

Republic of the Philippines
Office of the Solicitor General

SUPPLY AND LABOR FOR THE REPAIR AND RENOVATION OF THE RENTED OFFICES OF FOUR (4) LEGAL DIVISIONS AND TWO (2) SERVICES 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 four (4) legal divisions and two (2) services, 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 **Php6,147,233.00**, 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 - FELICISIMO FERIA DIVISION
Ground Floor, APMC Building
ABC: ₱ 1,500,000.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Dismantling of the following:		
a. Whole room, including the conference room	1	Units

Terms of Reference and Scope of Works
 Repair and Renovation of Rented Offices of OSG (2020)

and mini-pantry; b. Existing seven (7) lawyers' cubicle high partitions; c. Major wall at the center of the division.	7 2	Units Lots
3. Fabrication and installation of eleven (11) newly painted partitions for lawyers' rooms (Height = 1.85m). Include painting works. 4. Fabrication and installation of: a. Eleven (11) newly painted wooden partitions for secretaries, including L-type wooden tables (Height= 1.3m). Notes: (1) Refer to those in the Villareal Division; (2) Mobile pedestals will be provided by the OSG. b. Fabrication and installation of one (1) newly, painted wooden ASG secretary partition with L-type painted table (Height =1.30m) Notes: Please refer to the layout; Include a provision re: fabrication and installation of pantry.	11 11 1	Units Units Unit
5. Re-painting of the ASG room. 6. Repair of lobby (adjustment, painting, and varnishing of front wall). Note: Dismantling of second glass doors in lobby. (Move to dismantling no. 2) 7. Dismantling and replacement of existing glass window and construction of a half glass, half wood conference room, except on ASG's side which must be all wood, and relocation of the door. Note: please refer to layout	1 1 1	Lot Unit Unit
8. Construction and painting of a two (2) new filing rooms, with usable open shelves, floor to ceiling.	2	Units
9. Painting: a. Of the division concrete wall and pantry; b. Of twelve (12) existing cabinets Note: Include fabrication of usable open shelves.	1 12	Lot sets
10. Supply, installation, and relocation of existing electrical and telephone lines for lawyers, legal secretaries, ASG secretary, ASG room, storage room, and pantry, on the account of the contractor. Note: The OSG representative will check the installation and relocation of the lines installed.	1	Lot
11. Repair of existing damaged tiles only.	1	Lot
12. Hauling of debris during and after renovation (all valueless materials)	1	Lot
13. Supply and installation of structure cabling and other wirings related to internet connection.	1	Lot
Note: OSG IT representative will check the installation of structure cabling and other wirings related to internet connection.		

LOT 2 - GEORGE HARVEY DIVISION
5th Floor, APMC Building
ABC: ₱ 1,500,000.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Dismantling of three (3) lawyer wooden cubicles (beside existing conference room) and transferring them to the other side, facing Gamboa St.	3	Sets
3. Dismantling of one (1) wall partition between Units 5-A and 5-B and (1) one receiving area located in Unit 5-A.	2	Lots
4. Renovation, construction, installation, and painting <ul style="list-style-type: none"> <li data-bbox="310 782 1136 924">a. Renovation of the existing five (5) cubicles (facing Adelantado St.) by extending each cubicle to add more space. Note: Height=1.8m, Width=2m. <li data-bbox="310 924 1136 1248">b. Construction of five (5) new wooden cubicles for lawyers in the Gamboa wing. Three (3) of these cubicles shall use the existing partitions, as stated in item no. 2, with modifications as to its size and height. (see note below). Additional construction of one (1) new cubicle for lawyer beside the new conference room (small area only). All renovated and constructed cubicles will have wooden sliding doors. Notes: Height = 1.8m, Width = 2m; use existing wooden tables (8) units and re-arrange positions. <li data-bbox="310 1248 1136 1597">c. Construction, installation, and painting of the eleven (11) a) newly built – L-typed cubicles with tables and built –in cabinets for legal secretaries, and one (1) ASG secretary cubicle using existing lawyers’ partitions. Note: Light gray color Note: For the design of the legal secretaries’ cubicle, please refer to the Villareal Division. The height of each cubicle is 1.2 meters. 	5	Sets
	6	Sets
5. Construction and painting of one (1) ASG room and one (1) small meeting room (2.5m x 2.5m) adjacent to the ASG room which may be separated by folding doors. Note: accordion-door type	1	lot
6. Construction and painting of one (1) conference room (4.5m x 3.5m).	1	Unit
7. Construction and painting of one (1) filing room with open shelves (6.5m x 3.5m) and (1) one wall of the division including basement.	1	Lot
8. Construction and painting of nine built –in cabinets below the window in the lawyers cubicles (Depth= (see actual), width = 2.5m)	9	sets
9. Supply, installation, and relocation of existing electrical outlets for ASG room, meeting room, conference room, legal secretaries’ cubicles and lawyers’ cubicles.	1	Lot
10. Cleaning and hauling of debris (all non-valuable waste) during and after construction/renovation	1	Lot

11. Demobilization	1	Lot
12. Supply and installation of structure cabling.	1	Lot
Note: OSG IT representative will check the installation structure cabling and other wirings related to interr connection.		

LOT 3 - PEDRO TUAZON DIVISION
8th Floor, APMC Building
ABC: P 1, 500,000.00

Description	Quantity	Unit/s
1. Dismantling/clearing of carpets in Unit 8-A (Mobilization).	1	Lot
2. Supply and installation of new vinyl tiles for the flooring. Note: color as per approved by end users		
a. ASG room	1	Set
b. Conference room	1	Set
c. Lawyers' cubicles	9	Sets
d. Legal secretaries' (9) and ASG secretary's (1) cubicles	10	Sets
e. Hallway	1	Lot
Note: Flooring will be smooth finished; will be replaced by new vinyl tiles possibly of approved color/shade and size; size of vinyl tiles is 8" x 8"		
3. Installation of wall tiles of ASG's comfort room. (12 inches from the ground)	1	Lot
4. Supply and installation of additional cubicles and partitions; include varnishing of the new two (2) lawyers' and two (2) secretaries' cubicles		
a. One (1) lawyer's cubicle 1 piece 1.35M W x 1.07M H 1 piece .95M W x 1.07M H	1	Set
b. One (1) Legal Secretary cubicle 1 piece 1.2M W x 1.63M H 1 piece 2 M W x 1.63M H	1	Set
c. One (1) additional partition for lawyer (0.3m W x 1.63m H)	1	Piece
d. One (1) additional partition for legal secretary (1.07m W x 1.23m H)	1	Piece
Notes: All additional cubicles/partition will have the same specifications from the existing. Please see attached layout of additional cubicle and partition with measurement.		
5. Re-varnishing of the following: a. Eight (8) lawyers' cubicles b. Eight (8) legal secretaries' cubicles c. One (1) ASG secretary cubicle d. One (1) kitchen counter	18	Sets
6. Removal, clearing, and replacement of existing wallpaper. Repainting of the following, except the ASG room that will have a wallpaper finishing. Note: Color as per approved by the end users for		

Terms of Reference and Scope of Works
 Repair and Renovation of Rented Offices of OSG (2020)

the following areas: a. Conference room b. ASG room (wallpaper) c. Entire wall of the Division, including cornices, baseboards d. ASG Comfort Room e. Low ceiling and high ceiling	1 1 1 1 1	Lot Lot Lot lot Lot
7. Re-painting of the following: a. High ceiling b. Cabinets at the kitchen sink area (duco finishing)	1 4	Lot Sets
8. Replacement and fabrication of door cabinet with handle and hinges in the kitchen area.	1	Lot
9. Supply and installation of counter-top to all legal secretaries' (9) and ASG secretary's (1) cubicles.	10	Sets
10. Supply and installation of new 2-gang outlets with cable mouldings to the exposed wires on the following areas: a. ASG secretary's cubicle b. Ms. Denah's cubicle c. Atty. Madridijo's cubicle d. Atty. Reyes' cubicle e. New lawyers' and secretaries' cubicles	1	Lot
11. Tinting of three (3) existing glass windows along Amorsolo wing (one-way tint).	1	Lot
12. Cleaning and hauling of debris (all non-valuable waste)/Demobilization during and after renovation/construction	1	Lot
Note: Cabling is included in the contract.		
Note: OSG IT representative will check the installation of structure cabling and other wirings related to internet connection.		

LOT 4 - LORENZO TANADA DIVISION
6TH FLOOR MONTEPINO BLDG.
ABC: ₱ 694,638.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Dismantling and clearing of carpet tiles in the hallway, lawyers' room, secretaries' area, pantry, kitchen, stockroom area, and other areas located in the Tañada Division.	1	Lot
3. Supply, installation and replacement of laminated wood flooring (color: Beech) located in the hallway, lawyers' room, secretaries' area, kitchen, stockroom area, and other areas in the Tañada Division. Note: electrical repair and	1	Lot

Terms of Reference and Scope of Works
 Repair and Renovation of Rented Offices of OSG (2020)

cabling affected only during installation of laminated wood flooring. Note: Adjustments/mobilization and re-installation of existing modular partitions, other equipment, and furniture shall be upon the contractor. Any damage resulting to negligence by the contractor shall be charged to their account.		
4. Hauling of dismantled carpet and other debris/materials	1	Lot
5. Demobilization.	1	Lot

LOT 5 - INTERNAL AUDIT
Ground Floor, APMC Building
ABC: ₱ 402,479.04 *00 Mms*

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Supply and installation of modular partitions with glass on top and a countertop of two colors: Blue.	1	Lot
INTERNAL AUDIT		
No. of partition	Size	Description
1	1.7m H x 1.2m W	Division Head
1	1.7m H x 1.2m W	Modular
1	1.2m W x 0.6m D	Countertop
4	1.2m H x 1.1m W	Four (4) staff
6	1.2m H x 1.4m W	Four (4) staff
1	1.7m H x 2 m W	Office Divider
4	1.1m W x .6m D	Counter Top
3. Supply and installation of electrical outlets and internet connection.	1	Lot
4. Demobilization	1	Lot
NOTE: All glass, fabric-finish modular partitions shall be color blue, with 3-gang outlets.		

LOT 6 - DOCKET MANAGEMENT SERVICE
2nd Floor, APMC Building
ABC: ₱550,116.00

Description	Quantity	Unit/s
1. Mobilization	1	Lot
2. Construction and painting of wooden double-walled partition conference room and one solid door with complete accessories. (same as conference at OSG Building) Dimension: 5m x 3m from floor to ceiling, with 1.2m x 2m wooden-framed windows. Note include electrical works and cabling works (if any.)	1	Lot
3. Construction of pantry room.	1	Lot

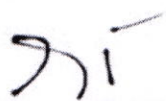
4. Paint works and varnishing of wooden wall partitions.	1	Lot
5. Replacement of damaged/affected tiles (if any).	1	Lot
6. Cleaning and hauling of debris during and after renovation/construction (All non-valuable waste).	1	Lot
7. Demobilization	1	Lot

GRAND TOTAL

₱ 6,147,233.00

Respectfully submitted.


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



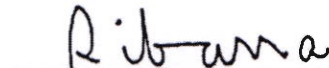
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ERIC REMEGIO O. PANGA
Assistant Solicitor General
Chairperson

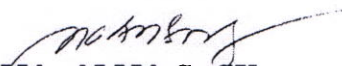
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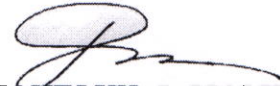
KRISTOFFER GABRIEL L. MADRID
Associate Solicitor III



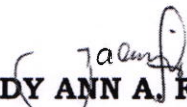
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