

Republic of the Philippines
Office of the Solicitor General

SUPPLY AND LABOR FOR THE REPAIR AND RENOVATION OF THE RENTED OFFICES OF SIX (6) LEGAL DIVISIONS LOCATED AT APMC BUILDING AND MONTEPINO BUILDING EXTENSION OFFICES OF THE OFFICE OF THE SOLICITOR GENERAL (OSG)

A. TERMS OF REFERENCE

The OSG intends to repair and renovate the offices of six (6) legal divisions, located at APMC Building, 136 Amorsolo St. and Montepino Building, 138 Amorsolo St. corner Gamboa St., Legaspi Village, San Lorenzo, Makati City, which are its rented offices adjacent to the OSG Main Building.

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 **Php5,600,000.00**, including 12% VAT and payment for the business and other permits required for this project, which shall be applied for and obtained 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, inspection committee, and end-user or its representative.
 - c) The progress payment is subject to the 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 defect/s that will be 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. If the **CONTRACTOR** refuses or fails to satisfactorily complete the work within the specified contract time, then 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. All materials for construction/fabrication must be new unless otherwise specified to reuse existing materials.
6. The **CONTRACTOR** has **one hundred twenty (120) working days** (after office hours only), holidays, Saturdays and Sundays, to complete the scope of works and will commence upon the receipt of the Notice to Proceed (NTP) from the Bids and Awards Committee (BAC).
7. The **CONTRACTOR** shall submit a company profile with latest office address, contact number/s, website, and email address.
8. The **CONTRACTOR** shall submit a work plan/schedule specifying the number of workers per day, the number of workdays per week, and the number of working hours per week.
9. 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 not be liable 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.
10. The **CONTRACTOR** shall be responsible for any loss or damage that may be incurred upon the properties of OSG during the performance of the works 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.
11. 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.
12. Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Implementing Rules and Regulations shall form a part of these Terms of Reference (TOR).

B. SCOPE OF WORKS

LOT 1 FELIX BAUTISTA DIVISION
Third Floor, APMC Building
ABC: P1,200,000.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Dismantling of the wall partitions at center of the division.	1	Lot
3. Dismantling of door at pantry	1	Lot
4. Reception Area a. Supply and installation of glass on top of the table. (See attached plan/lay-out).	1	Lot
5. Conference Room Area a. Upholstery of the foam of the chairs with the same color as the original.	1	Lot
6. Pantry Area a. Supply and installation of wooden sliding door. b. Supply and installation of wooden cabinet for utensils, refrigerator, cabinets, microwave and other kitchen appliances (see attached plan/lay-out).	1 1	Lot Lot
c. Table is attached to the wall, with four (4) high chairs below the table.	1	Lot
d. Supply and installation of three (3) hanging lights at the table area.	1	Lot
7. Center of the Division a. Supply and installation of modular glass/whole glass cubicles for three (3) lawyers and (3) three secretaries (see attached picture/plan/lay-out).	1 1	Lot Lot
b. Construction of L-shape type built-in tables with overhead cabinet on top and built-in cabinet on the right side. (See attached picture).	1	Lot
8. Construction of a higher wall in lawyer cubicle no. 2 located beside the pantry.	1	Lot
9. Records Room a. Supply and installation of sliding wooden door. b. Re-painting of the wall of the record room.	1 1	Lot Lot
10. Re-painting of the entire office, including the old cubicles.	1	Lot
11. Supply, installation and relocation of existing electrical outlets and wirings in all new lawyers and legal secretaries' cubicles, including the conference room and the pantry. Note: A representative from Administrative Service will check the installation.	1	Lot

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12. Hauling of debris and other scrap materials during and after the renovation/construction.	1	Lot
13. Demobilization	1	Lot
14. Supply and installation of cabling and other wirings related to internet connection. Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.	1	Lot

TOTAL: P1,200,000.00

LOT 2 SERAFIN HILADO DIVISION
Fifth Floor, APMC Building
ABC: P300,000.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Re-painting of the following: b. Wall of the division	1	Lot
3. Re-painting of the following: c. Conference Room	1	Lot
d. ASG Room	1	Lot
e. Stock room	1	Lot
f. Room # 1	1	Lot
g. Room # 2	1	Lot
h. Room # 3	1	Lot
i. Room # 4	1	Lot
4. Repainting of Hallway	1	Lot
5. Repainting of Ceiling	1	Lot
6. Repainting of Baseboard/Cornices/Doors	1	Lot
7. Repainting of all cabinets in the Divisions	1	Lot
Note: Color as per approved by end-user.		
8. Hauling of debris and other scrap materials during and after renovation/construction.	1	Lot
9. Demobilization	1	Lot

TOTAL: P300,000.00

LOT 3 JUAN LIWAG DIVISION
Sixth Floor, APMC Building
ABC: P1,500,000.00

Description	Quantity	Unit/s																			
1. Mobilization 2. Dismantling of the following: a. Existing cubicle/work station of ASG Secretary (1) b. Existing wall along Gamboa wing (1) c. Existing ten (10) lawyer's areas along Adelantado wing and Amorsolo wing. d. Existing six (6) secretary cubicles/work stations, both wings.	1 18	Lot Sets																			
3. Supply and Installation of Modular partition for Lawyers and Legal Secretaries with Built-in Table;	1	Lot																			
<table border="1"> <thead> <tr> <th>No. of Panel</th> <th>Size</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td rowspan="3">11 lawyers</td> </tr> <tr> <td>see actual size and quantity</td> <td></td> </tr> <tr> <td>see sketch plan</td> <td></td> </tr> <tr> <td></td> <td></td> <td rowspan="4">11 secretaries and 1 ASG secretary (legal)</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	No. of Panel	Size	Description			11 lawyers	see actual size and quantity		see sketch plan				11 secretaries and 1 ASG secretary (legal)								
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<p>Note: All modular partition is full fabric, color code option 1- L2520 and option 2 CM-06 in case the first option is not available.</p>																					
4. Re-arrangement and widening of Records Room (see attached size of record room). a. Supply, installation and fabrication of two (2) sets of doors for the records room, including accessories. b. Re-painting of all existing open shelves at records room. c. Supply and installation of cabinet at pantry	1 1 1	Lot Lot Lot																			
5. Re-varnishing of ASG room 5.1 Double-walled, varnish (color as per approved by end-user) 5.2 Panel door	1	Unit																			
6. Re-varnishing of conference room adjacent to ASG room. 6.1 Double-walled, re-varnish with two (2) panel doors complete with accessories.	1 1	Unit Unit																			
7. Painting of entire cemented walls of the division. Note: include baseboards and cornices; color as per approved by end-user.	1	Unit																			
8. Construction, refurbishing and painting of existing	1	Lot																			

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pantry with cabinets, including, hinges and handles. 9. Replacement of defective acoustic ceiling.	1	Lot
10. Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers' and legal secretaries' cubicles/work stations, including the conference room and the pantry. Note: A representative of Administrative Service will only supervise and check the installation.	1	Lot
11. Hauling of debris and other scrap materials during and after renovation/construction.	1	Lot
12. Demobilization	1	Lot
13. Supply and installation of structure cabling. Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.	1	Lot

TOTAL: P1,500,000.00

LOT 4 FRANCISCO CHAVEZ DIVISION
Third Floor, Montepino Building
ABC: P800,000.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Dismantling of the following: a. Conference room wall (all sides of conference room and door) (3) b. ASG room (1) and ASG door (2) c. Existing wooden stockroom area (1)	6	Units
3. Re-arrangement of existing modular partition for lawyers and secretaries modular (see attached new lay-out) 11 lawyers and 11 secretaries. Note size of cubicles for lawyers (2m x 2m), size of cubicles for secretaries (1.5m x 1.2m).	22	Units
4. Re-location of ASG Room and installation of new ASG room with installation of sliding glass wall partition with both fixed glass on both sides adjacent to conference room. Include glass strips and two-way mirror.	1	Lot
5. Installation of new frosted glass wall conference room with one-side strips.	1	Lot
6. Supply, fabrication and installation of a new wooden partition, one (1) L-type for the ASG secretary.	1	Lot
	1	Lot

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7. Supply, Installation of L -type for the ASG secretary with OSG logo in the background.		
8. Construction of ASG Room.	1	Lot
9. Repair and painting of existing pantry	1	Unit
10. Re-painting of all cemented wall.	1	Unit
11. Replacement of lights luminaire.	1	Unit
12. Relocation of airconditioning unit from existing location to the new location.	1	Unit
13. Supply, installation and relocation of existing electrical outlets and wirings in all lawyers and legal secretaries' cubicles, including the conference room and the pantry. Note: A representative of Administrative Service will only supervise and check the installation.	1	Lot
14. Hauling of debris and other scrap materials during and after renovation/construction.	1	Lot
15. Demobilization	1	Lot
16. Supply and installation of cabling and other wirings related to internet connection. Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.	1	Lot

TOTAL: P800,000.00

LOT 5 QUERUBE MAKALINTAL DIVISION
Third Floor, APMC Building
ABC: P300,000.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Supply, installation and fabrication of wooden cabinets with doors. (See attached drawing of the cabinet). a. Painting of wooden cabinets. Note: Color will be approved by the end-user. b. Inclusive of doors and door accessories (handles, hinges etc.) c. Installation and assembly of the wooden cabinets shall be within the premises of the division.	30	sets

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Note: all wooden cabinets should be 3/4" marine plywood.		
Note: Color will be the same as the existing color of the cabinets at the division.		
3. Hauling of debris and other scrap materials during and after construction.	1	Lot
4. Demobilization	1	Lot

TOTAL: P300,000.00

LOT 6 IGNACIO VILLAMOR DIVISION
Fifth Floor, APMC Building
ABC: P1,500,000.00

Description	Quantity	Unit/s																	
1. Mobilization	1	Lot																	
2. Dismantling of the following: a. Existing cubicle of ASG Secretary (1) b. Existing two (2) lawyers' rooms beside ASG secretary c. Existing nine (9) lawyers' and secretaries' areas along Adelantado wing and Gamboa wing. d. Dismantling of existing conference room (1). e. Dismantling of the front wall of the records (1). f. Dismantling of wall beside ASG secretary (1).	15	Sets																	
3. Supply and installation of modular partition for lawyers and legal secretary and ASG Secretary with built-in table. 4. Transfer and repair of existing tables	1	Lot																	
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Note: All modular partition is full fabric, color code option 1 is DA -32 and option 2 is XF-07 in case the first option is not available.																			
5. Supply and installation of new conference room																			

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size 4.2 meters x 4.0 meters. (See attached plan)		
a. Revarnishing of the new conference room.	1	Lot
b. Supply and installation of door with accessories.	1	Lot
6. Reinstallation of storage room /record room size 7.0meters x 4.2 meters. (See attached plan)		
a. Supply, installation and fabrication of Two (2) sets of doors for the records room, including accessories.	1	Lot
b. Re-painting of all existing open shelves at records room.	1	Lot
c. Revarnishing of storage room.	1	Lot
7. Re-varnishing of ASG room	1	Lot
6.1 Double-walled, varnish (color as per approved by end -user), including existing cabinets.	1	Unit
6.2 Panel door		
8. Re-painting of entire cemented walls of the division. Note: include baseboards and cornices.	1	Unit
9. Construction and painting of existing pantry with cabinets, including hinges and handles.	1	Unit
10. Relocation of the existing Internet DATA per request by the end-user to another location, to be assisted by an IT representative.	1	Unit
11. Supply, installation, and relocation of existing electrical outlets and wirings in all lawyers' and legal secretaries' cubicles, including the conference room and the pantry. Note: Note: A representative of Administrative Service will only supervise and check the installation.	1	Lot
12. Hauling of debris and other scrap materials during and after renovation/construction.	1	Lot
13. Demobilization	1	Lot
14. Supply and installation of structural cabling and other additional wirings related to internet connection.	1	Lot
Note: An IT representative will check the installation of structured cablings and other wirings related to internet connection.		

TOTAL: P1, 500,000.00

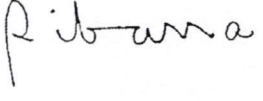
GRAND TOTAL: P5,600,000.00

**THE TECHNICAL WORKING GROUP FOR THE
REPAIR/RENOVATION OF RENTED OFFICES**


ERIC REMEGIO O. PANGA
Assistant Solicitor General
Chairperson

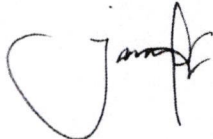
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