

TERMS OF REFERENCE (TOR)

Name of Project : **Construction of CSC Facade Signage in front of CSC Resource Center facing Batasan Road**

Location : Civil Service Commission – Central Office (CSC-CO)
CSC Compound, Batasang Pambansa Complex
Constitutional Hills, Diliman, Quezon City

Approved Budget for the Contract: **P450,000.00 (inclusive of tax)**

I. General Background of the Project

The CSC-CO requires the services of a contractor that provides masonry work services for the construction of CSC Facade Signage in front of CSC Resource Center facing Batasan Road.

Accordingly, the winning contractor shall provide stainless signage, electrical works for the lighting and masonry works with granite slab finish for the construction of the CSC Signage and to ensure the completion of the project. The project comprising of forty two point sixty square meters (42.60 sq.m) with six meters (6.00m) height and seven point fifteen (7.15m) length and shall be completed/accomplished within thirty five (35) calendar days.

The CSC through its financial and infrastructure arm, the Office for Financial and Assets Management (OFAM) – Building and Grounds Maintenance Division (BGMD) will oversee the implementation of the same.

II. General Scope of Works:

1. **Ocular Inspection** – the winning bidder shall conduct necessary ocular inspection in order to verify the measurements and check the circumstances, including but not limited to the actual conditions of the site and existing facilities of the said building;
2. **Construction of footing, columns, beams and wall**– the winning bidder shall provide shop drawing of the foundation plan to be approved by the CSC structural engineer prior to the construction of foundation.

Excavation - Structural excavation shall be to the depths required & sufficient distance from walls & footings. No footing shall rest on fill.

Backfilling - Prior to backfilling all topsoil vegetation & debris should be removed & the ground surface compacted. Backfill materials shall consist of approved site excavated materials & shall be free from undesirable materials which would be detrimental to compaction requirements.

Dewatering - In either excavation or backfilling, it is important to keep the site dry. Water which accumulates in excavated areas shall be removed by pumping using dewatering equipment or by other approved methods before filling or pouring concrete.

Laying of hollow blocks - Set hollow blocks in full mortar, plumb & true to given joint dimensions with blocks always set to bond & breaking joints. Butter bearing numbers & flush vertical joints full of mortar. Fill solidly with concrete grout all cells of units with reinforcing bars.

3. **Supply Delivery and Installation of Stainless Signage** – The stainless must have the following minimum specification:

For the lettering - Fabricated (hollow) steel letters cut with crisp, 90-degree edges and clean lines from 304 stainless alloy or optional alloy 316. Mirror-polished faces with polished returns.

For the logo – Fabricated (hollow) logo cut with crisp, 90-degree edges and clean lines from 304 stainless alloy or optional alloy 316. Painted in gloss finish. Verify color.

4. **Supply Delivery and Installation of Granite Slab** – the OFAM-BGMD as the end-user shall provide sample of granite slab to the winning bidder for its reference in the supply of the same;
5. **Electrical works**–Backlighting and lighting fixtures specification to be specified by the CSC electrical engineer on the pre-bid conference;
6. **Refurbishing of existing perimeter fence** – refurbish the existing perimeter fence affected by the project once the construction of the CSC Signage is finished.
7. **Safe Conduct of Work** – Provide for the safe conduct of work, careful removal and disposal of materials marked for salvage, and protection of those portions which remain undisturbed. Coordination shall be made with other works in progress, if any, and/or timely disconnection of utility services;

8. **Hauling of Materials/Debris** – the winning bidder will not be allowed to use the elevator of the building for the hauling of materials/debris to and from the working area. The hauled materials shall be hoarded in an area designated by the OFAM-BGMD;
9. **Cleaning** – the winning bidder shall ensure that the contracted area is cleaned and ready for occupancy.

III. Specifications:

A. General Conditions

1. General

- 1.1 The winning bidder shall provide all necessary labor and materials, equipment, facilities, supervision and other items necessary for the completion and satisfactory performance of work as stated in the scope of works of which this specification forms a part; and
- 1.2 All exposed structure adjacent to the area of work shall be protected while the project is in progress. Any stain, dirt, etc. shall be removed to the satisfaction of the CSC through the Building and Grounds Maintenance Division (BGMD) Project In-charge.

2. Layout

- 2.1 See Annex A for the design layout and other details needed

3. Materials

- 3.1 For the footing, column, beams and wall:

Cement - Portland cement shall conform to ASTM C150, Type 1.

Fine Aggregate - Clean, hard, natural or manufactured sand or both, & conforming to ASTM C33.

Coarse Aggregate - Hard, durable, uncoated crushed stone or gravel conforming to ASTM C33. Maximum size aggregates is 1/5 of the narrowest dimension between sides of forms, 3% of the minimum clear spacing between reinforcing 2/3/97 bars & not larger than 2" in diameter.

Water - Cleanse & potable, for mixing & curing.

Reinforcement - All reinforcing steel bars shall be intermediate grade & conforming to ASTM 615.

Concrete Hollow Blocks - Non-Bearing conforming to ASTM c90, standard modular size.

Cement - Portland cement conforming to ASTM C150.

Sand - Clean, hard and free from deleterious substance conforms to ASTM C144.

Water for Mixing - Clean and potable.

Reinforcing Bars - Structural grade, conforming to ASTM A615 Allowance Fst 138 Mpa.

Mortar (Cement) - One part cement, putty six parts sand by volume. Mix dry and when wet to proper consistency for use.

3.2 For the stainless signage:

For the lettering - Fabricated (hollow) steel letters (15" and 8" tall and 1 ½" deep) cut with crisp, 90-degree edges and clean lines from 304 stainless alloy or optional alloy 316. Mirror-polished faces with polished returns.

For the logo – Fabricated (hollow) logo (48" tall and 1 ½ deep) cut with crisp, 90-degree edges and clean lines from 304 stainless alloy or optional alloy 316. Painted in gloss finish. Verify color.

3.3 For granite slab:

Use 60.00 cm. x 120.00 cm. granite slab (11.00 mm. in thickness) approved by the end-user; (See Annex B)

Use granite slab adhesive and it should not be less than 20.00 mm in thickness; and

Water shall be fresh, clean and free from injurious amount of oil, acid, salt, alkali, organic matter and other unclean substances.

4. Equipment and Tools

4.1 The winning bidder shall provide necessary tools and equipment for the project

5. Workmanship

5.1 All works herein shall be done employing the highest degree of workmanship as called for in this specification and guaranteed to suit the standard engineering practices as approved by the project in-charge.

6. Safety and Precautions

6.1 The winning bidder shall provide at all times safety measures during contract implementation period;

6.2 The winning bidder shall, on a daily basis, maintain the area free from debris, rubbish and any foreign matter to prevent blocking or clogging of floor drain;

6.3 The winning bidder shall be liable for any loss or damage to the building due to negligence of its representatives, employees and laborers.

7. Site Cleaning

7.1 The winning bidder shall at all times prevent the accumulation of waste materials or rubbish in the working area by removing them from the premises and depositing the same at designated place; and

7.2 Upon completion of the works and before final payment is made, the winning bidder shall remove from the site without expense to the Commission, all temporary structures, surplus materials and rubbish of any sort and shall leave the whole area in good order and condition.

B. Special Provisions

1. Security Arrangement

The winning bidder shall comply with the security regulations of the CSC. At least one (1) week prior to the start of the work performance, and shall request gate passes for its employees. Upon completion of the project and prior to full payment, the winning bidder shall surrender the gate passes to the BGMD.

2. Accountability on manpower

There shall be no employer-employee relationship between the winning bidder and/or its personnel and the CSC. The winning bidder shall have the entire control and supervision of the work and personnel herein agreed upon. The CSC shall in no manner be answerable or accountable for any accident, injury of any kind, or death which may occur to any personnel of the winning bidder during the time of the performance of the services under this agreement, nor for any wage, injury, loss or damage arising from the negligence or carelessness of the winning bidder or any of its personnel, nor for any amount of claim or liability, civil or criminal, pertaining to any license, tax and permit, all of which shall be for the account of the winning bidder. The winning bidder hereby covenants and agrees to assume all liabilities described above and to render the CSC absolutely free therefrom.

3. Accountability on Property Damages

In case any CSCs property is lost, damaged or destroyed during the period of construction, after it has been determined that the worker/s of the winning bidder is at fault, the winning bidder shall pay the CSC the cost of the lost/damaged items otherwise, the CSC shall withhold such amount from the winning bidder's payment.

4. Warranty of Maintenance

Workmanship shall have a one (1) year warranty period of maintenance.

The winning bidder shall undertake the repair works at its own expense, of any damage to the works undertaken within fifteen (15) days from the time the head of OFAM-BGMD has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, OFAM-BGMD shall undertake the repair works and shall be entitled to full reimbursement of expenses incurred upon demand or be deducted from the Performance Security.

5. Changes/Additional Activity Ordered by the Client

If the winning bidder caused additional services or other expenses due to changes ordered by the CSC after accomplishing the set activity, the winning bidder shall be paid for such services involved. The amount of compensation and the extension of time for the completion of the change or additional activity ordered by the CSC shall be based on the existing computation of cost per square area.

6. On-going or Completed Projects

The winning bidder shall have at least one (1) completed similar project with Certificate of Satisfactory Project Completion.

IV. Payment Terms and Penalty Clause

All items shall be delivered and installed first before payment is made by the CSC-CO within 10 government working days after the submission of complete documents. The Inspection and Acceptance Committee of the CSC-CO shall determine the completeness and accuracy of the delivered goods to ensure that defects are corrected if any, and said items conform to the specifications provided in the Letter Order (LO) / Purchase Order (P.O.) prior to the processing of the payment voucher.

That upon acceptance of the Inspection and Acceptance Committee, the OFAM-BGMD shall issue a Certification stating that the Project has been completed hence, processing of payment shall commence.

Upon failure to comply with the Terms and Conditions of the contract and also to make full delivery of the items as agreed by both parties, the winning bidder shall have corresponding penalties/liquidated damages of at least 1/10 of 1% of the total cost of undelivered/uninstalled items pursuant to Item 3.1 on the Guidelines issued on Contract Implementation for the Procurement of Goods, Supplies and Materials. Such amount shall be deducted from any money due or which may become due the winning bidder.

In no case however, shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the procuring entity concerned shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

V. Termination of Services for Cause

The CSC may terminate the services of the winning bidder in case it is determined *prima facie* that the winning bidder has engaged, before or during the implementation of the project, in unlawful deeds and behaviors relative to project acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- a. Corrupt, fraudulent, collusive and coercive practices;
- b. Drawing up or using forged documents;

- c. Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- d. Any other act analogous to the foregoing.

VI. Client's Responsibilities

1. Provide full information as to the requirements for the project.
2. The OFAM-BGMD shall conduct daily monitoring of the work undertaken by the winning bidder and shall be responsible for the issuance of the certification as to the work accomplished by the Contractor for its payment claims.
3. The CSC, as a collecting agency for the Bureau of Internal Revenue (BIR), shall deduct allowable Government Taxes on the Contractor.
4. If the CSC observes or otherwise becomes aware of anything that may impair the successful implementation of the project, OFAM-BGMD shall give prompt verbal/written notice thereof to the winning bidder.

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Htm/façadesignage