

Republic of the Philippines
DEPARTMENT OF ENERGY
Mindanao Field Office
Davao City

<u>Quantity</u>	<u>Article</u>	<u>Approved Budget</u>
1 Lot	Renovation of the DOE-MFO Office Space at Tolentino 2020 Building (3 rd Floor)	Php 933,452.80

TERMS OF REFERENCE (TOR)

I. PROJECT PROFILE

The technical specifications included herein are particularly intended for the design, supply and installation/construction representing civil and other pertinent works intended for the office renovation of the Department of Energy-Mindanao Field Office (DOE-MFO) office spaces located at the 3rd floor of Tolentino 2020 Building, Candelaria St., Ecoland, Matina, Davao City.

II. APPROVED BUDGET

The approved budget for the renovation of MFO's office space at Tolentino 2020 Building is Php 933,452.80.

III. SCOPE OF WORKS

The scope of the specifications hereunder shall cover the furnishing of detailed engineering design, technical supervision, documentation, supply of labor and materials including tools and necessary equipment to complete the civil and other pertinent works for the office renovation of DOE-MFO.

1. Preliminaries

- 1.1. Design and As-built Plans, signed and sealed by the concerned Professionals (Electrical and Civil Works) – Requirement for Renovation Permit
- 1.2. Permits and Licenses

2. Civil Works

- 2.1. Rectification of existing ceilings (Demolition/reinstallation of existing ceilings affected by wall partition, renovation).
- 2.2. Supply and installation of 4.5mm hardiflex board at Director's Office, file room, mini-conference room, COA and Finance & Admin Section,

reception and customer counter and file storage rooms (ERDUD & EIMD) at the 3rd floor.

- 2.3. Supply and installation of 10mm clear glass with single swing glass door complete with accessories at Director's room and mini-conference room.
- 2.4. Supply and installation of 10mm clear glass with double swing glass door complete with accessories at the main entrance.
- 2.5. Supply and installation of laminated flush door complete with accessories at COA and Finance/Admin.
- 2.6. Supply and installation of flush doors on paint finish complete with accessories at file rooms (ERDUD, EIMD and storage rooms).

IV. GENERAL REQUIREMENTS

1. The Contractor shall undertake the contract works of the project and must visit the site to submit a corresponding right and prompt Bill of Quantities.
2. The renovation period shall be done within a period of three (3) months upon receipt of Notice to Proceed.
3. The Contractor shall handle, store and protect from damages, test, install and commission in accordance with the contract documents.
4. The Contractor shall prepare and submit shop drawings during implementation period in case there is/are work aspects for clarification and As Built Plans prior to DOE's acceptance. Acceptance/Approval of the shop drawings by DOE does not relieve the Contractor from its obligation and/or responsibility under this agreement. The Contractor shall secure Building Permit, Occupancy Permit, and other permits necessary for the project to be implemented and occupied. The processing fee for the permits shall be borne by the Contractor.
5. The Contractor shall prepare and submit Project Execution Plan, Schedule of Works, Methodology, Bar Chart and PERT/CPM for DOE's approval.
6. The Contractor shall, in addition to other attachments as may be required in the submission of progress billing documents, submit the following:
 - 6.1 Approved Monthly Progress Reports
 - 6.2 Corresponding Updated Bar Chart which shows the actual percentage of the project completed
 - 6.3 Highlighted key plans of on-going & finished works
 - 6.4 Progress photos
 - 6.5 Billing affidavit

V. ELIGIBLE BIDDER

1. The contractor is preferably local from Davao City or with branch or office located in Davao City
2. Must have mayor's permit
3. Must be least Class "D" PCAB License
4. Must submit statement of all on-going and completed government and private contracts within five (5) years
5. Must have a Platinum Registration on PhilGeps
6. Must submit the latest Audited Financial Statements stamped, received by BIR
7. Must have an experience of having completed a Single Largest Completed Contract that is similar to this Project amounting to fifty percent (50%) of the approved budget

VI. TERMS OF PAYMENT

1. DOE agrees to pay the Contractor a down payment, an amount equivalent to fifteen percent (15%) of the Contract Price as mobilization fee, upon DOE's receipt from the Contractor of the surety bond, performance bond and the request for down payment. The parties agree that the down payment received from DOE shall be used and applied only to expenses related to the project.
2. DOE shall pay the Contractor on a monthly progress billing, based upon the work accomplishment of the Contractor and accepted by the DOE wherein the mobilization shall be deducted accordingly.

VII. WARRANTY


1. The warranty shall be based on the provisions of R.A. 9184 and its revised Implementing Rules and Regulations.
2. The warranty shall be based on the period as stated in the Contract. After the issuance of the Certificate of Final Acceptance of the works by DOE, the Contractor warrants the works against all defects by DOE in writing, within said period shall be repaired or replaced by the Contractor.
3. The Contractor shall undertake at his own expense all repairs and/or replacements of materials, facilities and equipment or parts thereof which are found to be defective, inferior, and not in accordance with the agreement which are brought to the attention of the Contractor within thirty (30) days from discovery thereof and within one (1) year after final acceptance of the work by the DOE.

VIII. TERMINATION

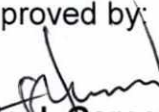
1. DOE shall have the right to terminate the Contract after giving fifteen (15) days notice in writing for any of the following cause:

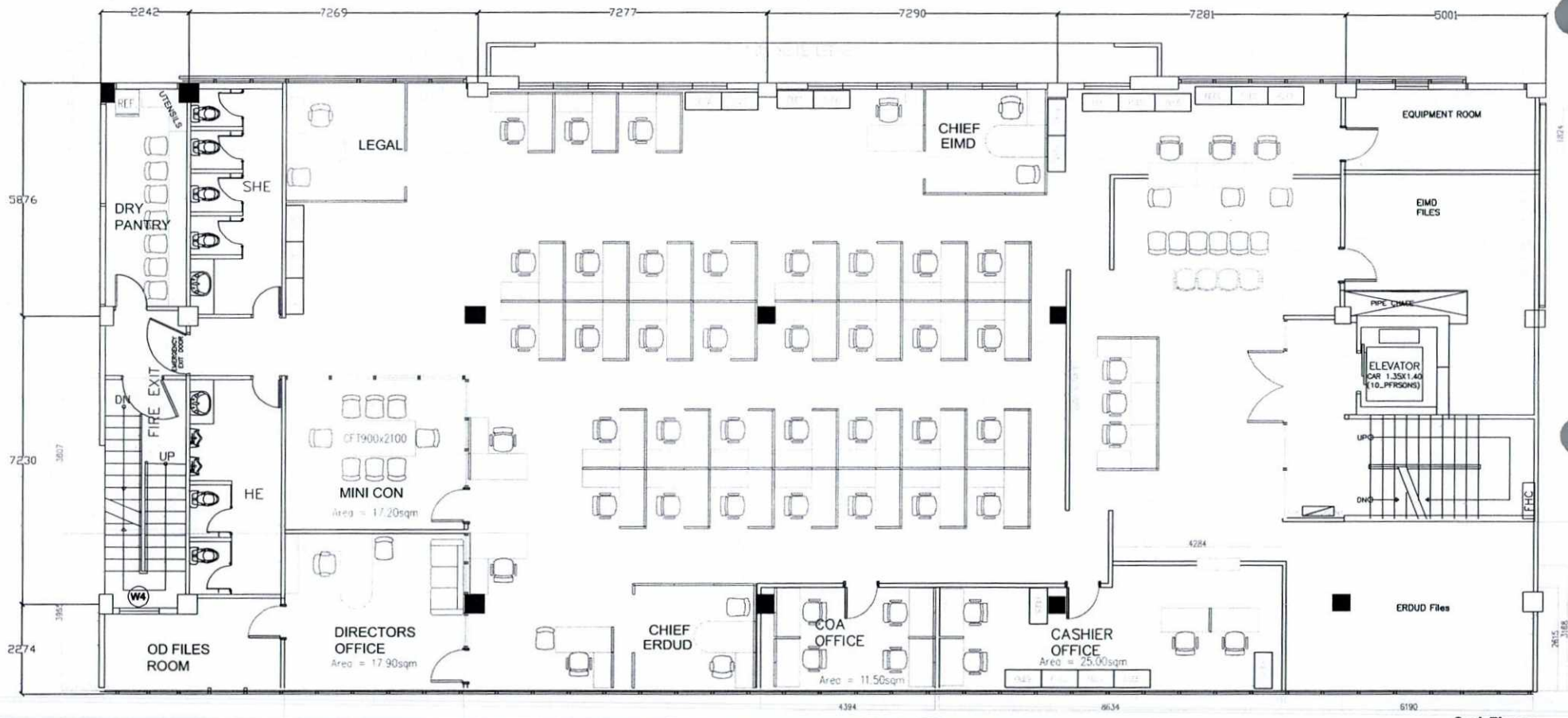
- 1.1 Assignment of sub-contracting of any works herein by the Contractor without prior approval from the DOE.
- 1.2 The Contractor is willfully violating any material conditions, stipulations and covenants stated in the Contract.

Prepared by:


Ernesto P. Obelidhon
Chief SRS, DOE-MFO

Approved by:


Nifo J. Geroche
Director, DOE-MFO



MFO Proposed Office Layout 3

3rd Floor

Republic of the Philippines
DEPARTMENT OF ENERGY
 DOE-Mindanao Field Office
 Davao City

Project : DEPARTMENT OF ENERGY-MINDANAO FIELD OFFICE RENOVATION (3rd Floor)
Location : 3rd Floor, Tolentino 2020 Building, Ecoland, Matina, Davao City
Subject : Bill of Quantities

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL COST
FIXED LUMP SUM					
1	PRELIMINARIES				60,000.00
1.1.	Design Plans, signed and sealed by the concerned Professionals (Electrical and Civil Works) - Requirement for Renovation Permit	1.00	lot	30,000.00	30,000.00
1.2.	Permits and Licenses	1.00	lot	30,000.00	30,000.00
2	CIVIL WORKS				828,710.00
2.1	Rectification of Existing Ceilings				
2.1.1.	Demolition/reinstallattion of existing ceilings affected by wall partition, renovation	1.00	lot	100,000.00	100,000.00
2.2.	Wall Finishes				
2.2.1.	Dry Wall (3rd Floor) Supply and installation of 4.5mm Hardiflex Board at Director's Office, File Room, Mini-Conference Room, COA and Finance & Admin Section, Reception and Customer Counter and File Rooms (ERDUD & EIMD)	200.5	sqm	1,550.00	310,775.00
2.2.2.	Glass Works Supply and Installation of 10mm Clear Glass with Single Swing Glass Door complete with Accessories at Director's Room and Mini-Con Room	22.80	sqm	8,500.00	193,800.00
	Supply and Installation of 10mm Clear Glass with Double Swing Glass Door complete with Accessories at Main Entrance	16.40	sqm	8,500.00	139,400.00
2.3.	Door				
2.3.1.	Laminated Doors Supply and Installation of Laminated Flush Door complete with accessories at COA and Finance/ Admin room	2.00	sets	24,150.00	48,300.00
2.3.2.	Supply and Installation of Flush Doors on Paint Finish Complete with Accessories at Files Rooms (EIMD, Equipment and OD Files)	3.00	sets	12,145.00	36,435.00
PROJECT COST				Php	888,710.00
VALUE ADDED TAX (VAT) - 12%				Php	106,645.20
TOTAL PROJECT COST				Php	995,355.20

Prepared by:

ERNESTO P. OBELIDHON

Chief SRS, DOE-Mindanao Field Office

Approved by:

NILO J. GEROCHE

Director, DOE-Mindanao Field Office

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]