

TERMS OF REFERENCE

I. PROJECT TITLE: RENOVATION OF UNIT 4 – 4th FLOOR TPB OFFICE

II. BACKGROUND

The Tourism Promotions Board (TPB), an attached agency of the Department of Tourism (DOT), exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination. To ensure uninterrupted delivery of its services, TPB continues its operations even during the pandemic. During this time when the number of people reporting to the office is limited, we would like to take advantage of the opportunity to re-invent the office space to meet current needs.

III. PURPOSE / OBJECTIVES

To optimize the space for the TPB stockroom and the office of the Commission on Audit

IV. SCOPE OF WORK

1. Demolition and installation of new ceiling
2. Provision of new 24"x48" board ceiling on T-runners and lighting fixtures (to include at least 10 pairs in the main waiting/work stations, 2 pairs each at the auditors' offices, 2 pairs at the storeroom, 1 pair each at the pantry and 1 single at the toilet)
3. Removal, supply and replacement of existing vinyl tiles with 12"x12" or 22"x22" U.S. homogenous vinyl tiles including repair of floors imperfections and hauling of waste materials (except for the big room as indicated in the attached layout)
4. Repair, refurbishment and installation of wooden cabinets in the storage room
5. Supply and installation of new ficem double wall partition on GI studs 5mm thick ficem with 10mm gypsum under-sheathing on 2" x 4" GI studs
6. Painting and re-painting work in the entire area (except for the future expansion)
7. Provision for additional room outside to serve as resident auditor's office, with plywood or hardiflex wall in one side and glass in front side with frameless tempered glass door
8. Repair of toilet (see attached design for measurements) to include plumbing, floor and wall tiles, toilet bowl, sink and other materials for the toilet
9. Repair of pantry to include plumbing, tiles, sink and other materials for the pantry
10. Identification and repair of the leak-affected areas of the room and provision of SS drain pan inside ceiling of overhead floor slab
11. Waterproofing of walls and flooring near the deck
12. Electrical works to be provided/supplied by the contractor
 - Installation of troffer light fixtures including rough-in pipes & fittings with parabolic aluminum reflector
 - Wires, cables, wiring devices, and miscellaneous for the lighting, sockets for each work station, inner offices, pantry, storage, toilet and waiting area, and other electrical connections needed for the total renovated

area

➤ Panel board and circuit breaker

13. Provision of sandblast/frosted type sticker for hallway glass door and glass panel
14. Supply and installation of frameless tempered swing double glass door with frosted tint and complete accessories
15. Hauling
16. All permits needed for the project
17. Labor and supervision; manpower to be assigned should have the proper license/s
18. Provision of PPE, orientation on COVID19 measures to construction team and staff to be deployed for this project, and submission of negative swab/rapid COVID19 test result for all manpower to be deployed for this project
19. Provision of cash bond as follows:

CASH BOND: The contractor is responsible to shoulder the cash bond at Legaspi Towers 300 Management amounting to Php 50,000.00

V. ELIGIBILITY DOCUMENTS

Bidders must submit the following legal documents set forth in Annex "H" of the Revised Implementing Rules and Regulations of the Republic Act (R.A.) No. 9184, to be eligible to participate in this bidding:

1. SEC/DTI Registration Certificate
2. Valid Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Annual Income Tax Return

Additional requirements:

8. PCAB GB-1 (at least Category B or higher)
9. Statement of the list of all ongoing government and private projects
10. Statement of the list of all completed government and private projects in the last three (3) years with the same or higher contracted amount as the approved budget for this contract (ABC)
11. Use the attached bill of quantities (BOQ) form for the financial proposal

VI. BUDGET

The approved budget for the contract is **ONE MILLION PESOS ONLY (Php1,000,000.00)**, inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Thirty (30) days from full service completion and receipt of invoice.