

## TERMS OF REFERENCE

### PROPOSED RENOVATION AND REHABILITATION OF THE BALARA DIRECTOR'S QUARTERS/GUEST HOUSE

#### I. BACKGROUND

The Metropolitan Waterworks and Sewerage System (MWSS) Corporate office has three (3) Guest Houses inside the Balara Filtration Plant that are intended for use by members of the Board of Trustees during the scheduled board meetings in Manila.

One of the quarters which was previously occupied by former MWSS Board of Trustee, needs immediate repairs/renovations to accommodate the other members of the Board of Trustee. The said quarters will be converted into two (2) studio type unit with one bedroom, kitchen, toilet and bathroom, dining and receiving area.

Providing the Board of Trustees with room accommodation during their stay in Manila will benefit the system, instead of providing them hotel accommodations.

#### II. SCOPE OF WORK

The scope of work for the renovation are as follows, but not limited to the following:

##### A. Demolition Works

1. Demolition of concrete walls at the main entrance, existing bedrooms and portion at the open service area.
2. Removal of deteriorated ceiling boards and gutters.
3. Removal of existing roof at the porch area.
4. Removal of all existing steel casement windows.

##### B. Architectural and Plumbing

1. Construction of additional reinforced CHB walls on:
  - a. Four (4) meter high partition of the proposed units.
  - b. One (1) meter high on the open service area.
2. Replacement of indoor and outdoor ceiling boards including gutters to hardiflex.
3. Installation of wooden partition for bedrooms.
4. Installation of new steel casement windows and doors.
5. Construction of one (1) new T&B unit and renovation of existing T&B that includes:
  - a. Construction of reinforced CHB walls.
  - b. Replacement and installation of all plumbing fixtures.
  - c. Replacement and laying out of new water and DWV pipes.
  - d. Installation of ceramic tiles on floor and wall of T&B units.
6. Demolition and replacement of the entire roof area corresponding to the part of the quarters to be renovated.
7. Construction of one (1) new kitchen unit and renovation of existing kitchen unit that include:
  - a. Repair/repaint all existing reusable/recyclable cabinets on existing kitchen unit.
  - b. Installation of new cabinets and ceramic tiles on one (1) new kitchen unit.

8. Renovation and installation of cabinets on bedrooms that include:
    - a. Removal of existing one (1) cabinet, repair, repaint or re-use.
    - b. Installation of new cabinets on new bedroom unit.
  9. Backfilling of the open service area to level the existing elevated walkway.
  10. Cleaning and check declogging of existing drainage and installation of precast concrete covers at the drainage area.
  11. Construction of porch for the new unit.
- C. Electrical  
 Check, repair or rewire if necessary all electrical systems of the building including external areas. Costs includes replacement of all switches (Two- and Three- gang), wall outlets (Two-gang, ACU, Gas Range, and Refrigerator), lighting fixtures (LED Panel Light round – 200 mm diameter 15W, 120 mm diameter 6W, and 90 mm diameter 3W) and bulbs. Replacement of panel boards also included.
- D. Painting  
 Costs include painting of indoor and outdoor walls and ceilings of the house.
- E. Clearing and Disposal Works  
 Costs include hauling and disposal of removed materials.

### III. SUPERVISION OF RENOVATION WORKS

The MWSS-PMO is responsible for overseeing the implementation of the renovation in accordance with the Contract arrangements between the Contractor and MWSS.

The Contractor is allowed to visit the site on the scheduled viewing for all bidders.

The MWSS-PMO has the right to stop the execution of the works under the following circumstances:

- a. In case of defaults or deviations without the proper approval from the MWSS-PMO.
- b. Refusal to carry out work without valid excuse.
- c. Failure to proceed regularly or diligently.
- d. Failure to remove or rectify defective works within the agreed warranty period.

### IV. QUALIFICATION OF CONTRACTOR/PERSONNEL

PARTICULARS	REQUIRED QUALIFICATION
Experience	<ol style="list-style-type: none"> <li>1. Class C Contractor with valid PCAB License and PhilGEPS Registration Number with <b>at least FIVE (5) years</b> of experience in the field of building construction.</li> <li>2. <b>At least ONE (1)</b> government building construction/renovation project amounting to at least half the Approved Budget for the Contract (ABC).</li> </ol>

Non-compliance to both (1) and (2) qualification requirements above constitute a ground to be classified as NON-ELIGIBLE.

Only projects completed by the Bidder itself, or by any, or both of the JV partners, in case of joint venture, duly supported by certificate of completion issued by the client or any other equivalent document to prove successful completion of the project shall be considered in the evaluation for determining the bidder's score.

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

The Bidder shall also demonstrate that it has on-going projects whether or not similar in nature with this project to be bidden out by the MWSS.

**V. SUBMITTALS/ DELIVERABLES**

The MWSS-PMO is responsible for overseeing the implementation of the renovation in accordance with the Contract arrangements between the Contractor and MWSS.

ITEM	OUTPUT REPORT	DEADLINE	REPORT SPECIFICATIONS
1	Construction Schedule in Gantt Chart format including manpower and equipment schedule for approval by the MWSS.	Within 10 calendar days from receipt of the Notice to Proceed (NTP).	One (1) original hardcopy printed in A1 Paper Size.  Two (2) blueprint copies.
2	Monthly Progress Report	Within the first five (5) days of each month.	One (1) original hardcopy and three (3) photocopies respectively marked as copies 1, 2, and 3 in A4 size bond paper, properly binded.  All drawings that will be attached in the report shall be prepared in AutoCAD, printed in A3 paper size.
3	Final Report including Approved As-Built Drawing	Within the first five (5) days after the end of the Contract.	One (1) original hardcopy and three (3) photocopies respectively marked as copies 1, 2, and 3 in A4 size bond paper, properly binded.  Approved As-Built Drawings shall be in A1 size Mylar sheet.

**VI. TERMS OF PAYMENT**

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

BILLING PARTICULARS	CONDITION/REQUIREMENTS
<p>1. Advance Payment:  = equivalent to <b>15%</b> of Total Contract Amount</p>	<p>1. Payment shall be upon written request and submission of a Bank Guarantee or a Surety Bond callable on demand issued by Surety or Insurance Company duly licensed by the Insurance Commission and confirmed by MWSS.</p> <p>2. Upon complete submission of the required Construction Schedule Gantt Chart (in MS Project format) as required in the deliverables of <b>Item-1, Section VI. SUBMITTALS/ DELIVERABLES</b> of this 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.</p>
<p>2. Progress Billing No.1</p>	<p>1. Upon complete submission of the required narrative reports showing <b>weekly accomplishments</b> with proper documentation and presentation on the process and progress of the renovation.</p> <p>2. No billing will be processed if submission is incomplete.</p>
<p>3. Progress Billing No.2</p>	<p>1. Upon complete submission of the Final report and approved As-Built Drawings pursuant to the required deliverables of <b>Item-3, Section VI. SUBMITTALS/ DELIVERABLES</b> of this Terms Of Reference:</p> <p>2. No billing will be processed if submission is incomplete.</p>
<p>4. Final Billing  =remaining <b>10%</b> of the Total Contract Amount</p>	<p>1. Upon issuance of the Certificate of Completion by the MWSS and upon posting of warranty bond to cover the one (1) year warranty of the works and supplies.</p>

**VII. APPROVED BUDGET FOR CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is NINE HUNDRED THREE THOUSAND, NINE HUNDRED FORTY-TWO PESOS AND THREE CENTAVOS (P 903,942.03) inclusive of the 12% VAT and all taxes and duties.

The ABC shall be the upper limit or ceiling for the Bid Price. Any bid with a financial component exceeding this amount shall not be accepted and shall be automatically rejected at opening of the financial bid.

**VIII. IMPLEMENTATION ARRANGEMENTS / ASSISTANCE TO BE PROVIDED BY THE MWSS**

The MWSS shall:

1. Provide any available as-built plans for reference of the Contractor.
2. Conduct kick-off meeting to discuss details in undertaking the scope of work and work schedule and to establish coordination flow process.
3. Provide access, authorization and clearance to the building work area in coordination with the current lessee/occupant of the premises.
4. Directly monitor the Contractor's progress.
5. Review and approve all documents submitted by the Contractor.

The Contractor shall:

1. Ensure availability of adequate supplies, personnel, materials and equipment necessary to perform its functions.
2. Submit a signed non-disclosure agreement.
3. Receive guidance and report directly to the Office of the Deputy Administrator for Engineering and Technical Support Services

**IX. CONSTRAINTS**

The following constraints shall apply:

1. The Contractor must not have been involved in the preparation of the Terms of Reference of this undertaking;
2. The provisions of Section 47 (Disclosure of Relations) of the 2016 IRR of RA 9184 shall apply to all personnel of the Contractor;
3. No employer-employee relationship shall exist between MWSS and the Contractor and its team members.

**X. RESERVATION**

MWSS reserves the right to cancel or modify this TOR or any other issuances, to refuse to accept or consider any proposal for any cause or reason, or otherwise not to proceed with the engagement of this consultancy services.

Notwithstanding the approval by the MWSS, the Consultant shall not be relieved of its liabilities and accountabilities regarding its recommendations.

XI. MATERIAL MINIMUM SPECIFICATIONS

The minimum specifications for the following materials are as follows:

MATERIAL	MINIMUM SPECIFICATIONS
Roofing	Pre-painted, 0.6 mm thick, spandrel type
Ceiling Board	½ " thick plaster boards to be mounted on metal ceiling frames by metallic screws
Ceiling Frame	Metal Furring (32 mm x 51 mm)
Fascia Board	1" x 8" Hardi-Serapa
CR Doors	2.1 m x 0.6 m PVC Doors and Jambs with stainless steel hinges
Main Door	2.1 m x 0.9 m Panel Wooden Door with complete accessories 2.1 m x 0.9 m Aluminum Screen Door with complete accessories
Kitchen Doors	2.1 m x 0.7 m Flush Type, Hollow Core with complete accessories 2.1 m x 0.7 m Aluminum Screen Door with complete accessories
Bedroom Doors	2.1 m x 0.8 m Flush Type, Hollow Core with complete accessories
Steel Windows	1/8" thick glass panel, steel casement window
Kitchen Countertop	Granite Tiles (0.6 m x 0.6 m)
CR Tiles	Ceramic Tiles (0.4 m x 0.4 m)
Living and Dining Room Tiles	Ceramic Tiles (0.4 m x 0.4 m)
Panel Board	Provide dead-front safety power distribution panelboard with panelboard switching and protective devices. Provide molded case main and branch circuit breaker types for each circuit, with toggle handles that indicate when tripped.
Wiring	Stranded THHN or THW electrical wires, PVC flexible electrical conduit.
Plumbing Fixtures	<b>Water Closet:</b> Tank-Type, Close-coupled, Elongated Water Closet with complete accessories and fittings <b>Lavatory:</b> Washbasin, Wall-Hung Type with complete accessories and fittings <b>Floor Drain:</b> Stainless steel, 100 mm x 100 mm <b>Showerhead:</b> Stainless steel with individual water heater with complete accessories and fittings <b>Kitchen Sink:</b> 8 mm thick, single bowl stainless steel with complete accessories and fittings

(END OF TOR)

Prepared and submitted  
For the approval of the Bids  
And Awards Committee (BAC)