

Republic of the Philippines  
**Office of the Solicitor General**

**TERMS OF REFERENCE**

***SUPPLY AND LABOR FOR REPAIR AND RENOVATION OF SIX (6) LEGAL DIVISION AND TWO (2) SERVICES OF THE OFFICE OF THE SOLICITOR GENERAL***

The Office of the Solicitor General (OSG) intends to conduct repair and renovation of the offices of **six (6) legal division and two (2) services**, located at OSG Building, 134 Amorsolo St. corner Gamboa St. Legaspi Village, San Lorenzo, Makati City.

The OSG shall employ the services of a **CONTRACTOR** to provide labor and materials for the repair/renovation of said offices:

1. The Approved Budget for the Contract (ABC) for the repair/renovation is **Six Million Three Hundred Ninety Two Thousand Three Hundred Five Pesos Philippine Pesos Only (Php6,392,305.00)** including **12% VAT** and payment for the business and other permits required for this purpose, which shall be applied for by the **CONTRACTOR**.
2. The **CONTRACTOR** may request an advance payment as mobilization funds in the amount not exceeding **15%** of the contract price, upon submission to and acceptance by the OSG of an irrevocable letter of credit of equivalent value. The balance is subject to progress payments under the following conditions.
  - a) The **CONTRACTOR** shall submit a Statement of Work Accomplished (SWA) subject to the verification and certification by the OSG.
  - b) The first progress payment shall only be paid to the **CONTRACTOR** upon completion of the twenty percent (20%) of the work, as certified by the building administrator or its representative.
  - c) The progress payment is subject to retention of **ten percent (10%)** of the total amount due the contractor, and shall be retained from every progress payment until the fifty percent (50%) of the value of work, as determined by the OSG, is completed. If after 50% of the value of work is completed, and the work is satisfactorily done and on schedule, no additional retention shall be made otherwise, the 10% retention shall be imposed. The total retention money shall be released upon the final acceptance by the OSG of the work.
3. The OSG shall check/inspect the **CONTRACTOR's** works upon every submission of SWA, and shall notify the **CONTRACTOR** of any defects that are found. The **CONTRACTOR** shall immediately correct/repair the notified defect/s at the **CONTRACTOR'S** expense and without additional costs to the original contract amount.
4. Where the **CONTRACTOR** refuses or fails to satisfactorily complete the work within the specified contract time, an amount equal to at least **one tenth (1/10) of one percent of the cost of unperformed portion of the work for every day of delay** shall be paid by the contractor, or deducted from any money due the contractor.
5. The **CONTRACTOR** shall ensure that the materials to be used for the renovation/repair are of good quality and subject to inspection by the **OSG** building administrator or its representative.
6. The **CONTRACTOR** will be given sixty (60) working days per lot, including weekdays (after office hours), holidays, Saturdays and Sundays, within which to complete the following scope of work upon issuance of the approved *Work Permit* from the building administrator of the **OSG** Building.

**LOT 1 (ALEXANDER REYES DIVISION) P 686,805.00****SCOPE OF WORKS**

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Dismantling, Re-alignment, Re-sizing of a. Lawyers high partitions (11) b. Legal secretaries lower partitions(11) include built-in cabinets c. ASG Secretary (1) d. Replacement of damaged floor tiles for the division(1)	24	Sets
3. Re-varnishing of a. Lawyers cubicle (11) b. Legal secretaries tables (11) c. ASG Room (1) d. ASG secretary(1)	24	Sets
4. Installation and construction of two (2) cubicles for TA Room.	2	Sets
5. Installation or holing for electrical sockets and its connection (Note: Internet connection will be provided by Case Management Service –OSG)	2	Lot
6. Construction of stockroom beside pantry and provide lighting fixtures and replacement of damaged tiles.	1	Lot
7. Repainting of concrete wall of the division.	1	Lot
8. Re-sizing of the conference room and installation of wall glass partition. Include painting works.	1	Lot
9. Demobilization	1	Lot

**LOT 2 (POMPEYO DIAZ DIVISION) P 910,600.00****SCOPE OF WORKS**

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Dismantling, Re-alignment, Re-sizing and Installation of the following: a. Lawyers high partitions wood partition (size 2.4m x 2.4m) floor to ceiling (11 Lawyers) with clear glass each room and door. b. Conference Room (size 5.2m x 3.0m ) floor to ceiling with partly wood and glass wall (1) c. (11) Low-partition wooden cubicle for secretaries and L-Type table including built-in cabinets per secretaries. d. (1) ASG Secretary L-type Tables with built-in cabinets. e. Existing Cabinets at Lawyers Room.	24	Sets
3. Painting and Varnishing of the following: a. Lawyers cubicle (11) b. ASG Secretary (1) c. Secretaries (11) d. Conference Room (1)	24	Sets
4. Installation and construction of mechanical ducts (for aircon) of lawyers due to high partition of wall.	1	Lot
5. Installation or holing for electrical sockets and its connection (contractor supply) (Note: Internet connection will be provided by Case Management Service –OSG)	2	Lot
6. Provide lighting fixtures and sockets	1	Lot
7. Repainting of concrete wall of the division.	1	Lot
8. Removing of existing tiles and replacement of new floor Tiles	1	Lot

9. Demobilization	1	Lot
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**LOT 3 (FELIX Q. ANTONIO DIVISION) P 1,000,000.00**

**SCOPE OF WORKS**

<i>Description</i>	<i>Quantity</i>	<i>Unit/s</i>
10. Mobilization	1	Lot
11. Realignment and resizing of lawyers' cubicles (10 lawyers) with installation of: a. built-in cabinets in the lawyers' cubicles; and b. bookshelves in the ASG's Room.	11	Sets
12. Realignment and re-sizing of the low partitions/divisions of legal secretaries' cubicles (10 legal secretaries), with installation of: a. additional built-in cabinets for the 10 legal secretaries; b. additional built-in cabinets for the ASG Secretary; and c. decorative class with horizontal frosted design (same with conference room) for the cubicles of the legal secretaries and ASG Secretary (front part of the respective cubicles).	11	Sets
13. Fabrication and construction of cubicle for one (1) lawyer and one (1) legal secretary.	2	Sets
14. For the conference room: a. supply and construction of decorative glass wall for the conference room. Front wall will be entirely glass with horizontal frosted design. Side wall will be partly wood and glass, i.e., center portion will be wood and side borders will be glass with full frosting (sample picture attached); and b. installation of built-in cabinets (side wall, wood portion)	1	Lot
15. Supply and construction of small TA Room beside the pantry with a foldable long table which can accommodate two (2) persons. Provide lighting fixtures and painting works.	1	Lot
16. Supply and construction of stockroom with built-in cabinets (floor to ceiling design). Provide lighting fixtures and painting works.	1	Lot
17. Re-varnishing of: a. the high partitions and low partitions of the lawyers and legal secretaries' cubicles respectively, including the cubicle of ASG Secretary; b. the ASG Room; and c. Conference room.	1	Lot
18. Repainting of the division's walls.	1	Lot
19. Installation and relocation of existing electrical works. internet cables, telephone and telephone wires (c/o IT and admin department).	1	Lot
20. Replacement of damaged floor tiles.	1	Lot
21. Demobilization	1	Lot



**LOT 4 (GREGORIO ARANETA DIVISION) ₱ 663,250.00****SCOPE OF WORKS**

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Re-varnishing of all lawyers high partition, ASG Secretary, ASG room and conference room.	12	Sets
3. Supply and construction of additional TA Room and provide lighting fixtures for the TA Room and replacement of damaged tiles.	1	Sets
4. Additional electrical outlet per lawyers cubicles.	1	Lot
5. Construction of kitchen pantry with tiles including painting and built in cabinets.	1	Lot
6. Supply and Installation of Additional wooden Cabinets for lawyers (3sets) along Hallway(1.50m x 2.64m 5 layers and 3 division) and along window (3 sets) (sizes) with door cabinets	1	Lot
7. Demobilization		

**LOT 5 (ANTONIO VILLAREAL DIVISION) ₱ 687,250.00****SCOPE OF WORKS**

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Re-varnishing of all lawyers high partition including ASG Room (12 lawyers and 1 ASG Room)	13	Sets
3. Fabrication, supply and construction of L- Type wooden table for all legal secretaries and ASG Sec with built-in cabinets and door cabinets with lock. (12 secretaries and 1 ASG Sec)	13	Sets
4. Re-varnishing of ASG Secretary area and provide door with door accessories (lock handle) existing cabinets.	2	Sets
5. Re-varnishing of ASG Secretary area and Re-painting of concrete wall of the division	1	Lot
6. Demobilization	1	Lot

**LOT 6 (SIXTO DELA COSTA DIVISION) ₱ 444,400.00****SCOPE OF WORKS**

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Re-painting of a. concrete wall of the division b. ASG Room c. Lawyers cubicles (11 lawyers) d. Conference room	1	Lot
3. Supply and construction of built- in cabinet table for legal secretaries with compartment and door cabinet include painting for(11) legal secretaries.	11	Sets
4. Installation and construction of hanging cabinets along pantry including painting.	1	Lot
5. Supply and construction and widening L-typed table for ASG Secretary and provide door cabinets include painting works.	1	Lot
6. Supply and construction of additional cabinets inside lawyers cubicle including painting works.	7	Sets
7. Demobilization	1	Lot

**LOT 7 (FINANCIAL MANAGEMENT SERVICE) P 1,000,000.00****SCOPE OF WORKS**

Description
1. Mobilization
2. Dismantling and Removal Works 2.1 Existing wooden Directors Office 2.2 Existing wooden Chief Admin Officer Office of Cash 2.3 Existing wooden Supervising Admin officer cubicle of Budget 2.4 Existing wooden Supervising Admin officer cubicle of Accounting 2.5 Existing wooden divider of Cash Section Existing wooden divider of pantry 2.6. Existing wooden wall of Cash Section 2.7 Existing wooden Wall of Pantry
3. Repair works 3.1 Repair of affected tiles 3.2 Repair and Replacement of receiving Window Glass 3.3 Repair of Walls at the FMS area
4. Installation 4.1 Install T-Runner and Acoustic Board (OSG supply) 4.2 4" CHB Wall Partition and Plastering
5. Construction of Director Office 5.1 Flush Door .80 x 2.1 M with Jamb with accessories 5.2 Drywall Partition (Gypsum board 12mm thk. and metal frame) 5.3 Install new Ceiling (Ceiling Board OSG supply)
6. Construction of Conference Room 6.1 Flush Door .80 x 2.1 M with Jamb with accessories 6.2 Drywall Partition (Gypsum board 12mm thk. and metal frame) 6.3 Installation of new ceiling (Frame and Hangers only) Ceiling Board (OSG Supply) 6.4 Repair of affected walls and repair of existing built in wood cabinets
7. Removal and Replacement of Tiles (Director office, Conference room and Main Office) 7.1 Removal of Wall and affected tiles at Director Office and Conference room 7.2 Installation of New Wall and Floor tiles (600 x 600) glaze tile 7.3 Replacement of Damage Tiles at Main Work Station. 7.4 Installation of new ceiling (Frame and Hangers only ceiling Board OSG Supply)
8. Removal and Replacement of Tiles(Directors Office and Conference Room. 8.1 Removal of Wall and affected tiles at Directors office and Conference Room 8.2 Installation of New Wall and Floor Tiles(600x 600) glazes and unglazed tiles 8.3 Replacement of Damage Tiles at Main Work Station 8.4 Replacement of Kitchen Sink and Tile
9. Installation of new lightings at Main Work Station.
10. Installation of new Lightings at Directors Office and Conference Room
11. Supply and Installation of Modular partition for Chie Admin Officer (CAO), Supervising Admin Officer (SAO) and Admin staff at Main Works Station. 11.1 CAO of Budget, Cash and Accounting Modular Partition 5 sets (180W x 160H) 1 set (120W x 160H) 2 sets(100w x 160H) 11.2 SAO of Budget, Cash and Accounting Modular Partition 3 sets (180W x 140H) 3 sets (70 W x 140H)

11.3 Administrative Staff 16 sets ( 90W x 120H) 15 sets (120W x 120H) 6 sets (180W x 120H)
11.4 All Modular Partition is Color (for approval(Approved color) with two (2) gang outlet + one (1) RJ45 and Network Outlet
12. Supply and Installation of outlet and internet network cabling 12.1 Director Office 12.2 Conference Room 12.3 Main Work Station for staff
13. Painting works 13.1 Walls 13.2 Ceiling 13.3 Affected Areas 13.4 Existing wooden cabinets @ conference Room
14. Cleaning and Disposal of Debris (All non-valuable waste)
15. Demobilization.

**LOT 8 (HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE SERVICES)**

**₱ 1,000,000.00**

**SCOPE OF WORKS**

Description
1. Mobilization
2. Dismantling and Removal Works 2.1 Existing wooden office of Chief Administrative Officer at HRD 2.2 Existing wooden office of Supervising Admin Officer at IIRD 2.3 Existing wooden cubicle of Human Resource Division Section Head 2.4 Existing wooden cubicle of Administrative Division Section Head 2.5 Existing wooden cabinet 2.6 Existing wooden partition of Admin staff of Human Resource Management Administrative Services.
3. Repair works 3.1 Repair of affected tiles
4. Installation 4.1 Install T-Runner and Acoustic Board (OSG supply acoustic only)
5. Removal and Replacement of Tiles (CAO, SAO, Section Head, and Main Work station) 5.1 Removal of Affected tiles at CAO, SAO, Section Head and Main workstation. 5.2 Installation of Floor tiles (600 x 600) glaze tile
6. Repair and Replacement of damage Lightings at CAO, SAO, Section Head and Main Work Station.
7. Supply and Installation of Modular partition for Chief Admin Officer (CAO), Supervising Admin Officer (SAO), Section Head and Admin staff at Main Works Station.

HUMAN RESOURCE DIVISION			ADMINISTRATIVE DIVISION		
No. of Set	Size	Description	No. of Set	Size	Description
1	(200W x 160H)	CAO	3	(90W x 130H)	Section Head
1	(150W x 160H)		3	(180W x 130H)	
			2	(180Wx140H)	
1	(200W x 140H)	SAO	10	(80W x 120H)	Administrative Staff
1	(120W x 140H)		5	(160W x 120H)	
3	(180W x 130H)	Section Head	4	(80W x 120H)	
2	(100W x 130H)		6	(70W x 120H)	
1	(200Wx130H)				Administrative Staff
12	(120W x 120H)	Administrative Staff	8	(60W x 120H)	
10	(100W x 120H)		19	Pedestal	
5	(200Wx130H)				

**NOTE:** All Modular Partition is Color Blue with two (2)-gang outlet + one (1) RJ45 and Network Outlet.

Counter Top for Section Head and Admin Staff of Administrative Division are the following:

HRMD	ADMIN DIVISION
16 sets (60D x 120L)	16 SETS (60DX80I)
1 sets (60D x 100L)	6 SETS (45DX70I)
2 sets (180Lx 60DL)	3 SETS (60D X 120L)
2 sets (150Lx 40D)	19 sets pedestal

Description
8. Supply and Installation of outlet and internet network cabling
8.1 CAO Cubicle of HRD
8.2 SAO Cubicle of HRD
8.3 Section Head Cubicle of HRD and Admin Division
8.4 Main Work Station for staff of HRD and Admin Division
9. Painting works
9.1 Walls
9.2 Ceiling
9.3 Affected Areas
10. Cleaning and Disposal of Debris (All non-valuable waste)
11. Demobilization.

**GRAND TOTAL**

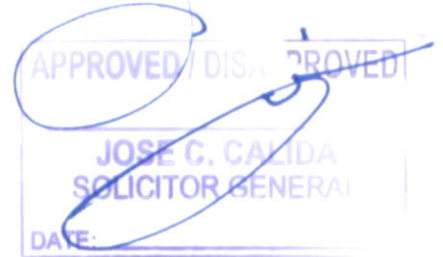
**₱ 6,392,305.00**

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7.No employer-employee relationship shall arise between the **CONTRACTOR** and/or its workers on one hand and the **OSG** on the other. The **OSG** shall in no manner be answerable or accountable for any accident and injury which may occur to any worker or personnel of the **CONTRACTOR** during the performance of the work services mentioned herein whether the injuries or accidents occurred inside or outside the premises of the **OSG**, or any loss or damage whatsoever and shall save the **OSG** harmless therefrom.

8.The **CONTRACTOR** shall be responsible for any loss or damage that may be incurred upon the properties of **OSG** during the performance of the work service or for injury to any person caused by unreasonable or negligent act or omission of the **CONTRACTOR** or its workers, whether such act is intentional or not.

9. The **OSG** shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary, due to force majeure or any fortuitous events or for failure on the part of the **CONTRACTOR** to carry out valid orders given by **OSG** or to perform any provisions of the contract, or due to adjustment of plans to suit office conditions as found necessary during construction.



Respectfully submitted:

**ADMINISTRATIVE DIVISION TECHNICAL WORKING GROUP**

  
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