

**TERMS OF REFERENCE**  
**FIT-OUT AND REPAIR OF THE**  
**SUBIC-CLARK RAILWAY PROJECT MANAGEMENT OFFICE**

**I. BACKGROUND AND OBJECTIVE**

- A. The Bases Conversion and Development Authority (BCDA) intends therefore to contract out the project with local Contractors to undertake the Fit-out and Repair of Subic-Clark Railway Project (SCRP) Management Office. This Technical Specifications and Scope of Works aims to secure the best quality of service that will supply, deliver, and install the office fit-out and repair to put up the Subic-Clark Railway Project Management Office in Clark and to ensure that the Project is properly managed and implemented.
- B. The Approved Budget for the Contract (ABC) for the procurement of the Fit-out and Repair of SCRCP Management Office is **Two Million Eight Hundred Fifty Thousand Pesos (Php2,850,000.00)** inclusive of all applicable government taxes and other fees chargeable against the SCRCP GAA fund.
- C. The Project Site is located at Bldg 7458 J. Topacio St., Claro M. Recto Hiway, Manuel L. Quezon Ave, Clark Freeport Zone, Pampanga.

**II. SCOPE OF WORKS and TECHNICAL SPECIFICATIONS**

The Contractor shall review the basic design parameters, space distribution matrix, affected facilities and detailed scope of work.

The information provided by BCDA for the contractor may not be as detailed as complete and as desired hence, therefore, that it's contractor's responsibility to secure any information that maybe lacking which are readily available from BCDA.

The Contractor shall supply and furnish all materials and equipment brand new and of best quality and in compliance with the Bureau of Product Standards (BPS). No materials shall be used in the construction unless same are subject to the BCDA's approval prior to installation.

The Contractor is required to perform the following scope of works:

PLAN SHEET NO. REFERENCES (ANNEX A)	DESCRIPTION/ SPECIFICATIONS	UNIT	QTY
	<b>1. FIT-OUT AND REPAIR OF SCRCP-PMO</b>		
	<b>A MOBILIZATION / DEMOBILIZATION</b>		
	Mobilize and bring out into work, all personnel, plant and equipment, in accordance with his approved construction program, equipment moving and utilization schedule and manpower schedule, from its regular place of business to the site to undertake the contract.		

	<b>B CONSTRUCTION / REPAIR WORKS</b>		
A-01	<b>1 DEMOLITION AND RELOCATION OF AFFECTED STRUCTURES</b> Demolition works shall include complete removal of materials and debris of existing, storage room and other items affected by the demolition.		
	Removal of existing masonry walls Removal of existing vinyl tiles Removal of existing plumbing fixtures		
	<b>2 RE-PLASTERING</b> Re-plastering of damaged flooring, columns, beams and wall surfaces	sq.m.	250
A-09, A-12, P-01, P-02	<b>3 PLUMBING WORKS and WATERPROOFING</b> <b>3.1 Existing Toilets (2)</b> Supply and installation of four (4) water closets and two (2) urinals (manual flush, white) With stainless bidets and fittings, stainless tissue holders, with phone shelf wall mounted Supply and installation of two (2) pcs lavatory (undermount) with stainless faucets, single handle pulldown Repair of water line, sanitary and fittings <b>3.2 Pantry</b> Supply and installation of 1 set kitchen sink (stainless, double, size: approx 795x465x200mm, with stainless gooseneck faucet pulldown) Installation of water line, sanitary and fittings		
A-06	<b>4 DOORS, WINDOWS and MIRRORS</b> <b>4.1 Doors</b> D1 & D2: 4 set 12mm thk Tempered glass door on FD 100 top and bottom frame D3: 3 set 12mm thk Tempered glass door on FD 100 top and bottom frame D4: 3 set Single leaf panel door with accessories D5: 4 set Single leaf panel door with accessories Miscellaneous <b>4.2 Windows</b> Supply and installation of 5 sets combi blinds (sheer horizontal shade, manual, double-layer sheer fabric materials, 100% polyester, color to follow) <b>4.3 Mirror</b> 2 sets silver frameless mirrors, 1.30x1.20m, 1/4" thk for toilets		
A-10		sq.ft.	202
A-10			
A-05, A-11	<b>5 FINISHES</b> <b>5.1 Ceiling</b> Repair of dilapidated ceiling boards and ceiling joist. Replaced by 1/2" thick plyboard. <b>5.2 Tile Works</b> <b>5.2.1 Working Area</b> Installation of new vinyl tiles (VCT), high gloss white mirage (300x300x1.3mm) <b>5.2.2 Restrooms</b> Installation floor ceramic tiles, beige, unglazed (300x300mm) Installation of wall ceramic tiles, ivory, glazed (300x300mm)	sq.m.	40.90
		sq.m.	235
		sq.m.	12.42
		sq.m.	49.44

A-02	5.3	Drywall Partition Construction of drywall partition uses: 12mm thk. Ficem Board 50mm x 16ft Metal Furrings	sq.m.	126.20
A-03	5.4	Low Panel Partition Partition fabric w/ Glass, color: beige / frame: med. gray Height: 1800mm Thick: 60mm Trimming: PVC External baseboard can accommodate raceway for wiring management system	set	1
A-04	5.5	Glass Partition Installation of fixed glass partition, 12mm thk. Tempered Glass on FD 100 top and bottom frame	sq.ft.	121.11
A-07	5.6	Countertop Installation of granite countertop (1 inch thk, black) Pantry: with double sink (overmount) Toilets: with two (2) lavatory each (undermount)	sq.m.	18.75
A-07	5.7	Kitchen Cabinet Installation of kitchen cabinet (hanging and under countertop) Matls: 3/4" marine plywood, hd self-locking concealed hinges, metal drawer slides, powder coated wire basket, miscellaneous		
E-01, E-02	6	<b>ELECTRICAL WORKS</b> Removal of affected lighting fixtures, power outlets and air-conditioning units Supply and installation of electrical lighting fixtures - approx. 51 pcs. pin lights, recessed Supply and installation of electrical switches and power outlets - 52 pcs CO duplex points; 8 lighting switch Re-wiring of affected lighting fixtures and power outlets Supply and installation of Panel board and Circuit breaker - Panel Board: 200Amp, 40-space 50-circuits - Circuit Breaker: 20Amp 2-pole Supply and installation of 3 pcs exhaust fans (toilets and pantry), ceiling mounted Conduct meager test prior to energized	lot	1
A-08	7	<b>PAINTING WORKS</b> Paint color and shade shall be approved first before application		
	7.1	Interior: Repainting of walls, columns and ceiling, shall be two (2) coatings Walls/Columns: semi-gloss latex finish Ceiling: QDE textured Cornices and Moldings: QDE gloss finish	sq.m.	365.90
	7.2	Exterior: Repainting of walls, one (1) coating, latex paint	sq.m.	288
E-05	<b>C</b>	<b>AIR-CONDITIONING SYSTEMS (ACS)</b>	1	lot
	1	Supply and installation of ten (10) units 2.0 HP Wall Mounted Split Type, Inverter, 220V single phase, 60HZ ACU, R32 refrigerant, Cooling capacity at least up to 18,000 Kj/h, latest model Complete with standard accessories, including electrical pipings and		

	drainage Warranty: 1 yr parts and labor, 5 yrs compressor			
	2 Construction of concrete platform, 100mm thk for 10 units ACU			
E-04	<b>D FIRE DETECTION AND ALARM SYSTEM (FDAS)</b>		1	lot
	1 Supply, installation, reprogram, testing and commissioning 2 Equipment, devices and materials not limited to the ff: 1 set 4-Zone Conventional Fire Panel 10 pcs Photo Electric Smoke Detector 1 pc Conventional Heat Detector 2 pcs Fire Alarm Bell 6" 2 set Manual Call Point Materials and Miscellaneous			
E-03	<b>E CONDUIT LAY-OUT FOR AUDIO-VISUAL SYSTEM</b>		1	lot
	Components: Meeting Room and Server Room: Ceiling – IMC pipe ¾ inch Floor and Wall – IMC pipe 1 inch Work Stations: IMC pipe 1 inch Meeting Room: HDMI, VGA and USB cables: 10m			

*All courses of actions pertaining to the construction procedures and discrepancies shall be fully coordinated to the BCDA Representatives prior to the commencement of the project.*

#### **Post Construction Works Including Testing & Commissioning**

This work includes the testing and commissioning of all mechanical, electrical, and plumbing/sanitary systems that have been installed to provide BCDA a high level of assurance that all equipment and machineries are installed in a prescribed manner. Problems observed shall be addressed immediately by the Contractor.

#### **General Codes and Standards**

With respect to the actual construction, applicable rules and regulations prescribed by the following agencies and/or embodied in the following shall be observed:

- National Building Code
- Bureau of Fire Protection
- Applicable Building Laws in Clark Freeport Zone
- Department of Health

### **III. OTHER GENERAL REQUIREMENTS**

The Contractor shall carry out and complete all items of work within the scope of work in accordance with the approved plans and specifications.

#### **A. Permits**

The Contractor shall process and secure all the necessary permits as required by authorities for the preparation, execution and upon completion of the contract. The Contractor shall coordinate with other government/private agencies and pay all fees incidental to the acquisition of the required permits.

**B. Contractor’s Temporary Facilities**

The Contractor shall provide and maintain the field office (barracks) including all the necessary utilities such as electricity, water, drainage, security, safety requirements. The cost for all the utilities shall be borne by the Contractor. The Contractor’s temporary facilities shall be dismantled and removed from the site after completion of the contract.

**C. Construction Safety and Health Program**

The Contractor shall, at his own expense, furnish his workers with protective equipment for eyes, face, hands and feet, lifeline, safety belt/harness, protective shields and barriers.

All Personal Protective Equipment and Devices shall be in accordance with the requirement of the Occupational Safety and Health Standards (OSHS) and should pass the test conducted and/or standards sets by the Occupational Safety and Health Center (OSHC).

The Contractor shall provide construction safety barricades along the perimeter of and/or within the project site.

**D. PCAB License and Staff Requirements**

The Contractor must be PCAB licensed for General Engineering or General Building: Category “C”, Small “B” (minimum). The PCAB license must be valid and effective at the time of submission of bid.

Minimum Key Personnel	Minimum Required Qualification
Project Engineer	PRC Registered Licensed Civil Engineer or Architect with three (3) years in Design/Construction of Buildings or related experience.
Foreman	3 years on Repair / Construction of Bldg. or related experience

*The contractor’s key personnel must meet the required qualifications and relevant experiences supported by their respective CVs and licenses (if applicable)  
The key personnel shall only be nominated to a single position.*

**E. Submittals, Stages and Delivery**

- Construction Phase

The Contractor shall prepare Accomplishment Report (supported with photographs to monitor actual progress status of the project to be submitted weekly to SCRP representative.

If the contractor wishes to modify the design or document which has been previously submitted, reviewed and approved, the contractor shall notify the BCDA within the reasonable period of time and shall shoulder the cost of such changes.

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- Post Construction Phase

Within 10 calendar days upon completion of the project, the Contractor shall submit One (1) Complete Set of As-Built Plans (printed in blueprinted paper) duly signed and sealed by the Contractor, in the following form:

- (1) 1 - complete set of As-Built Plans (in tracing paper/reproducible copy)
- (2) 5 - complete set of As-Built Plans (blue prints copy)
- (3) 1 - set of Electronic File of the As-Built Plans (CADD editable file)
- (4) 1 - set original & 1 - set duplicate copies of Warranty Certificates of all equipment supplied and installed.

#### **F. Warranty**

A warranty for a period of twelve (12) months after the issuance of Certificate of Completion (COC) of the Project shall be provided. Any defects due to poor workmanship and interior quality of materials used shall be corrected and/or replaced by the Contractor without extra cost to BCDA.

#### **IV. SCHEDULE OF REQUIREMENT**

The project must be completed in sixty (60) calendar days upon issuance of Notice to Proceed.

#### **V. TERMS OF PAYMENT**

The contract price shall be paid to the contractor within thirty calendar days (30) after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative.

#### **VI. LIQUIDATED DAMAGES**

- A. A liquidated damage in the amount of one tenth (1/10) of one percent (1%) of the total value of the contract shall be deducted for each day of delay for failure of the contractor /supplier to make the delivery within the specified date of delivery.
- B. In case, of partial performance of obligations, a liquidated damage in the amount of one tenth (1/10) of one percent (1%) of the total value of the undelivered portion of the contract shall be deducted for each day of delay for failure of the contractor/supplier to perform the same within the specified date.

#### **VII. CONTRACT TERMINATION**

BCDA may terminate the contract for reason of default in any of the following conditions:

- A. Failure by the winning supplier to accept the award or refusal to sign the PO in "Conforme" by the authorized representative.
- B. Outside of force majeure, failure of the Supplier to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the BCDA pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price (Section IIIA.1.a, Annex I of the revised IRR)

- C. Outside of force majeure, failure of the Supplier to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the BCDA pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price (Section IIIA.1.a, Annex I of the revised IRR).
- D. Failure of the Supplier to perform any other obligation under the Contract (Section IIIA.1.c. Annex I of the 2016 revised IRR).

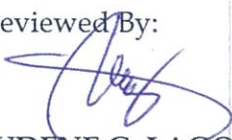
**VIII. BLACKLISTING OF SUPPLIER**

For refusal to accept an award, or enter into contract or perform the obligation as agreed, without justifiable cause after it has been adjudged as having the Lowest Calculated and Responsive Bid (LCRB), BCDA shall include the winning supplier in the list of BCDA Blacklisted Suppliers for a period of one (1) year.

Prepared by:

  
**Leonor M. Rivera**  
 Procurement Officer

Reviewed By:

  
**JUDENE G. LAGOY**  
 Architect, GSD

  
**REY S. LIM**  
 Project Manager, SCRP

Recommending Approval:

  
**JOSHUA M. BINGCANG**  
 Senior Vice President, CDG

 05-26-2021  
**AILEEN AN. R. ZOSA**  
 Executive Vice President

APPROVED BY:

  
**VIVENCIO B. DIZON**  
 President and CEO



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