

Name of Project: **FACILITIES IMPROVEMENT RELATED TO NEW ORGANIZATIONAL STRUCTURE (OS) - FURNITURE, FIXTURES AND EQUIPMENT (FINANCE BUILDING, PUBLICATION OFFICE, MIS OFFICE, SUPPLY AND PROPERTY UNIT OFFICE & PNU GYMNASIUM)**

Subject: **SCOPE OF WORKS**

**GENERAL:**

The Work consists of supervision, supply of materials, labor, and equipment, as well as all other items and services required to finish the Project. The Work must be fully executed and completed by the Contractor in a professional manner with the highest level of workmanship.

The Contractor must abide by all applicable laws, city ordinances, government regulations, and other legal obligations. He is accountable for any injuries to people or damage to property that may result from carrying out the Work. He is expected to study the details, confirm all dimensions on site, and bring to the attention of the Procuring Entity any discrepancy for clarification.

**SCOPE OF DIRECT WORKS:**

Unless otherwise specified in the contract documents, the Contractor shall be fully responsible for all the direct work required to complete the project including, but not limited to the following:

**GENERAL REQUIREMENTS**

1. Mobilization and demobilization of workers, materials, and construction equipment to be supplied by the contractor.
2. Furnishing of ID cards and uniforms, PPEs, and other safety equipment necessary for the complete protection of workers against the dangers of injury, sickness, or death. Also, installation of temporary protection and cover of school facilities.
3. Construction of temporary facilities for temporary office, warehouse and workshop or staging area.
4. Scaffolding works: erection and disassembly.
5. PCAB License General Building Category C & D.
6. This shall include all the following documents during bid opening:
  - a. Bid prices in the Bill of Quantities;
  - b. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid;
  - c. Detailed Unit Price Analysis (DUPA); and
  - d. Cash flow by quarter or payment schedule
7. The Contractor shall employ the following Key Personnel:
  - a. Bidder shall have one (1) Project-in-Engineer; one (1) Licensed Architect; one (1) Foreman; one (1) Safety Officer; one (1) Materials Engineer. Bidder

shall submit during bid opening the photocopy of latest PRC ID Licenses of Engineers and Architect latest PTR, and curriculum vitae of foreman.

8. Similar contracts shall refer to contracts that have the same major categories of work. The Bidder must have completed, within ten (10) years from the submission of bids, a similar Contract to this Project which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC). Prospective Bidders must submit this Contract and will form part of the Technical Specifications as evidence.
9. The bidder shall submit a technical data sheet and evidences (in the form of manufacturer sales literature/catalogs/brochures) during bid opening. The technical data sheet and evidences shall be part of the criteria for evaluation.
10. The bidder/s must conduct an onsite inspection on the project mentioned above and submit a site inspection certificate issued by the PNU Facilities Management and Sustainability Office (FMSO) during bid opening. A certificate of site inspection will be given to the bidder/s who procured the bid documents.
11. Subcontracting is allowed subject to the compliance with the RA9184 requirements.

## **PUBLICATION OFFICE**

### **I. STRUCTURAL AND ARCHITECTURAL WORKS**

#### **A. Site Preparation Works**

1. Demolition/Removal works.
2. Disposal of debris and site cleanup.

#### **B. Concrete Works**

1. Construction of countertop and concreting of undercounter raised flooring.

#### **C. Partition and Cladding Works**

1. Supply and installation of 75 x 0.6mm metal tracks.
2. Supply and installation of 75 x 0.5mm metal studs spaced at maximum of 0.40m.
3. Supply and installation of 9.0mm thick fiber cement wall board.
4. Restoration of steel grilles due to relocation of ACU, complete with repainting.

#### **D. Doors and Window**

1. Supply and installation of marine plywood flush door in hardwood door jamb, complete with the following accessories: commercial grade lever type lockset, 3 pcs heavy-duty T304 stainless-steel ball-bearing hinges, 40kg capacity overhead door closer with hold open function, quick-dry enamel paint finish.
2. Supply and installation of frameless tempered glass door with top rail sliding mechanism and stainless handrail.

3. Supply and installation of acrylic sheet to cover the hole where the ACU was previously installed.

#### **E. Painting/Repainting Works**

1. Complete surface preparation works ready to receive finishing prior to painting works.
2. Painting of interior concrete and masonry walls, columns, and beams, including window edges using semi-gloss acrylic latex paints.
3. Painting of drywall partition using semi-gloss acrylic latex paint.
4. Painting of undercounter raised flooring using rubberized paint.

#### **F. Carpentry Works**

1. Supply and installation of melamine laminated marine plywood cabinets in wood grain and solid white finishes, complete with stainless-steel soft close concealed hinges and stainless-steel pull handle.
2. Supply and installation of tempered glass display cabinets with melamine laminated marine plywood in wood grain and solid white finishes backboards.

#### **G. Stone and Other Works**

1. Supply and installation of quartz slab and facial mirror.

### **II. OFFICE FURNITURES**

1. Supply, delivery, and installation of laminated marine plywood conference table with pop-up convenience outlet.
2. Supply, delivery, and installation of various chairs: conference chairs, executive chair, and clerical chair.
3. Supply, delivery, and installation of L-shape desks with laminated drawers, laminated close-in cabinet, keyboard tray and grommet hole with cover.
4. Supply, delivery, and installation of mobile pedestal with 3-slot drawer, including one pen tray and file dividers on powder coated finish.

### **MIS OFFICE (GW102)**

#### **I. CIVIL/ ARCHITECTURAL WORKS**

##### **A. Site Preparation Works**

1. Demolition/Removal works.
2. Disposal of debris and site cleanup.

##### **B. Partition and Restoration Works**

1. Supply and installation of 75 x 0.6mm metal tracks.

2. Supply and installation of 75 x 0.5mm metal studs spaced at maximum of 0.40m.
3. Supply and installation of 9.0mm thick fiber cement wall board.
4. Refurbishment of all existing windows.

#### **B. Painting/Repainting Works**

1. Complete surface preparation works ready to receive finishing prior to painting works.
2. Painting of interior concrete and masonry walls, columns, and beams, including window edges using semi-gloss acrylic latex paints.
3. Painting of drywall partition using semi-gloss acrylic latex paint.

### **II. OFFICE FURNITURES**

1. Supply, delivery, and installation of 5-cluster staff cubicle.
2. Supply, delivery, and installation of 4-cluster staff cubicle.
3. Supply, delivery, and installation of receiving cubicle.
4. Supply, delivery, and installation of clerical chairs.
5. Supply, delivery, and installation of conference table with conference chairs.

### **SUPPLY AND PROPERTY UNIT**

#### **A. Site Preparation Works**

1. Demolition/Removal works.
2. Disposal of debris and site cleanup.

#### **B. Doors**

1. Supply and installation of marine plywood flush door in hardwood door jamb with vision glass panel, complete with the following accessories: commercial grade lever type lockset, 3 pcs heavy-duty T304 stainless-steel ball-bearing hinges, 40kg capacity overhead door closer with hold open function, quick-dry enamel paint finish.
2. Repair and restoration of affected area.

### **FINANCE BUILDING (GROUND FLOOR AND MEZZANINE)**

#### **I. STRUCTURAL WORKS**

##### **A. Site Preparation Works**

1. Demolition/Removal works.
2. Cutting and breaking of slab for foundation.
3. Excavation for foundation.
4. Backfilling and compaction.

5. Supply, filling, and compaction of gravel/granular bedding.
6. Disposal of debris and site cleanup.

#### **B. Reinforced Concrete Works**

1. Concreting of footings, pedestals, wall footings, and stiffener columns and beam.
2. Supply and installation of rebars for footings, pedestals, wall footings, and stiffener columns and beam.
3. Supply and installation of formworks and falseworks pedestals and stiffener columns and beams.

#### **C. Structural Steel Works**

1. Construction/erection of structural steel framing for mezzanine, including steel framing for stair.
2. Supply and installation of chemical and mechanical bolts.
3. Supply and installation of non-shrink grout for leveling of steel baseplates.
4. Epoxy priming of all structural steel.

### **II. ARCHITECTURAL WORKS**

#### **A. Masonry Works**

1. Construction/erection of new walls for ground floor and mezzanine enclosure using 150mm and 100mm thick concrete hollow block, complete with stiffener columns and beam.
2. Plastering of new walls and other structures and affected by demolition and removal works.
3. Repair and restoration of floor finishes at ground floor.

#### **B. Partition Works and Window Covers**

1. Covering of interior windows with fiber cement boards.
2. Erection of drywall partitions at mezzanine on light gage metal framing complete with rockwool insulation.

#### **C. Ceiling Works**

1. Supply and installation of PVC ceiling panels, complete with PVC ceiling accessories.
2. Supply and installation of PVC cornices, complete with supports and adhesive.

#### **D. Floor Finishes**

1. Supply and installation of fiber cement boards for mezzanine flooring and stair treads and risers, fastened and secured with epoxy and screws.
2. Supply and installation of vinyl wood planks on mezzanines and stairs.

3. Supply and installation of brass stair nosing.

#### **E. Steel Railings**

1. Supply and installation of steel tubular railings for mezzanine and stair.

#### **F. Doors**

1. Supply and installation of swing solid wood panel doors with vision glass panel on hardwood door jambs with heavy-duty hardware, including automatic door closer.
2. Supply and installation of sliding solid wood panel door with vision glass panel on soft close/open commercial door track and silent roller system, complete with accessories, including bottom door track.
3. Supply and installation of swing marine plywood flush door with vision glass panel on hardwood door jambs with heavy-duty hardware, including automatic door closer.

#### **G. Painting/Repainting Works**

1. Complete surface preparation works ready to receive finishing prior to painting works.
2. Painting of interior concrete and masonry walls, columns, and beams, including window edges using semi-gloss acrylic latex paints.
3. Painting of drywall partition using semi-gloss acrylic latex paint.
4. Painting of exposed metal and wood finishes using quick-drying enamel.

#### **A. ELECTRICAL WORKS**

1. Inspection of Existing Electrical System  
Conduct a thorough inspection of the existing electrical system to determine its condition and identify any potential hazards or deficiencies.
2. Dismantling of Existing Electrical Systems
  - a. Roughing-ins
  - b. Wires and Cables
  - c. Wiring Devices
  - d. Panels and Boxes
  - e. Lighting Fixtures and Ceiling Equipment
  - f. Air Conditioning Unit Indoor and Outdoor
3. Supply And Installation of New Electrical Systems
  - a. Roughing-ins
  - b. Wires and Cables
  - c. Wiring Devices
  - d. Panels and Boxes
  - e. Lighting Fixtures and Ceiling Equipment
  - f. Air Conditioning Unit Indoor and Outdoor
4. Testing and Commissioning

- a. Load testing of panel boards (No Load, Full Load, and Live Test)
- b. Insulation resistance testing and continuity checks on wiring.
- c. Functionality checks of lighting fixtures, outlets, switches, and data outlets.
- d. Rectify any issues identified during testing to ensure all systems are fully operational and compliant with relevant standards.

#### 5. Documentation and Handover

Provide detailed as-built documentation, including:

- a. Updated electrical drawings.
- b. Panel schedules with proper tagging in actual installations.
- c. Circuit directories with proper tagging of all devices.
- d. Test Results
- e. Warranty information and operation manuals for installed equipment.
- a. Continuity Test Result
- b. Live test Result

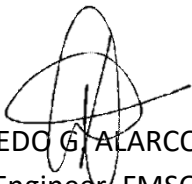
#### **SCOPE OF INDIRECT WORKS:**

The following services shall be included in the indirect work/expenses as deemed necessary:

1. Overhead expenses which include but not limited to the following: Engineering and Administrative Supervision, transportation allowances, office expenses, and premiums on bonds and insurances.
2. Contingency works, which include meetings, coordination, design and construction of temporary works, if necessary, and other unforeseen events.
3. Miscellaneous works to include material testing whenever necessary for quality control; preparation and submission of shop drawing, documents, and/or material samples as required; and preparation of as-built plans.
4. Contractor's profit and value-added tax.

#### *Structural and Architectural Works*

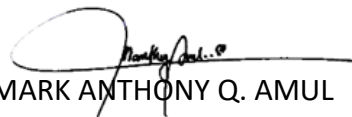
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#### *Electrical and Mechanical Works*

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