

## TERMS OF REFERENCE

### RENOVATION OF COMFORT ROOMS OF THE 3<sup>RD</sup>, 4<sup>TH</sup> and 5<sup>TH</sup> FLOORS OF THE MWSS ADMINISTRATION BUILDING

CONTRACT NO. MWSS-RCR 001-2019

#### I. INTRODUCTION AND BACKGROUND:

The renovation of the existing comfort rooms of the Metropolitan Waterworks and Sewerage System – Corporate Office (MWSS-CO) located along Katipunan Road, Balara, Quezon City had been proposed to replace the old sanitary fixture, floor and wall tiles of the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> floors of the MWSS Administration Building.

This renovation is intended primarily to provide greater comfort to all officials, employees and visitors of the MWSS. The following are included in the proposed renovation:

1. 3<sup>rd</sup> Floor – Office of the Government Corporate Counsel (OGCC)
  - Male and female common comfort rooms
  - Wash room
2. 4<sup>th</sup> Floor – MWSS Corporate Office
  - Male and female common comfort rooms
  - Wash room
  - Administrator’s Office private comfort room
  - Comfort room at Site Operations Management Department Area
3. 5<sup>th</sup> Floor
  - MWSS Board Comfort Rooms
  - Male and female common comfort rooms
  - Wash room

#### II. PROJECT SITE:

MWSS-CO Administration Building, MWSS-LWUA Complex, Katipunan Road, Balara, Quezon City

#### III. SCOPE OF WORK

List of activities shall be but not limited to the following:

##### A. Demolition Works

Demolition/removal of the following:

- a. Existing floor and wall tiles, including countertops
- b. All existing plumbing fixtures such as water closets, urinals, showerheads, lavatories, slop/utility sinks and floor drains
- c. All existing, exposed water, soil and vent pipes
- d. Existing old lighting fixtures and its accessories
- e. Existing phenolic board partitions, entrance/exit doors and windows
- f. Existing ceiling boards and its accessories

## **B. Architectural**

- a. Supply and installation of floor and wall tiles, including countertops
- b. Supply and installation of new lighting fixtures and its accessories
- c. Supply and installation of new phenolic board partitions for each cubicle and urinals
- d. Replacement of entrance/exit doors, windows and its accessories
- e. Supply and installation of ceiling boards and its accessories
- f. Supply and installation of 50-mm diameter stainless steel grab bar for Persons with Disability (PWD)
- g. Supply and installation of wall mounted shelves for valuable belongings on top of each water closets and urinals.
- h. Replacement of all mirrors
- i. Supply and installation of new comfort room signage for male, female and PWD
- j. Supply and installation of glass door and wall mounted shelves at the Administrator's Office comfort rooms
- k. Supply and installation of diaper changing table and its accessories on female common comfort rooms
- l. Painting works

## **C. Plumbing and Sanitary Fixtures**

- a. Supply and installation of new plumbing fixtures such as water closets, urinals, showerheads, lavatories, slop/utility sinks and floor drains, including its accessories
- b. Supply and installation of new water, soil and vent pipes
- c. Supply and replacement of all gate valves using the same types of valves
- d. Supply and installation of bidet (hose type) complete with fittings and accessories in all water closets.
- e. Supply and installation of soap dispenser, hand dryer and tissue holder
- f. Connection to existing sewer line and water supply line

## **D. Electrical**

- a. Supply and installation of new decorative lighting fixtures, switches and wall outlets
- b. Replace all electrical systems of the comfort rooms
- c. Supply and installation of exhaust fan on each cubicle

## **E. Clearing and Disposal Works**

Costs include hauling and disposal of removed materials.

#### IV. KEY PERSONNEL


The minimum work experience requirements for key personnel are the following:

KEY PERSONNEL	MINIMUM QUALIFICATIONS	RELEVANT EXPERIENCE
One (1) Project Engineer	Licensed Civil Engineer	With minimum of <b>five (5) years</b> cumulative experience as project manager/engineer in building construction / renovation of <b>at least two (2) – Storey.</b>
One (1) Foreman	At least High School Graduate	With minimum of <b>five (5) years</b> cumulative experience in building construction / renovation of <b>at least two (2) – Storey.</b>
One (1) Safety Officer	Licensed Engineer or Licensed Nurse with training on Construction Occupational Safety and Health (COSH)	With minimum of <b>two (2) years</b> cumulative experience as safety officer in construction projects.

#### V. BASIC MATERIALS MINIMUM SPECIFICATIONS

PARTICULAR	SPECIFICATION
Water Closet	<ul style="list-style-type: none"> <li>▪ Elongated flush type</li> <li>▪ Ordinary Flush Valve 1 inch</li> <li>▪ Cover with built-in bidet</li> <li>▪ Complete accessories</li> </ul>
Lavatory	<ul style="list-style-type: none"> <li>▪ Rectangular</li> <li>▪ Ceramic sink</li> <li>▪ Over the Counter type</li> <li>▪ Complete accessories</li> </ul>
Urinal	<ul style="list-style-type: none"> <li>▪ Wall-hung</li> <li>▪ Sensor/Manual type flush valve</li> <li>▪ Complete accessories</li> </ul>
Slope/utility sink	<ul style="list-style-type: none"> <li>▪ Freestanding</li> <li>▪ Stainless Steel</li> <li>▪ Deep type</li> <li>▪ Wall mount faucet</li> </ul>
Diaper changing table	<ul style="list-style-type: none"> <li>▪ Folds against the wall to save space</li> <li>▪ Built in shelf and bag hooks</li> </ul>
Door	
D1 Entrance Common Area Toilet	<ul style="list-style-type: none"> <li>▪ 900 mm width</li> <li>▪ Panel door with tempered glass</li> <li>▪ Push/Pull plate with handle</li> <li>▪ Complete accessories</li> </ul>
D2 Utility Room	<ul style="list-style-type: none"> <li>▪ 800 mm width</li> <li>▪ Panel door with bottom louver</li> <li>▪ Complete accessories</li> </ul>

D3	<ul style="list-style-type: none"> <li>▪ 600 mm width</li> <li>▪ Phenolic door in HPL finish</li> <li>▪ Complete accessories</li> </ul>
D4	<ul style="list-style-type: none"> <li>▪ 800mm width</li> <li>▪ Phenolic door in HPL finish</li> <li>▪ Complete accessories</li> </ul>
Window	<ul style="list-style-type: none"> <li>▪ Aluminum frame awning casement window</li> <li>▪ Bronze Finish</li> </ul>
Floor Tiles	<ul style="list-style-type: none"> <li>▪ Unglazed tiles</li> <li>▪ 60 x 60 cm</li> <li>▪ Color and design are subject for approval of MWSS</li> </ul>
Wall Tiles	<ul style="list-style-type: none"> <li>▪ Glazed tiles</li> <li>▪ Accent tiles (aesthetic purposes)</li> <li>▪ Color and design are subject for approval of MWSS</li> </ul>
Partition (Water Closet)	<ul style="list-style-type: none"> <li>▪ 20mm thick phenolic board in HPL finish</li> <li>▪ With bag hanger</li> <li>▪ Color and design are subject for approval of MWSS</li> </ul>
Partition (Urinal)	<ul style="list-style-type: none"> <li>▪ 20mm thick phenolic board in HPL finish</li> <li>▪ Color and design are subject for approval of MWSS</li> </ul>
Countertop	<ul style="list-style-type: none"> <li>▪ Granite Countertop</li> <li>▪ Color and design are subject for approval of MWSS</li> </ul>
Mirror	<ul style="list-style-type: none"> <li>▪ 12mm thick</li> <li>▪ Frameless</li> <li>▪ Bevel Edge</li> <li>▪ 20mm thick plyboard backing</li> <li>▪ At least 900mm height</li> </ul>
Soap Dispenser	<ul style="list-style-type: none"> <li>▪ Wall mounted</li> <li>▪ Manual</li> <li>▪ Stainless steel</li> </ul>
Tissue Holder	<ul style="list-style-type: none"> <li>▪ Stainless steel</li> <li>▪ Complete accessories</li> </ul>
Plank/Shelf	<ul style="list-style-type: none"> <li>▪ Phenolic board in HPL finish</li> <li>▪ 15 mm thickness</li> <li>▪ 150 mm width</li> <li>▪ Each urinal and cubicle</li> </ul>
Hand Dryer	<ul style="list-style-type: none"> <li>▪ Wall mounted</li> <li>▪ Automatic on/off</li> </ul>
Ceiling	<ul style="list-style-type: none"> <li>▪ 9 mm thick gypsum board on metal framing</li> <li>▪ Moisture Resistant Type</li> <li>▪ Lower ceiling in each cubicle</li> <li>▪ Complete accessories</li> </ul>
Exhaust fan	<ul style="list-style-type: none"> <li>▪ Ceiling-mounted (Administrator, Board Room, and SOMD)</li> <li>▪ Wall-mounted (Common area)</li> <li>▪ Quiet</li> <li>▪ Contemporary and elegant design</li> </ul>
Floor Drain	<ul style="list-style-type: none"> <li>▪ 4" x 4"</li> <li>▪ Stainless</li> <li>▪ Insect-proof</li> </ul>
Gate Valve	<ul style="list-style-type: none"> <li>▪ Same as the existing</li> </ul>

Grab bar	<ul style="list-style-type: none"> <li>▪ Stainless steel</li> <li>▪ 1-inch diameter</li> </ul>
CR Signage	<ul style="list-style-type: none"> <li>▪ Men &amp; Women's Handicap Restroom Sign</li> <li>▪ Color and design are subject for approval of MWSS</li> </ul> 
Lights	<ul style="list-style-type: none"> <li>▪ LED Down light type</li> <li>▪ Complete accessories</li> <li>▪ Additional decorative lights are subject for approval of MWSS</li> </ul>
Paper towel Holder	<ul style="list-style-type: none"> <li>▪ Stainless steel</li> <li>▪ Wall mounted</li> <li>▪ Auto cut-type</li> </ul>
Shower	<ul style="list-style-type: none"> <li>▪ Hand-held shower</li> <li>▪ With faucet</li> <li>▪ Complete accessories</li> </ul>
Glass partition (Admin CR)	<ul style="list-style-type: none"> <li>▪ 12mm thick frameless</li> <li>▪ Frosted tempered glass</li> <li>▪ Complete accessories</li> </ul>
Cabinet	Bidder's proposed design for approval of MWSS

**VI. BILL OF QUANTITIES**

	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>A.</b>	<b>General Requirements</b>				
	Mobilization / Demobilization	1.00	lot		
	Removal Works	1.00	lot		
	Permits and Fees	1.00	lot		
	Health and Safety	1.00	lot		
<b>B.</b>	<b>Architectural Works</b>				
	Floor Tiles	160.24	m <sup>2</sup>		
	Wall Tiles	441.52	m <sup>2</sup>		
	Mirror	31.73	m <sup>2</sup>		
	Door w/ Accessories				
	D1	11.00	pcs		
	D2	5.00	pcs		
	D3	12.00	pcs		
	D4	7.00	pcs		
	Board Partitions w/ Complete Accessories	56.12	m <sup>2</sup>		
	Window	12.30	m <sup>2</sup>		
	Ceiling Board and Accessories	126.77	m <sup>2</sup>		
	Comfort room signage	11.00	pcs		
	Diaper Changing table	3.00	set		
	Wall Mounted Shelve	1.00	lot		
	Countertop	29.62	m <sup>2</sup>		
	Sliding Door (Admin Comfort Room Shower Area)	1.00	set		

	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>C.</b>	<b>Plumbing and Sanitary Works</b>				
	Water Closet w/ Accessories	17.00	set		
	Urinal w/ Accessories	17.00	set		
	Utility Sink w/ Accessories	3.00	set		
	Lavatory with Accessories	25.00	set		
	Floor Drain Plates	25.00	pcs		
	Tissue Holder	17.00	set		
	Stainless Steel Grab Bar	6.00	set		
	Shower System	7.00	set		
	Soap Holder	5.00	set		
	Soap Dispenser	17.00	set		
	Piping System (water and sewer)	1.00	lot		
<b>D.</b>	<b>Electrical Works</b>				
	Hand Dryer	10.00	set		
	Exhaust Fan	10.00	set		
	Lighting System	1.00	lot		
<b>TOTAL COST (INCLUDING DIRECT COST, OCM, CONTRACTORS PROFIT)</b>					
<b>VALUE ADDED TAX 12%</b>					
<b>TOTAL PROJECT COST</b>					

**VII. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Six Million Three Hundred Thousand Pesos (PhP 6,300,000.00)** only, inclusive of all taxes and duties.

**VIII. CONTRACT DURATION**

The construction shall be completed within **One Hundred Eighty (180) calendar days** from the receipt of Notice to Proceed (NTP).

**IX. QUALIFICATION OF BIDDERS/CONTRACTORS:**

<b>PARTICULARS</b>	<b>MINIMUM QUALIFICATIONS</b>
1. PCAB Category/Classification	PCAB License Principal Classification: General Building; Contractor's License Category C; Size Range: Small B
2. Experience	With at least three (3) years of experience in the field of renovation or building construction
3. Single Largest Completed Contract	Have successfully completed at least one (1) building construction/renovation project having a cost equivalent at least 50% of the Approved Budget for the Contract (ABC).

**Non-compliance to any of the above requirements constitute a ground to be classified as NON-ELIGIBLE.**

The Bidder shall demonstrate that he has adequate core team of experienced and competent personnel.

**X. SUBMITTALS/DELIVERABLES**

Following are the required submittals/deliverables:

<b>ITEM</b>	<b>PARTICULARS</b>	<b>DEADLINE</b>	<b>REPORT SPECIFICATIONS</b>
1	Construction Schedule in MS Project format including manpower and equipment schedule for approval by the MWSS	Within fifteen (15) calendar days from receipt of Notice to Proceed (NTP)	One (1) original hardcopy printed in A3 paper size with one (1) e-copy in PDF file



2	Proposed Work Program and Methodology	Within fifteen (15) calendar days from receipt of Notice to Proceed (NTP)	One (1) original hardcopy and three (3) photocopies respectively marked as copies 1, 2 and 3 printed in A4 size bond paper, properly bonded.  All drawings that will be attached in the report shall be prepared in AutoCAD printed in A3 paper size.
3	Weekly Accomplishment Report	Every Monday of the week	One (1) original hardcopy and three (3) photocopies respectively marked as copies 1, 2 and 3 printed in A4 size bond paper, properly bonded.  Report includes: - Accomplishment Report (Target and Actual) - Activities conducted from the previous week - Pictures with date
4	Final Report including approved As-Built Drawings	Within the thirty (30) calendar days after the end of the contract.	One (1) original hardcopy and three (3) photocopies respectively marked as copies 1, 2 and 3 printed in A4 size bond paper, properly bonded.  Approved/Signed Original As-Built Drawings shall be printed in A3 size.  One (1) USB Copy in AutoCAD format and in PDF format.

## XI. TERMS OF PAYMENT

In consideration of the services required under this Terms of Reference, payment to the Contractor shall be made in the following breakdown. **No claims for payment shall be processed and paid unless duly-supported with complete documents.**

ITEM	BILLING PARTICULARS	CONDITION/REQUIREMENTS
1	Advance Payment  Equivalent to 15% of Total Contract Amount	1. Payment shall be upon written request and submission to and acceptance by the MWSS of a Bank Guarantee or a Surety Bond callable on demand issued by Surety or Insurance Company

		<p>duly licensed by the Insurance Commission and confirmed by the MWSS.</p> <p>2. Upon submission of Items 1 and 2 of the required deliverables of <b>Section X. SUBMITTALS/DELIVERABLES</b> of the Terms of Reference.</p> <p>3. The advance payment shall be re-paid/recouped by the Contractor by deducting from its progress payments such sum as agreed during the contract negotiations until fully liquidated within the duration of the contract or upon completion of 60% of the works.</p>
2	Progress Payments	<p>1. Progress payments shall be upon complete submission of the required narrative reports showing <u>monthly accomplishments</u> with proper documentation and presentation on the process and progress of the works.</p> <p>2. Retention money equivalent to 10% of billing amount shall be withheld on each progress billing.</p> <p>3. No billing will be processed if submission is incomplete.</p>
3	Final Payment	<p>1. Payment shall be upon complete submission of the Final Report and approved As-Built Drawings pursuant to the required deliverables of <b>Item 4, Section X. SUBMITTALS/DELIVERABLES</b> of this Terms of Reference.</p> <p>2. And upon issuance of the Certificate of Acceptance and rectification of defects noted during punch listing and Final Inspection by MWSS.</p> <p>3. No billing will be processed if submission is incomplete.</p>
4	Ten Percent (10%) Retention Money	Retention Money shall be released upon Contractor's issuance of bank guarantee or surety bond callable on demand in the amount equivalent to retention amount.

## **XII. SAFETY AND SECURITY:**

- a. All standard safety measures and precautions shall be exercised by the Contractor in the course of the project for the protection of the public and its workers.
- b. All personnel and workers shall be equipped with proper working uniform, personal identification, and personal protective equipment (PPE) at all times. They must be registered with MWSS-CO and must comply to the rules and regulations of the Complex.
- c. The Contractor shall secure his/her own equipment and materials on site. The MWSS-CO shall not be held liable and accountable to any losses and damages incurred during the progress of the work and activity of the Contractor.

## **XIII. IMPLEMENTATION ARRANGEMENTS/ASSISTANCE TO BE PROVIDED BY THE MWSS:**

### **The MWSS shall:**

1. Conduct kick-off meeting to discuss details in undertaking the scope of work and work schedule and to establish coordination flow process;
2. All permits and clearances required shall be the responsibility of the Contractor. MWSS will provide assistance if needed.
3. Directly monitor the Contractor's progress;
4. Review and approve all documents submitted by the Contractor.

## **XIV. CONSTRAINTS:**

The following constraints shall apply:

1. As-built drawings are not available. It is recommended that actual measure shall be conducted by the Contractor.
2. During the implementation of the project, Contractor shall ensure that the day to day activities of the MWSS and its tenants within the Complex shall not be disrupted. Board ups, noise and dust controls shall be installed on strategic locations;
3. The Contractor will be allowed to work at night provided that construction noise shall be maintained at a minimum level.

## **XV. RESERVATION CLAUSE:**

The MWSS-CO reserves the right to reject and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

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