



Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St. Legaspi Village, Makati City

Technical Working Group for Repair/Renovation of OSG Offices for the Relocated Offices

TERMS OF REFERENCE

Supply of Labor and Materials for the Repair of Eight (8) Legal Divisions for the Relocated Offices of the Office of the Solicitor General

The OFFICE OF THE SOLICITOR GENERAL (OSG) intends to repair the office spaces of **eight (8) Legal Divisions** located at _____

The OSG shall hire the services of a CONTRACTOR to provide labor and materials for the repair of said offices.

1. The Approved Budget for the Contract (ABC) **Fourteen Million Pesos (₱14,000,000.00)**, inclusive of all government taxes, charges and other standard fees, including payment for the business and other permits required for this purpose, which shall be applied for by the CONTRACTOR.

2. To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to signing of the Contract. The performance security shall be in an amount not less than the required percentage of the total Contract Price, in any of the following forms and in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	5%
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>Provided, however,</i> that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	5%
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%

3. The OSG shall pay the CONTRACTOR in accordance with the following schemes/schedules:

	Particulars	Remarks/Conditions
First Release	15% of the Total Contract Price less 5% warranty deposit, computed based on the progress billing.	The amount represents the mobilization fund . The CONTRACTOR shall submit a written request within five (5) days upon receipt of the signed and notarized Contract.
Second Release	15% of the Total Contract Price less 5% warranty deposit, computed based on the progress billing.	The percentage of accomplishment must be at least 30% (corresponding to the 15% mobilization fund and 15% Total Contract Price). The CONTRACTOR shall submit a Statement of Work Accomplishment (SWA) subject to the verification and certification by the OSG. The CONTRACTOR, however, may only request for the second release after full consumption of the 15% mobilization fee, if availed of.
Third Release	20% of the Total Contract Price less 5% warranty deposit computed based on the Total Contract Price.	The percentage of accomplishment must be at least 50% . The CONTRACTOR shall submit SWA subject to the verification and certification by the OSG.
Fourth Release	20% of the Total Contract Price less 5% warranty deposit computed based on progress billing.	The percentage of accomplishment must be at least 70% . The CONTRACTOR shall submit SWA subject to the verification and certification by the OSG.