Php 1,000,000.00)**

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 Quadrant B & C</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 Quadrant B & C¹ <p>¹<i>provide swatches for color approval.</i></p> <p>²<i>Application methodology: as prescribed in the product specifications.</i></p> <p>1.3. Installation of new carpet tiles</p> <ul style="list-style-type: none">1.3.1. Dismantling of old carpet tiles.1.3.2. Supply and installation of new 50cm x 50cm carpet tiles <p>1.4. Cleaning and regrouting of all existing floor tiles at Fourth Floor Quadrants B & C.</p> <ul style="list-style-type: none">1.4.1. Cleaning of all existing floor tiles.1.4.2. Regrouting of all existing floor tiles.1.4.3. Re-installation of all mullet tiles. <p>1.5. Rehabilitation of the comfort room of the executive office</p>	

<p>1.5.1. Dismantling of floor tiles</p> <p>1.5.2. Cleaning of all existing wall tiles.</p> <p>1.5.3. Supply and Installation of 60cm x 60cm Floor Tiles</p> <p>1.5.4. De-clogging of the sanitary pipeline.</p> <p>1.5.5. Supply and installation of one (1) set of lavatory and water closet including fittings and accessories.</p> <p>1.6. Installation of the frosted sticker.</p> <p>1.6.1. Supply and installation of frosted stickers at two (2) sets of double doors.</p> <p>1.7. Provision of wet pantry in the Executive Staff Area.</p> <p>1.7.1. Dismantling the existing wooden countertop.</p> <p>1.7.2. Provision of concrete countertop.</p> <p>1.7.3. Provision of kitchen counter cabinets including all accessories.</p> <p>1.7.4. Painting of kitchen counter cabinets.</p> <p>1.7.5. Supply and installation of kitchen sink and faucet including fittings and accessories.</p> <p>1.7.6. Provision of waterline and drain line.</p> <p>1.7.7. Provision of 60x60cm tiles on the kitchen counter¹.</p> <p>¹provide swatches for color approval.</p> <p>1.8. Supply and installation of all dilapidated acoustic ceilings.</p> <p>1.8.1. Dismantling of all dilapidated acoustic ceilings.</p> <p>1.8.2. Supply and installation of 60x60cm acoustic ceiling¹.</p> <p>¹provide swatches for color approval.</p> <p>1.9. Relocation of Steel Door from Air Handling Unit Room at 6th Floor PDGCC to Air Handling Unit Room at 4th Floor Quadrant C.</p> <p>1.10. Hauling of Debris.</p> <p>1.11. Demobilization and clearing of the site.</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 Quadrant B & C				
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 Quadrant B & C			
2.2.3.1.	Hallway	230.00	Sq.m	
2.2.3.2.	Executive Office, Meeting Room, and Executive Staff Office	150.00	Sq.m	
2.2.3.3.	Executive Staff Area, Conference Room and Pantry	180.00	Sq.m	
2.2.3.4.	Staff Area (Including Conference Room, Pantry, Executive Office, Data Center)	650.00	Sq.m	
2.2.3.5.	Common Area	290.00	Sq.m	
2.3. Installation of new Carpet Tiles				
2.3.1.	Dismantling of old carpet tiles	1	Lot	
2.3.2.	Installation of 50x50cm carpet tiles			
2.3.2.1.	Executive Office Meeting Room	15.00	sq.m.	
2.3.2.2.	Staff Area Conference Room	22.00	sq.m.	
2.3.2.3.	Executive Office	65.00	Sq.m.	
2.3.2.4.	Common Area Office	10.00	Sq.m	
2.3.3.	Cleaning and re-grouting of floor tiles			
2.3.3.1.	Hallway	140.00	Sq.m	
2.3.3.2.	Executive Office, and Executive Staff Office	50.00	Sq.m	
2.3.3.3.	Executive Staff Area, and Pantry	75.00	Sq.m	

2.3.3.4. Staff Area (Including Conference Room, Pantry, Executive Office, Data Center)	360.00	Sq.m	
2.3.3.5. Common Area	230.00	Sq.m	
2.3.4. Re-installation of all mullet tiles	1	Lot	
2.3.5. Rehabilitation of Executive Office Comfort Room			
2.3.5.1. Dismantling of floor tiles	3.00	Sq.m.	
2.3.5.2. Installation of 60cm x 60cm floor tiles	3.00	Sq.m	
2.3.5.3. Cleaning and re-grouting of wall tiles	18.00	Sq.m	
2.3.5.4. De-clogging of the sanitary pipeline	1	Lot	
2.3.5.5. Supply and Installation of Fixtures including fittings and accessories			
2.3.5.5.1. Lavatory	1	Set	
2.3.5.5.2. Water Closet	1	Set	
2.3.6. Supply and Installation of frosted stickers			
2.3.6.1. Two (2) sets of Double Door, 190cm x 210cm	8.00	Sq.m	
2.3.7. Provision of wet pantry in the Executive Staff Area			
2.3.7.1. Dismantling of existing wooden countertop	1	Lot	
2.3.7.2. Provision of concrete countertop - Same layout of existing wooden countertop	1	Lot	
2.3.7.3. Provision of kitchen counter cabinets including all accessories	1	Lot	
2.3.7.4. Painting of kitchen counter cabinets	1	Lot	

2.3.7.5. Supply and installation of kitchen sink and faucet including all fittings and accessories	1	Set	
2.3.7.6. Provision of waterline and drain line.	1	Lot	
2.3.7.7. Provision of 60cmx60cm tiles at kitchen countertop	3.00	Sq.m	
2.3.8. Supply and Installation of all dilapidated acoustic ceilings.			
2.3.8.1. Dismantling of dilapidated acoustic ceiling panels.	1	Lot	
2.3.8.2. Supply and Installation of 60cm x 60cm acoustic ceiling panels. - <i>Same design on the existing panels</i>	1	Lot	
2.3.9. Relocation of steel door at Air Handling Unit Room at 6 th Floor to Air Handling Unit Room at 4 th Floor PDGCC	1	Set	
2.3.10. Hauling of debris	1	lot	
2.3.11. 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’s/Bidder’s personnel and laborers must be provided with official uniforms and IDs while working inside the premises of the Ayuntamiento Building			
2.2. 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			
2.3. 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			

2.4. 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 a Program of Work (containing the timeline of activities – mobilization/demobilization and work methodologies/procedure) upon the receipt of the purchase order.	
1.2. The winning bidder shall submit a Detailed Bill of Quantities & Manpower Schedule within upon receipt of purchase order.	
2. CONTRACT DURATION	
2.1. The project must be completed within Ten (10) 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 Fourth Floor Quadrant B & C of Palacio Del Gobernador Building. 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:

Engr. CHARLES NIXON M. BALTAZAR
Administrative Officer V
Facilities Maintenance Division

LORETO O. HIDALGO, MNSA
Chief Treasury Operations Officer II
Facilities Maintenance Division

ANNEX A



"SUPPLY OF LABOR AND MATERIALS FOR THE GENERAL REPAIR OF OFFICES AT FOURTH FLOOR QUADRANT B & C OF PALACIO DEL GOBERNADOR BUILDING".