



TERMS OF REFERENCE

PROCUREMENT OF SERVICE PROVIDER FOR THE ONE (1) LOT GENERAL REPAIR OF GCG TRAINING ROOM, PANTRY AREA AND COMFORT ROOM

I. BACKGROUND

The Governance Commission for GOCCs (GCG) intends to procure service provider for the **General Repairs of GCG Training Room, Pantry Area and Comfort Room** to return the GCG facilities to its former condition and improve the quality of life of the GCG employees.

II. BUDGET REQUIREMENTS

The budget for the **One (1) Lot General Repairs of GCG Training Room, Pantry Area and Comfort Room** inclusive of VAT, all fees and other charges amount to ONE MILLION PESOS ONLY (₱ 1,000,000.00).

III. SCOPE OF WORK

TRAINING ROOM

- a. General repair of all structural defects or damages, including worn-out materials that need to be fixed/replaced;
- b. Dismantling of installed Formica walls and repair of dry wall;
- c. Replacement of damaged sliding doors, door roller, door railings, door, doorknob, door jamb, base boards, cabinets, and windowpane. Laminated wood is not allowed. Marine plywood 3/4" is prescribed.
- d. Repair and repainting of walls and ceiling; and
- e. Repair and replacement of lightings, cables, and outlets.

DEFECTIVE ITEMS SUBJECT FOR REPLACEMENTS

	FOR REPLACEMENTS	MEASUREMENT/SIZE	NO. OF ITEMS
1	CABINET SLIDING DOORS	90" x 37.5"	8 pcs.
2	CABINET SLIDING DOORS	89 -3/4" x 33-1/2"	2 pcs.
3	CABINET SLIDING DOORS	89-3/4" x 35.5"	6 pcs.
4	DOOR CABINET (with DOOR KNOB)	88-1/4" x 21.5"	1 pc.
5	DOOR CABINET (with DOOR KNOB)	81.5" x 33"	1 pc.
6	DOOR - EMERGENCY EXIT (with DOOR KNOB)	82.5" X 35"	1 pc
7	TRAINING ROOM-PANTRY DOOR (w/ DOOR KNOB)	81" x 37-1/2"	1 pc.
8	LED PIN LIGHT (YELLOW)	SMALL	16 pcs.
9	LED PIN LIGHT (YELLOW)	BIG	9 pcs.
10	LED PIN LIGHT (WHITE)	BIG	3 pcs.
11	LED PANEL LIGHT (WHITE-SQUARE)	Standard	1 pc.
12	ELECTRICAL SOCKET - 2 OUTLET (NO GROUND)	Standard	4pcs.

13	DOOR JAMB - PANTRY/TRAINING	Hard wood	1 pc.
14	BASE BOARD	4"	ALL

PANTRY AREA

- a. Unclogging of drainage system;
- b. Repair or replacement of water pipes, and grease trap;
- c. Repair of walls and posts covering for the drainage or pipes;
- d. Replacement of switch, outlet, wooden cabinets, and base boards. Laminated wood is not allowed. Marine plywood (3/4") is prescribed.
- e. Replacement of thirty-two (32) acoustic boards;
- f. Replacement of twelve (12) light assemblies; and
- g. Repainting of walls.

DEFECTIVE ITEMS SUBJECT FOR REPLACEMENTS

	FOR REPLACEMENTS	MEASUREMENT/SIZE	NO. OF ITEMS
1	CABINET DOOR	28" x 14-1/2"	4 pcs.
2	CABINET DOOR	28" x 13"	1 pc.
3	ELECTRICAL SOCKET - 2 OUTLET (NO GROUND)	Standard	1 pc.
4	ELECTRICAL SOCKET - 2 OUTLET WITH GROUND	Standard	1 pc.
5	SWITCH	Standard	3 pcs.
6	ACOUSTIC BOARDS	Standard	32 pcs.
7	LIGHTING ASSEMBLY (Double LED Lights)	Standard florescent size	12 sets

COMFORT ROOM

- a. Unclogging of drainage system;
- b. Replacement of wash basin/sink, p-trap, urinal, exhaust fan and storage cabinet. Fabricated cabinet for wash basin is prescribed. Laminated wood is not allowed.
- c. Installation of water pipe with faucet and bidet;
- d. Repair or replacement of damage tiles;
- e. Repair of lightings and electrical cables;
- f. Replacement of acoustic boards;
- g. Repainting of walls.

DEFECTIVE ITEMS SUBJECT FOR REPLACEMENTS

	FOR REPLACEMENTS	MEASUREMENT/SIZE	NO. OF ITEMS
1	DOOR (with DOOR KNOB)	77" x 28"	1 pc.
2	WASH BASIN - WHITE	17-1/2"x 18-1/2"	1 pc.
3	WASH BASIN STORAGE CABINET	Fabricated	1 pc.
4	EXHAUST FAN	Ceiling Type	1 pc.
5	URINAL WITH FLUSH - white	Standard	1 pc.
6	P-Trap and other pipings	Standard	1 set

IV. TERMS AND CONDITIONS

- a. Service provider shall commence work within seven (7) working days upon receipt of the Notice to Proceed (NTP).
- b. Service provider shall secure all necessary permits, if any, and shoulder whatever fees required for the office repairs.

- c. List of workers introduced by the service provider to work inside the GCG office shall be furnished to GCG Admin Division. All workers must have an ID and wear a uniform for easy identification.
- d. All works shall be done outside office hours to avoid work disruptions in the GCG and other tenants of the building. Weekday's work schedule is after 6:00 pm onwards, while weekend work schedule may start 8:00 am. Saturday and Sunday works are allowed.
- e. Service provider must immediately clean the work area before leaving. No materials and equipment must be left after work.
- f. Completion of repairs is within thirty (30) calendar days upon the commencement of work.
- g. All waste materials must be inspected and not for pull-out without the consent of GCG Admin Division.
- h. GCG Admin Division officers may inspect the scope of work and materials anytime within the duration of work.
- i. All materials and work done must have a warranty period of six (6) months without additional cost to GCG.
- j. The service provider shall be subjected to the evaluation by the end-user after services have been rendered.
- k. Delays in the work schedule after the thirty (30) day completion date shall be liable for liquidated damages, an amount of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.
- l. Non-compliance to any of the above mentioned may cause termination of contract.
- m. Sub-contracting is not allowed.

V. PAYMENT TERMS

- a. The service provider shall submit Billing Statement or Statement of Account upon the completion of the project.
- b. No advance payments will be allowed as provided in Section 88 of Presidential Decree 1445.
- c. GCG shall be given twenty (20) working days after the completion of the project to process the payment for the said billing, provided the submission of service provider of complete documentary requirements.
- d. Payment shall be made upon issuance of Certificate of Acceptance of the GCG.
- e. Payment shall be made using the Direct Payment Scheme (DPS) via bank debit system through issuance of List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA). However, should the payments be credited to a bank other than Landbank, any bank fees and charges shall be for the account of the service provider.