

TERMS OF REFERENCE

A. PROJECT TITLE:

SUPPLY OF LABOR, MATERIALS, AND TOOLS FOR THE REPLACEMENT OF MARBLE STAIRCASE ON THE VESTIBULE ENTRANCE OF THE AYUNTAMIENTO BUILDING

B. OBJECTIVE:

The Ayuntamiento Building's marble staircase has not been replaced since the Bureau of the Treasury transferred in there in 2012. Due to several ground movements over the previous years, along with heavy foot traffic, most of the marble staircase has been shattered; thus, the marble staircase is due for replacement.

C. AGENCY BUDGET FOR CONTRACT:

ONE MILLION PESOS (Php1,000,000.00)

Inclusive of all applicable tax.

D. GENERAL REQUIREMENTS

PART I – TECHNICAL SPECIFICATION			Bidder’s Statement of Compliance
<div>1. SCOPE OF WORK</div> <div><div>1.1. General Requirements:</div><div><div>1.1.1. Mobilization of labor, materials, and tools.</div><div>1.1.2. Provision of temporary holding area of materials.</div></div><div>1.2. Site Preparation</div><div><div>1.2.1. Removal of all existing marble staircase using the applicable method.</div><div>1.2.2. Cleaning of the floor surface to remove all unnecessary tile adhesive residue.</div></div><div>1.3. Installation of the new marble staircase</div><div><div>1.3.1. Installation of the new sintered stone tiles using the applicable method as prescribed by the manufacturer.</div><div>1.3.2. Application of tile grout</div><div>1.3.3. Cleaning of all affected areas</div></div><div>1.4. Demobilization and clearing of the site.</div></div>			
2. BILL OF QUANTITIES			
Description	Qty.	Unit	Bidder’s Statement of Compliance
2.1. GENERAL REQUIREMENTS			

2.1.1. Mobilization/ Demobilization		1	lot	
2.2. SITE PREPARATION				
2.2.1. Removal of damaged marble staircase using the applicable method		40.00	sq.m.	
2.2.2. Cleaning of the floor surface to remove all unnecessary tile adhesive residue		40.00	sq.m.	
2.3. INSTALLATION OF NEW MARBLE STAIRCASE				
2.3.1. Installation of new sintered stone tiles using the applicable method as prescribed by the manufacturer Material Specifications: <i>Sintered Stone Tiles</i> <i>Size per Slab: 1600mm x 3200mm</i> <i>Thickness: 12mm</i> <i>Scratch Resistant</i> <i>Stain Resistant</i> <i>Extreme Heat Resistant</i> <i>Indoor and Outdoor</i>		40.00	Sq.m	
2.3.2. Application of Grout		1	Lot	
2.4. COVERAGE AREA				
2.4.1.	Location	Color ¹	Size	Area (sq.m.)
2.4.1.1. Vestibule Entrance		White	-	40.00
¹ Color and pattern must match the existing marble staircase. - Winning bidder shall provide samples for approval - Winning bidder shall provide marble staircase equivalent to 10% of the total marble staircase required				
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 at least two (2) years of continuous existence.				

2. CONTRACTOR'S/ BIDDER'S PERSONNEL	
2.1. The contractor must provide key project personnel to be assigned for the project, which shall have at least:	
2.1.1. One (1) Project-In-Charge <ul style="list-style-type: none"> - Registered and Licensed Civil Engineer/Architect - With at least two (2) years of applied experience. 	
2.2. The contractor's/Bidder's personnel and laborers must be provided with official uniforms and ID while working inside the premises of the Ayuntamiento Building	
2.3. The contractor/ bidder 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	
2.4. 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 implement rules and regulations of the Labor Code	
2.5. The bidder shall be liable for the safety of its own 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	
2.1. The winning bidder shall submit the following within seven (7) calendar days upon receiving the Purchase Order: <ul style="list-style-type: none"> a. Construction Schedule and S-Curve b. Manpower Schedule c. PERT/CPM Network Diagram d. Project Site Organizational Structure for the Project 	
2.2. The winning bidder shall be responsible for applying for the necessary permits/licenses needed for the implementation of the Project if applicable.	
2.3. The Contractor shall provide warning signages, project signboard, and contractor's project logbook.	

2.4. The Contractor shall coordinate with FMD all the execution works and always secure approval of Request for Approval (RFA) and Request for Inspection (RFI)	
2.5. The Contractor shall submit a Statement of Works Accomplishment (SWA) as a requirement of the billing request.	
2.6. The Contractor shall provide a delivery receipt or list of all materials brought inside the Ayuntamiento Building including the list of equipment and tools.	
2.7. The Contractor shall turn over to FMD all the excess/unplaced construction items included in the Bill of Quantities.	
3. CONTRACT DURATION	
3.1. The project must be completed within Fifty (50) calendar days from the issuance/receipt of Purchase Order	
4. TERMS OF PAYMENT	
4.1. Payment shall be on one-time payment method.	
4.2. Payments shall be subject to retention money equivalent to at least one percent (1%) of the amount paid. The BTr shall release the total retention money to the contractor one (1) year after the final acceptance of the project by the end user.	
5. PROJECT WARRANTY	
5.1. Guaranty against workmanship and defects of materials used shall be covered over a two (2) years period.	
5.2. The 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. Must submit Completion Report as part of the attachment for the billing. 1.2. It must indicate the location, coverage, percentage of work accomplished, and photographs of the works done prior to the supply and replacement of marble staircase.	
2. PROJECT SITE SURVEY	

2.1. Bidders are encouraged to conduct a site survey at the Ayuntamiento Building. This implies that the bidder will provide all the necessary assessments needed for the said project.	
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3. WARRANTY AGAINST BENEFITS

The winning contractor warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.

4. 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.

Prepared by:

Noted by:

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Director III
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ANNEX A

EXISTING



"SUPPLY OF LABOR, MATERIALS, AND TOOLS FOR THE SUPPLY AND REPLACEMENT OF MARBLE STAIRCASE ON THE VESTIBULE ENTRANCE OF THE AYUNTAMIENTO BUILDING"



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