

## TERMS OF REFERENCE

I. **Name of Project:** Repair/Renovation of San Fernando Property (Formerly Guevarra Property)

II. **Location :** Brgy. Del Pilar, San Fernando City, Pampanga

III. **Purpose:** To ensure best use of corporate asset (a three-storey multi-purpose building where the ground floor will be leased out to commercial tenants while the second and third floors may be utilized as desk office, training venue, secondary offsite and/or storage rooms for records and property).

### IV. General Scope of Works

#### A. Ground Floor

1. Demolition Work – knock down and clearing of existing partitions at Stalls A & B and temporary wall at parking space;
2. Carpentry Works – doors, locksets, ceilings
3. Masonry Work on all walls, comfort room, lavatory/pantry, stairs.
4. Painting Work – pantry, CR, stairs, entrance and roll up doors
5. Electrical Work – outlets, lights, electric wire, circuit breaker.
6. Steel Work – windows and doors.

#### B. Second Floor

1. Demolition Work
2. Carpentry Work - repair of wall, ceiling, cabinets and doors at Living Room/General Room, Room 1, CR 2 and CR 3
3. Steel Work – repair, cleaning and replacement of steel windows.
4. Masonry Work – flooring and 2 comfort rooms
5. Painting Work - living room/general floor, Room 1, CR 2 & 3.
6. Electrical Work
7. Glass and Aluminium

#### C. Third Floor

1. Demolition Work
2. Carpentry Work - repair of wall, ceiling and doors and replacement of locksets at Rooms 2,3 & 4 and CRs 4 & 5.
3. Painting Work

4. Steel Work
5. Masonry – flooring and 2 comfort rooms,
6. Electrical Work

D. Roof Deck

1. Waterproofing
2. Carpentry works - repair and installation of new door
3. Painting Works
4. Electrical Work
5. Masonry Work

E. Garbage Disposal

All garbage, including but not limited to scraps materials, personal properties of the previous owner and tenants, previously installed materials, etc., must be disposed by the winning contractor immediately upon completion of the project.

Detailed scope of work is attached as Annex A.

V. Proposal/Quotation

For purposes of determining the percentage of accomplishment and payment of billing, the bidder must submit his proposal with the corresponding amount for each type of work enumerated above. In cases where there are sub-items in a particular type of work, the cost for each sub-item must also be indicated in the proposal.

VI. Schedule of Payment

1. Down Payment/Mobilization – 15%  
- Down payment will be released within 15 days after issuance of performance security by the winning contractor.
2. Progress Billing – 85%  
First Billing (20%) – The first progress payment will be processed and released to the contractor upon completion of all the works in the ground floor and roof deck as certified by CARSG and upon submission of billing and accomplishment report;  
Second Billing (20%) – The second progress payment will be paid to the contractor provided that the carpentry and masonry works for the second floor have been finished as certified by CARSG and upon submission of billing and accomplishment report;

Balance (45%) – Remaining balance will be paid upon completion and issuance of Final Certificate of Acceptance issued by CARSG. An amount equivalent to five percent (5%) of the contract price representing warranty security will be deducted from the remaining balance and shall be released only after expiration of one (1) year subject to the conditions provided under the Warranty Security. However, the contractor may issue either a Letter of Credit, Bank Guarantee or Surety Bond in lieu of cash and the same should be submitted to SB Corporation within five (5) working days after the issuance of Final Certificate of Acceptance.

## VII. Bond/Security

1. Performance Security – To guarantee the faithful performance by the winning bidder of its obligations under the contract as well as to the Terms of Reference of the project, he shall post a performance security prior to the issuance of Notice to Proceed based on the following schedule:

Form of Performance Security	Amount of Performance Security
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Ten percent (10%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	Thirty percent (30%)

2. Warranty Security – To ensure that the contractor shall perform his obligations or responsibilities in undertaking the repair works, at his own expense, or any damage to the infrastructure on account of the use of materials of inferior quality, violation of contract plans and specifications, and other similar cases, occurred within one (1) year after the turnover of the this project, a warranty security must be posted within five (5) working days after issuance of Final Certificate of Acceptance in accordance with the following schedule:

Form of Warranty Security	Amount of Warranty Security
a) Cash or Letter of Credit issued by a Universal or Commercial Bank	Five percent (5%)
b) Bank guarantee confirmed by a Universal or Commercial Bank	Ten percent (10%)
c) Surety bond callable upon demand issued	Thirty percent (30%)

by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	
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#### VIII. Budget

Proposed budget for the above-mentioned project is Php 880,000 inclusive of labor, materials, taxes, necessary permits, and other charges.

#### IX. Duration of Project

The Contractor is given **one hundred (100) calendar days** to complete the project commencing on date of receipt of Notice to Proceed. Every day of delay shall be subject to penalty charge equivalent to 1/10 of 1% of total value of incomplete portion of the project.

#### X. Criteria for Evaluation

In order to determine the winning bidder for the project, participating bidders will be evaluated using the following criteria:

Criteria	Weight (%)	
<b>A. Technical Aspect</b>		<b>60%</b>
1. Number of years in construction business > Above 5 years – 20% > 3-5 years – 10% > Below 3 years– 5%	20%	
2. Number of completed and ongoing projects with the government and private/individual entities (may be Validated thru phone) > 5 projects or more – 20% > 3 projects but less than 5 projects – 10% > Less Than 3 projects – 5%	20%	
3. Net Financial Contracting Capacity (NFCC) NFCC = [(Current assets minus current liabilities) (20)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid  > Equal or greater than the ABC – 20%	20%	



➤ Less than the ABC – 0%		
<b>B. Financial Aspect</b>		<b>40%</b>
Formula: $\left[ \left( \frac{\text{Quoted Price of Lowest Bidder}}{\text{Quoted Price of Bidder Being Rated}} \right) \times 40\% \right] \times 100$ <small>(source: RA 9184)</small>		
<b>TOTAL</b>		<b>100%</b>

Bidders should have garnered a score of at least 70% in order to pass the above evaluation and be considered in the project.

#### XI. Documentary Requirements

Interested contractors must submit the following documents in order to participate in this bidding:

1. SEC Registration/DTI Permit
2. PhilGEPS Registration
3. Company Profile with list of ongoing and completed projects
4. Individual Profile of project team members
4. Philippine Contractors Accreditation Board (PCAB) License
5. Latest Audited Financial Statement

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Detailed Scope of Work

A. Ground Floor

1. Demolition Works – knock down and clearing of existing partitions at Stalls A & B, temporary wall at parking space and glass wall to give way for new entrance;
2. Carpentry Works
  - a. Repair of existing doors and door jambs
  - b. Replacement of new lockset for all doors
  - c. Repair of existing ceiling at pantry and CR 1,
  - d. Repair/installation of ceiling at new entrance
3. Masonry Works
  - a. Concrete wall (parking space facing the river)
    - i. Construct a concrete wall with standard size 4-panel steel window (swing out)
  - b. Comfort Room (CR 1)
    - i. Removal of existing tiles
    - ii. Replacement of new wall and floor tiles based on the approved color/shade and finish by the authorized person of SBC
      - a. Wall tiles - 30cm x 30cm ceramic tiles
      - b. Floor tiles – 30cm x 30cm ceramic tiles
    - iii. Removal and replacement of following fixtures:
      - a. Toilet bowl – white, round, close-coupled dual flush water closet, 6 LPI, complete with accessories
      - b. Lavatory – white, wall hung basin, complete with accessories
      - c. faucets – chrome finish, single lever single hole basin faucet complete with accessories
  - c. Lavatory (Pantry)
    - i. Replacement of faucet (kitchen faucet, chrome finish, wall mount, lever type)
  - d. Stairs (going to second floor)
    - i. Removal of tiles
    - ii. Installation of new tiles
      - a. Same size with the existing
      - b. Color/shade and finish of tiles shall be subject to the approval of the authorized person of SBC
    - e. Concrete Wall and Main Entrance (facing the road)

- i. Removal of existing wood partitions
- ii. Enclose the existing door by a concrete wall
- iii. Construct a concrete wall separating the Stall B from the new entrance going to second floor
- iv. Install a standard size new aluminium glass door and door jamb with lock

#### 4. Painting Works

- a. Pantry – painting of masonry paints for concrete walls, latex paints for wood ceilings & doors, and acrylic paints for steel windows and doors. It must include cleaning, repair of cracks and blemishes, application of concrete patch, sanding, sealing, painting of primer and of at least two layers of coating including the topcoat. Colour of paints shall be subject to the approval of SBC
- b. CR 1 - same as with Item A 4a
- c. Stairs (going to second floor) – same as with Item A 4a
- d. New Entrance – same as with Item A 4a
- e. Roll up doors – painting of acrylic paints and must include the same preparation and process under Item A 4a

#### 5. Electrical Works

- a. Outlets – wall type, two (2) gang receptacle, with faceplate, total of 6 units for the whole floor
- b. Lights –light bulb socket (medium), screw-in base, with LED bulbs (9W), total of 8 units for the whole floor
- c. Electrical Wire – standard size for commercial building based on Philippine Electrical Code
- d. Circuit Breaker – each stall must have its own circuit breaker connected to the outlets and lights within the stall. Outlets and lights in the pantry and in the CR 1 must be connected to the circuit breaker of Stall A. Said breakers must have a main breaker and at least 2 branches. Electrical wire must be provided connecting the said circuit breakers to each service entrance. Capacity and specifications must be based on the standard for commercial building as provided in Philippine Electrical Code.

#### 6. Steel Works

- a. Repair of existing roll up doors for Stall A;
- b. Reconfigure/resize existing roll up door for Stall B to cover only the space allocated to the said stall
- c. Provide a new roll up door for the new entrance/door with lock

- d. Repair of steel windows and doors at the pantry, CR1 and Stall B especially the joints and hinges. For broken glasses, new glasses must be installed

#### B. Second Floor

1. Demolition Works – Knock down and clearing of existing tables, cabinets and partitions which may be identified by SBC
2. Carpentry Works – Repair of wall, ceiling, cabinets and doors at Living Room/General Room, Room 1, CR 2 and CR 3
3. Steel Works
  - a. Repair/cleaning of existing steel windows especially the joints and hinges. For broken glasses, new glasses must be installed
  - b. Replacement of one (1) set existing steel window
4. Masonry Works
  - a. Flooring (General Floor/Living Room, Room 1, Hallway - around the stair area, stairs – going to 3<sup>rd</sup> floor)
    - i. Removal of existing tiles
    - ii. Installation of new tiles (same size with the existing tiles)
    - iii. Color/shade and finish of tiles shall be subject to the approval of the authorized person of SBC prior to installation
  - b. Comfort Room (CR 2 & CR 3)
    - i. Removal of existing tiles
    - ii. Replacement of new wall and floor tiles based on the approved color/shade and finish by the authorized person of SBC
      - a. Wall tiles - 30cm x 30cm ceramic tiles
      - b. Floor tiles – 30cm x 30cm ceramic tiles
    - iii. Removal and replacement of the following fixtures:
      - a. Toilet bowl – white, round, close-coupled dual flush water closet, 6 LPF, complete with accessories
      - b. Lavatory – white, wall hung basin, complete with accessories
      - c. Faucets – chrome finish, single lever single hole basin faucet complete with accessories
      - d. Shower Set – Chrome finish, lever type, with shower head and faucet
5. Painting Works (Living Room/general floor, Room 1, CR 2 & 3)
  - a. Walls – painting of masonry paints for concrete walls, latex paints for wood ceilings & doors, and acrylic paints for steel windows and doors. It must include cleaning, repair of cracks and blemishes, application of concrete patch, sanding, sealing, painting of primer and of at least two layers of coating including the topcoat. Colour of paints shall be subject to the approval of SBC
  - b. Ceilings – same as with item B 5a



- c. Stairs – same as with Item B 5a
- d. Doors – same as with Item B 5a
- e. Windows – same as with Item B 5a
- 6. Electrical Works
  - a. Outlets – wall type, two (2) gang receptacle, with faceplate, total of 6 units for the whole floor
  - b. Lights – light bulb socket (medium), screw-in base, with LED bulbs (9W), total of 8 units for the whole floor
  - c. Electrical wire – standard size for commercial building based on Philippine Electrical Code
  - d. Circuit Breaker – Main switch of the remaining floors including the parking space must be placed in the second floor. It must be a circuit breaker type of switch with a main breaker and at least 6 branches. Capacity and specifications must be based on the standard for commercial building as provided in Philippine Electrical Code.
- 7. Glass and Aluminium
  - a. Installation of glass and aluminium doors between the training room and office
  - b. Glass doors must be sliding (two panels) with lock
  - c. Color of the aluminium must be the same as with the existing aluminium

### C. Third Floor

1. Demolition Works – Knock down and clearing of existing tables, cabinets and walls identified by SBC
2. Carpentry Works
  - a. Repair of wall, ceiling and doors at Rooms 2,3 & 4 and CRs 4 & 5
  - b. Replacement of locksets for the three rooms and CRs
3. Painting Works
  - a. Walls – painting of masonry paints for concrete walls, latex paints for wood ceilings & doors, and acrylic paints for steel windows and doors. It must include cleaning, repair of cracks and blemishes, application of concrete patch, sanding, sealing, painting of primer and of at least two layers of coating including the topcoat. Colour of paints shall be subject to the approval of SBC
  - b. Ceilings – same as with Item C 3a
  - c. Stairs – same as with Item C 3a
  - d. Doors – same as with Item C 3a
  - e. Windows – same as with Item C 3a
4. Steel Works
  - a. Repair/cleaning of existing steel windows especially the joints and hinges. For broken glasses, new glasses must be installed

## 5. Masonry

- a. Flooring (Lobby – stairs area and between rooms, and Stairs – going to Roof Deck)
  - i. Removal of existing tile
  - ii. Installation of new tiles (same size with the existing)
  - iii. Color/shade and finish shall be approved by the authorized person of SBC prior to installation
- b. Comfort Rooms (CR 4 & CR 5)
  - i. Removal of existing tiles
  - ii. Replacement of new wall and floor tiles based on the approved color/shade and finish by the authorized person of SBC
    - a. Wall tiles - 30cm x 30cm ceramic tiles
    - b. Floor tiles – 30cm x 30cm ceramic tiles
  - iii. Removal and replacement of the following fixtures:
    - a. Toilet bowl – white, round, close-coupled dual flush water closet, 6 LPF, complete with accessories
    - b. Lavatory – white, wall hung basin, complete with accessories
    - c. faucets – chrome finish, single lever single hole basin faucet complete with accessories
    - d. Shower Set – Chrome finish, lever type, with shower head and faucet
6. Electrical Works
  - a. Outlets – wall type, two (2) gang receptacle, with faceplate, total of 6 units for the whole floor
  - b. Lights – light bulb socket (medium), screw-in base, with LED bulbs (9W), total of 5 units for the whole floor
  - c. Electrical Wire – standard size for commercial building based on Philippine Electrical Code

## D. Roof Deck

1. Waterproofing
  - a. Preparation and application of Bituminous Membrane (Torch Applied)
2. Carpentry Works
  - a. Repair and installation of new door
3. Painting Works
  - a. Walls – painting of masonry paints for concrete walls, latex paints for wood ceilings & doors, and acrylic paints for steel windows and doors. It must include cleaning, repair of cracks and blemishes, application of concrete patch, sanding, sealing, painting of primer and of at least two layers of coating including the topcoat. Colour of paints shall be subject to the approval of SBC
  - b. Ceilings – same as with item D 3a
  - c. Stairs – same as with item D 3a

- d. Door – same as with Item D 3a
- 4. Electrical Works
  - a. Outlets – wall type, two (2) gang receptacle, with faceplate, total of 1 unit for the whole floor
  - b. Lights – light bulb socket (medium), screw-in base, with LED bulbs (9W), total of 2 units for the whole floor
  - c. Electrical Wire – standard size for commercial building based on Philippine Electrical Code
- 5. Masonry
  - a. Installation of new floor tiles (30cm x 30cm ceramic tiles)
  - b. Color/shade and finish shall be approved by the authorized person of SBC prior to installation

E. Garbage Disposal

All garbage, including but not limited to scraps materials, personal properties of the previous owner and tenants, previously installed materials, etc., must be disposed by the winning contractor immediately upon completion of the project.