

TERMS OF REFERENCE

DISMANTLING/INSTALLATION OF 565 SETS OF LUMINAIRE LIGHTING FIXTURES AT THE OFFICE OF THE SOLICITOR GENERAL (OSG) BUILDING IN MAKATI CITY

I. Rationale

In line with the implementation of the Green Public Procurement (GPP) Regime, an initiative that is part of the Philippine Development Plan (PDP) 2017-2022's Strategic Framework to Ensure Ecological Integrity, Clean and Healthy Environment and in order to substantially save energy costs, the OSG deems it necessary to replace its existing luminaire diffuser type lighting fixtures using fluorescent tubes with luminaire recessed type lighting fixtures using a Light Emitting Diode (LED) lights that has lesser energy requirement greatly beneficial to the Office of the Solicitor General.

II. QUALIFICATION OF THE CONTRACTOR

1. The Contractor must be legally registered with the Securities and Exchange Commission (SEC) and must possess distributorship of a globally-recognized LED tube light.
2. The Contractor shall have been in the business of delivering and installing of lighting fixtures for at least three (3) years.
3. The Contractor must present a Client Satisfaction Certificate from at least three (3) government agencies or private corporations, with whom the contractor had pass or has an ongoing contract.

III. DELIVERY SCHEDULE

The acquisition and installation of new luminaire recessed type lighting fixtures for the OSG Building shall be completed within sixty (60) calendar days from receipt of the Notice to Proceed (NTP), which shall include the period of time required in dismantling and installation of the new luminaire recessed type lighting fixtures. The delivery of new lighting fixtures is subject to scheduling of the work as determined by the Administrative Division's representative.

IV. SCOPE OF WORK

1. The Contractor shall provide all materials, labor, equipment and tools for the dismantling of the existing luminaire diffuser type lighting fixtures and installation of new luminaire recessed type lighting fixtures at the OSG Building with office address at #134 Amorsolo St., Legaspi Village, Makati City.
2. The materials to be used for the supply labor and materials for the dismantling of the existing luminaire diffuser type lighting fixtures and installation of new luminaire recessed type lighting fixtures are of good quality and subject for inspection by the OSG in-house electrician.
3. The Contractor shall dismantle 565 sets of existing luminaire diffuser type lighting fixtures located at the different divisions/offices from Ground Floor to 11th Floor of the OSG Building.
4. The Contractor shall provide all wiring components, electrical insulations and fixing supports needed for the installation of the new lighting fixtures.

5. The Contractor shall install 565 sets of new luminaire recessed type lighting fixtures size: W 2ft. x L 4ft. rectangular shape with 2 x 16w T8 LED lights.
6. The Contractor shall repair all affected/damage ceiling fixtures after dismantling and installation of the new lighting fixtures.

V. TECHNICAL SPECIFICATIONS

Description	
The budget for installation/modernization of lighting fixtures for the Office of the Solicitor General Building is One Million Six Hundred Fourteen Thousand Pesos (Php1,614,000.00) , Philippine currency including 12% VAT.	
Technical Specifications	
Lasting hours of 15,000 hours (bidder must submit a certification from the manufacturer of its lasting hours.	
Protection circuit inside ensuring people's safety in case of mis-use, complying with IEC safety requirement.	
100% comply with IEC requirement on T8 dimensions, fitting into fluorescent luminaire perfectly.	
The manufacturer of LED tube light has been in the international market for at least 10 years for the same line of business	
Wattage: 16w	
Voltage: 220-240v	
Cap: G13	
Length: 1200mm	
Beam Angle: 240 degrees	
Lifetime: 15,000 hours	
Lumen Output: 1600lm	

VI. OFFICE LOCATIONS FOR THE DISMANTLING/INSTALLATION OF LUMINAIRE LIGHTS

Ground Floor	Cesar Bengzon Division (Amorsolo wing)	36 sets
	Docket Management Division (Adelantado wing)	11 sets
3 rd Floor	Sixto Dela Costa Division (Amorsolo wing)	36 sets
	Felix Antonio Division (Adelantado wing)	36sets
4 th Floor	Sedfrey Ordonez Division (Amorsolo wing)	36 sets
	Quintin Paredes Division (Adelantado wing)	36 sets
5 th Floor	Felix Makasiasar Division (Amorsolo wing)	36 sets
	Alexander Reyes Division (Adelantado wing)	36 sets
6 th Floor	Library and Legal Resources Division (Amorsolo wing)	36 sets
	Antonio Villareal Division (Adelantado wing)	36 sets
7 th Floor	Gregorio Araneta Division (Amorsolo wing)	36 sets

Cleaning up the whole area daily of accumulated rubbish or debris caused by the work. Upon completion of the project, the entire installation shall be made clean to the satisfaction of the OSG.

VII. CLEAN UP WORKS

	Total No. of Luminaire Lighting Fixtures	565 sets
7 th Floor	Pompeyo Diaz Division (Adelantado wing)	36 sets
8 th Floor	Roman Ozaeta Division (Amorsolo wing)	35 sets
	Ricardo Galvez Division (Adelantado wing)	31 sets
9 th Floor	Secretariat Office (Amorsolo wing)	15 sets
10 th Floor	Manuel Lim Division (Adelantado wing)	23 sets
11 th Floor	Ramon Avancena Division (Amorsolo wing)	27 sets
	Case Management Service (Adelantado wing)	27 sets

VIII. WARRANTIES OF THE CONTRACTOR

1. The Contractor shall replace defective components parts/accessories of the same or better brand, features and quality if it is not resolved within the allowable resolution time, at no additional cost to the OSG, within the warranty period.

2. The Contractor warrants that it shall conform strictly to the terms and conditions of the Terms of Reference.

3. The Contractor, in the performance of its services, shall secure, maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations and directives Regulatory Authorities and Commissions. The contractor undertakes to pay all fees or charges payable to any instrumentality of the government or to any other duly constituted authority relating to the use or operation of the installation.

4. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.

5. The Contractor shall coordinate with authorized and/or designated OSG personnel in the performance of their jobs.

6. The Contractor shall be liable for loss, damage, or injury as may be due directly through the fault or negligence of its personnel. It shall assume responsibility thereof and the OSG shall be specifically released from any responsibility arising therefrom.

7. The Contractor warrants that the installed lighting fixtures are brand new and free from all defects and workmanship guaranteed for two (2) years from the date of completion/acceptance. Any defects or damages which develop within the two (2) year warranty period shall be corrected to the satisfaction of the OSG at no additional cost. The Contractor shall submit Warranty Certificate upon turnover of the project as proof that the installed lighting fixtures are free from defects against workmanship.

IX. TERMS OF PAYMENT

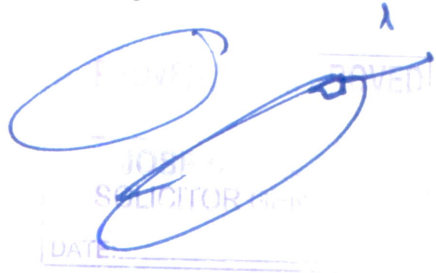
1. SCHEDULE PAYMENT

1.1 The Contractor shall be paid based on a progressive billing scheme as follows:

Mobilization Fee	15%
Upon dismantling, hauling and installation of lighting fixtures.	75%
During the retention period	10%

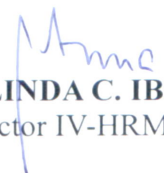
1.2 The Contractor shall be allowed 15% of the total contract price as mobilization fee of the total contract price as mobilization fee upon commencement of the project. The payment shall be subject to the required Expanded Withholding Tax (EWT) of two percent (2%) and Final Withholding Tax on VAT of five percent (5%).

1.3 Each payment shall be made within thirty (30) days from submission of Inspection and Acceptance Report issued by the Inspection and Acceptance Committee (IAC) and the Certificate of Completion and Acceptance issued by the Administrative Division and all other required documents based on existing OSG issuances.



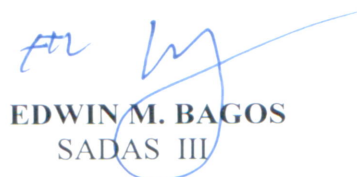
Respectfully submitted:

ADMINISTRATIVE DIVISION:

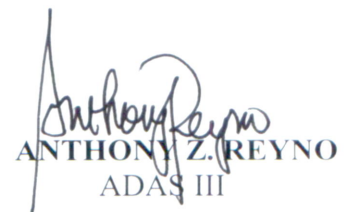

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