



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

TERMS OF REFERENCE

I. NAME OF PROJECT: RENOVATION OF THE OFFICE OF FINANCIAL AND MANAGEMENT SERVICE DIRECTOR

II. CONTRACT PERIOD

Forty (40) working days to complete and shall commence upon the receipt of the Work Order.

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

Seven Hundred Thousand Pesos (Php 750,000.00), inclusive of all government taxes.

IV. SCOPE OF WORKS

- A. Preliminaries / General Requirements
 - 1. Mobilization/Demobilization
 - 2. Provision of safety requirements and equipment for the workers.
- B. Site Preparation
 - 1. Demolition of Existing Walls
 - 2. Dismantling of Existing Tiles
- C. Construction
 - 1. Toilet
 - a. Water Closet
 - b. Lavatory
 - 2. Pantry with Sink
 - 3. Installation of Tiles
 - 4. Installation of Glass Partition and Glass Doors
 - 5. Repainting of Interior Walls
- D. Designate a Project Engineer in charge of the supervision and monitoring of the project;
- E. Submit daily accomplishment reports including the following:
 - 1. List of Manpower
 - 2. Updated Site Photos
- F. Implement all works indicated in the approved drawings and documents. All work must be completed with the highest quality and must be done outside office hours to minimize disruptions to the DA employees;

- G. All revisions and deviations from the approved plans, especially if it shall impact the overall cost of the project, shall be subject to approval by the General Services Division (GSD);
- H. Coordinate with GSD regarding schedules, dismantling of existing structures, disposal of waste materials, and other matters, especially those that might affect the completion of the project;
- I. Rectify punch-listing works to be inspected and issued by the GSD;
- J. Provide all other necessary documents, permits, and reports that the GSD shall require;
- K. Turn-over of all manuals, certificates, and warranties of installed items;
- L. On variation orders:
Any errors, omissions, inconsistencies, inadequacies or failures submitted by the contractor that do not comply with the requirements shall be rectified, resubmitted and reviewed at the contractor's cost. If the Contractor wishes to modify any design or document, reviewed and approved, the contractor shall notify the procuring entity within a reasonable period of time and shall shoulder the cost of such changes.

V. SPECIFICATIONS

- A. Toilet
 - 1. Water Closet
 - Two-Piece with Seat Cover
 - Dual Flush
 - High-Quality Ceramic
 - 2. Lavatory
 - Wall Mounted
 - 3. Door
 - PVC, with Louver and Door Jamb
- B. Pantry Countertop with Sink
 - Dimensions:
Width: 0.68 m
Length: 1.45 m
 - Sink: Stainless
- C. Tiles Dimensions
 - Office Floor Tiles: 60 x 60cm
 - Toilet Floor Tiles: 30 x 30 cm
- D. Glass Partition and Glass Doors
 - 6mm thk Tempered Fixed Glass on Powder Coated Aluminum, (5.51mWx2.65mH) with Glass Door (0.9mHx2.10mH)



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- 6mm thk Tempered Fixed Glass on Powder Coated Aluminum, (3.21mWx2.65mH) with Glass Door (0.9mHx2.10mH)

VI. REQUIREMENTS FOR CONTRACTORS

Additional Technical Documents

1. PRC license of the Project Engineer (Civil) in charge;
2. Philippine Contractors Accreditation Board (PCAB) license (category C & D)
3. Bar/Gantt Chart;
4. Bill of Quantities;
5. Certificate of inspection from DA-GSD. The Perspective Bidders may conduct a site visit prior to the deadline of submission of bids;
6. Proposed Layout

VII. TERMS OF PAYMENT

The first and final payment shall be made upon project completion.

The contractor must submit the following documents upon completion of the project to the procuring entity / End-user before processing of payments can be made:

1. Request for payment by the Contractor;
2. Turn-over certificate and other certificates/tests/reports requested by GSD Engineering during and after the construction;
3. Certificate of Acceptance from the end-user;
4. Approved as-built plans

Noted by:

(Original Signed)

RITCHIE S. ESPIRITU, LCB, DPA
Supervising Administrative Officer, GSD

Approved by:


CHARIE SARAH D. SAQUING
Officer-in-Charge-Director, FMS