



TERMS OF REFERENCE

Public Bidding for the Procurement of Construction of Fit-Out and Other Works-to-Complete of Philippine Statistics Authority (PSA) 23-storey Building

I. BACKGROUND AND OBJECTIVE

The PSA 23-storey Building is envisioned to be state-of-the-art (smart) yet economical, energy-saving, ergonomic, and environment-friendly. Contractor/s shall be engaged based on their proven expertise, experience, capability, and cost of services.

II. BASIC INFORMATION

- Site : PSA Complex, East Avenue, Diliman Quezon City
- Approx. TFA : 48,998.40 square meters (PSA Office Building)
24,836.00 square meters (Floor Area for Fit-Out)
+ 1,484.60 square meter (Landscape Works)
- Type of Building : Twenty-Three (23) Storey with Covered Roof Deck Reinforced Concrete structure
- Use/Occupants : The office building will be occupied by the statistical, PhilSys Registry Office (PRO), Civil Registration Central Support Offices (CRCSO), and other services of the PSA will include facilities such as the transient stock quarters (hostel), conference rooms, library, canteen, and other amenities.

III. SCOPE OF SERVICES

For this purpose, contracts similar to the Project refer to contracts that have the same major categories of work, which shall be:

SCOPE OF WORKS	DESCRIPTION
1. General Requirements	<ol style="list-style-type: none">1. Mobilization2. Permits and Licenses3. Temporary Facilities4. Temporary Utilities5. Site Supervision/Management6. Safety and Security7. Bonds and Insurances8. As-Built Drawings and Shop Drawings9. Quality Control / Testing & Commissioning10. Site Clearing and Demobilization11. Tools and Equipment

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	<ul style="list-style-type: none"> 12. Additional Construction Safety and Health Program (as per applicable DPWH Department Order) 13. Green Building Code Compliance 14. Energy Efficiency and Conservation Act (RA No. 11285 of 2018)
2. Architectural Works	<ul style="list-style-type: none"> 1. Masonry Works 2. Ceiling Finish 3. Wall Finish 4. Floor Finish 5. Painting Works 6. Waterproofing Works 7. Cabinetry, Pantry, Counter, and Accent Walls 8. Doors, Jambs, and Finish Hardware 9. Moveable Partitions 10. Glass partitions 11. Windows and Glazing Works 12. Woods, Plastics, and Composites 13. Logos and Signage's
3. Landscape Works	<ul style="list-style-type: none"> 1. Hardscapes <ul style="list-style-type: none"> a) Floor Finish b) Planter Finish c) Water Feature Finish d) Flagpole Pedestal Finish e) Bench Finish f) Trellised Walkway g) Landscape Lighting Fixture 2. Softscapes <ul style="list-style-type: none"> a) Planting Preparation b) Drainage and Irrigation c) Plants, Trees, and Shrubs 3. Outside Building Development
4. Civil Works	<ul style="list-style-type: none"> 1. Supply and Installation of structural steel beams 2. Supply and Installation of Roofing Works 3. Supply and Installation of Perimeter Fencing Works 4. Supply and Installation of Steel Works (bleachers)
5. Electrical Works	<ul style="list-style-type: none"> 1. Supply and Installation of: <ul style="list-style-type: none"> a. Lighting and Power System b. Lighting Fixtures c. Panel Boards, Breakers and Enclosed Circuit Breakers d. Wiring Devices e. Main and Sub-Main Distribution f. Vacuum Fault Interrupter (VFI) 2. Testing and Commissioning of Electrical Works
6. Auxiliary Works	<ul style="list-style-type: none"> 1. Supply, Delivery, Installation, and Configuration: <ul style="list-style-type: none"> a. Auxiliary <ul style="list-style-type: none"> i. Fire Detection and Alarm System (FDAS) ii. Community Antenna Television (CATV) System iii. Public Address and Background Music (PA/BGM) System iv. Telephone System v. Closed-Circuit Television (CCTV) System 2. Testing and Commissioning of Auxiliary Works

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	<p>3. Knowledge Transfer</p>
7. Network/Cabling Works	<p>1. Supply, Delivery, Installation, and Configuration:</p> <ul style="list-style-type: none"> a. Voice and Data network <ul style="list-style-type: none"> i. Hardware, Software, and Accessories ii. Electrical iii. Mechanical iv. Roughing-In and Cabling v. Extra-Low Voltage (ELV) <p>2. Testing and Commissioning of Network/Cabling System</p> <p>3. Knowledge Transfer</p>
8. Building Management System (BMS)	<p>1. Delivery, Supply, and Installation of Building Management System (BMS)</p> <ul style="list-style-type: none"> a. Hardware, software, and accessories b. Electrical c. Mechanical d. Plumbing and Fire Protection e. Extra-Low Voltage (ELV) f. Roughing-ins and Cabling g. Master Control of Mechanical, Electrical, Fire Protection, and Plumbing & Sanitary (MEFPS) h. Sewage Treatment Plant <p>2. Testing and Commissioning of Building Management System</p>
9. Mechanical Works	<p>1. Supply and Installation of Furnished and Additional Air-conditioning System</p> <ul style="list-style-type: none"> a. Fan Coil Unit b. Copper Piping assembly to FCU and ACCU c. Air-conditioning controllers d. Copper Pipe Riser and Horizontal for the additional air-conditioning unit <p>2. Tapping of Air-Condition Drain</p> <p>3. Testing and Commissioning of Air-conditioning system</p> <p>4. Supply and Installation of Additional Ventilation Systems</p> <ul style="list-style-type: none"> a. Installation and Insulation of Horizontal Duct (fresh air duct, exhaust duct, and smoke evacuation duct) b. Energy Recovery Ventilation (ERV) c. Grilles and Diffusers d. Ventilation fans duct connection <p>5. Testing and Commissioning of Ventilation Systems</p> <p>6. Handover system completed and operational</p>
10. Fire Protection Works	<p>1. Supply and Installation of Black Iron Pipes and Fittings</p> <p>2. Relocation, Supply, and Installation of Sprinkler Heads</p> <p>3. Supply and Installation of Fire Extinguisher</p> <p>4. Leak test of fire protection system</p> <p>5. Testing and Commissioning of Fire Protection System</p>
11. Plumbing and Sanitary Works	<p>1. Supply and Installation of:</p> <ul style="list-style-type: none"> a. Pipes and Fittings b. Drains and Clean Out c. Water line works d. Sanitary line works e. Storm drainage line works f. Overhead Water Tank g. Plumbing Fixtures

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	2. Testing and Commissioning of Plumbing and Sanitary Works
12. Specialty Works	1. Supply and Installation of Electrical System for Photovoltaic Glass Wall 2. Testing and Commissioning of Electrical System for Photovoltaic Glass Wall 3. Parking Management and Building Traffic System
13. Furniture, Equipment, and Appliances	1. Supply, Delivery, and Installation of Furniture, Equipment, and Appliances

IV. DELIVERABLES AND TIMELINE

No.	Activities/Works	Floor Level	Calendar Days	Total Duration
First 366 Calendar Days Scope of Works (Year 1)				
1.	Site Inspection		7 Calendar Days	366 Calendar Days
2.	Application of Building Permits and Clearances		30 Calendar Days	
3.	Approval of Long Lead Items			
4.	Application with Meralco for Full Power Supply		*up to 90 calendar days	
5.	Mobilization and Site Preparation		14 Calendar Days	
6.	Construction Works: - General Requirements - Architectural Works - Landscape Works - Civil Works - Electrical Works - Auxiliary Works - Network/Cabling Works - Building Management System - Mechanical Works - Fire Protection Works - Specialty Works - Furniture, Equipment, and Appliances			
6a.	<ul style="list-style-type: none"> • Architecture and Engineering Unit • BMS Unit • Commercial Spaces • Lobby • Main Lobby • Stock Room • Ante-Room • Public Passageway/ Lobby • Security Office • Elevator Lobby • U/A Rooms • Auxiliary Rooms • Electrical Room 	Ground Floor	248 Calendar Days	

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6b.	<ul style="list-style-type: none"> • Basketball/ Badminton Court 	7 th Floor		
6c.	<ul style="list-style-type: none"> • CBMS Planning and Coordination Division • Community Based Statistics Division (CBSD) • Geospatial Management Division (GMD) • Office of the ANS for Community Based Statistics Service (OANS-CBSS) • OANS-CBSS Staff Office • Identity Validation and Investigation Division (IVID) • Consultant’s Rooms/Board Rooms • Reception/ Lounge • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 	10 th Floor		
6d.	<ul style="list-style-type: none"> • Trade Statistics Division • Crops Statistics Division • Livestock and Poultry Statistics Division • Fisheries Statistics Division • Training Hall • Conference Halls • Storage Rooms • Meeting Rooms • Pantry Area • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 	16 th Floor		
6e.	<ul style="list-style-type: none"> • Industry Statistics Division • Services Statistics Division • Price Statistics Division • Office of Assistant National Statistician for Economic Sector Statistics Service (OANS-ESSS) • OANS-ESSS Staff Office • Training Hall • Conference Halls • Storage Rooms • Meeting Rooms • Pantry Area • Lactating Room 	17 th Floor		

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	<ul style="list-style-type: none"> • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 			
6f.	<ul style="list-style-type: none"> • Knowledge Management and Communications Division • Systems Quality Assurance Division • Systems Development Division • Registers and Database Management Division • Office of Assistant National Statistician for IT and Dissemination Service (OANS-ITDS) • OANS-ITDS Staff Office • Laboratory Room • Conference Halls • Storage Rooms • Meeting Rooms • Pantry Area • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 	18 th Floor		
6g.	<ul style="list-style-type: none"> • Census Planning and Coordination Division • Population and Housing Census Division • Agriculture and Fisheries Census Division • Service and Industry Census Division • Statistical Classifications Division • Statistical Policies and Program Division • Statistical Standards Division • Office of Assistant National Statistician for National Censuses Service (OANS-NCS) • OANS-NCSS Staff Office • Office of Assistant National Statistician for Standards Service (OANS-SS) • OANS-SS Staff Office • Conference Halls 	19 th Floor		

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	<ul style="list-style-type: none"> • Storage Rooms • Meeting Rooms • Pantry Area • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 			
6h.	<ul style="list-style-type: none"> • Vital Statistics Division • Demographic and Health Statistics Division • Income and Employment Statistics Division • Employment Demand & Labor Standards and Relations Statistics Division • Social Development Statistics Division • Poverty and Human Development Statistics Division • Office of Assistant National Statistician for Social Sector Statistics Service (OANS-SSSS) • OANS-SSSS Staff Office • Library • Conference Halls • Storage Rooms • Meeting Rooms • Pantry Area • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 	20 th Floor		
6i.	<ul style="list-style-type: none"> • Expenditure Accounts Division • Integrated Accounts Division • Environmental and Natural Resources Accounts Division • Agricultural Accounts Division • Satellite Accounts Division • Production Accounts Division • Office of Assistant National Statistician for Macro-Economic Accounts Service (OANS-MAS) • OANS-MAS Staff Office • Conference Halls • Storage Rooms • Meeting Rooms 	21 st Floor		

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	<ul style="list-style-type: none"> • Pantry Area • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 			
6j.	<ul style="list-style-type: none"> • Statistical Methodological Unit • Legal Service • International Cooperation Unit • Internal Audit Division • Planning & Management Service • Computer Lab/ Simulation Room • Conference Halls • Storage Rooms • Meeting Rooms • Pantry Area • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 	22 nd Floor		
6k.	<ul style="list-style-type: none"> • Office of the Deputy National Statistician for Sectoral Statistics Office (ODNS-SSO) • ODNS-SSO Staff Office • Office of the Deputy National Statistician for PhilSys Registration Office (ODNS-PRO) • ODNS-PRO Staff Office • Office of the Deputy National Statistician for Censuses and Technical Coordination Office (ODNS-CTCO) • ODNS-CTCO Staff Office • Office of the Deputy National Statistician for Civil Registration and Central Support Office (ODNS-CRCO) • ODNS-CRCO Staff Office • Office of the National Statistician (ONS) • ONS Staff Office • Mini-Gym • Conference Halls • Storage Rooms • Meeting Rooms 	23 rd Floor		

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	<ul style="list-style-type: none"> • Pantry Area • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 			
7.	Landscape (hardscapes and softscapes)	Ground Floor		
8.	Balconies	7th Floor to 24 th Floor		
9.	Basketball/ Badminton Court and Deck Garden	7 th Floor		
10.	Roof deck Garden	Roof Deck		
11.	Supply and Installation of Photovoltaic Tempered Glass Curtain Wall Cladding			
12.	Supply and Installation of Roofing System including insulation with Roofing Accessories and hardware			
13.	Parking Management and Building Traffic System			
14.	Supply and Installation of Building Management System (BMS)			
15.	Application of Partial Occupancy Permit for Handover of Turnover Floors		30 Calendar Days	
16.	Punch Listing, and Testing and Commissioning			
17.	Include Hardware Acceptance Testing (HAT)			
18.	Full Knowledge Transfer			
19.	Rectification Works based on Punch List		30 Calendar Days	
20.	Partial Project Acceptance and Turnover		7 Calendar Days	
Second 367 Calendar Days Scope of Works (Year 2)				
21.	Construction Works: <ul style="list-style-type: none"> - General Requirements - Architectural Works - Landscape Works - Civil Works - Electrical Works - Auxiliary Works - Network/Cabling Works - Building Management System - Mechanical Works - Fire Protection Works - Specialty Works - Furniture, Equipment, and Appliances 			
21a.	<ul style="list-style-type: none"> • Cafeteria • Kitchen • Function Rooms • Lounge Area • Employee's Organization Rooms • Hearing/Court Room 	7 th Floor	286 Calendar Days	

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	<ul style="list-style-type: none"> • Recreation/ Multi-Purpose Hall • Changing Rooms • Fitness Gym • Day Care Center • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 			
21b.	<ul style="list-style-type: none"> • Executive Rooms (Hostel) • Standards Rooms (Hostel) • Health/Services Clinic • Legal Libraries and Investigation Room • Personal Record's Room • Property and Supplies Storage • Repair Room • Housekeeping Room • Soiled Utility • Soiled Linen • Clean Linen • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 	8 th Floor		367 Calendar Days
21c.	<ul style="list-style-type: none"> • Press Conferences • Media Center • VIP Holding/ Lounging Room • Meeting Rooms • Library • Exhibit Area • Statistical Laboratory • Data Enclave • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 	9 th Floor		
21d.	<ul style="list-style-type: none"> • Office of the Assistant National Statistician for Policy Coordination and Monitoring Service (OANS-PCMS) • OANS-PCMS & OANS-FMCMS Staff Office • Office of the Assistant National Statistician for Fraud Management and Client Management Service (OANS-FMCMS) • Office of the Assistant National Statistician for Use Case 	11 th Floor		

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	<ul style="list-style-type: none"> Development and Management Service (OANS-UCDMS) • Office of the Assistant National Statistician for Registration Operation Service (OANS-ROS) • OANS-UCDMS & OANS-ROS Staff Office • ID Processing and Management Division • Office of the Assistant National Statistician for Security Information and Security Service (OANS-SISS) • OANS-SISS Staff Office • Pantry Area • Storage • Conference Halls • Meeting Rooms • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room 			
21e.	<ul style="list-style-type: none"> • Human Resources Division • Commission on Audit • Testing/ Interview/ Orientation Room • Computer Room • Pantry Areas • Meeting Rooms • Conference Halls • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 	12 th Floor		
21f.	<ul style="list-style-type: none"> • General Services Division • Conference Halls • Storage Rooms • Meeting Rooms • Pantry Areas • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 	14 th Floor		

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21g.	<ul style="list-style-type: none"> • Office of the Assistant National Statistician for Finance and Administrative Service (OANS-FAS) • OANS-FAS Staff Office • Accounting Division • Budget Division • Auxiliary Services • Training Hall • Conference Halls • Storage Rooms • Meeting Rooms • Pantry Areas • Lactating Room • Prayer Room • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 	15 th Floor		
21h.	<ul style="list-style-type: none"> • Multi-Purpose Halls • Main Conference Room • Control Room • Kitchenette • Storage Rooms • Elevator Lobby • Auxiliary Rooms • Electrical Room • Server Room • Lounge/ Reception Area 	24 th Floor		
22.	Supply and Installation of Photovoltaic Tempered Glass Curtain Wall Cladding			
23.	Supply and Installation of Roofing System including insulation with Roofing Accessories and hardware			
24.	Parking Management and Building Traffic system			
25.	Supply and Installation of Building Management System (BMS)			
26.	Application of Full Occupancy Permit			
27.	Punch Listing, and Testing and Commissioning		30 Calendar Days	
28.	Include Hardware Acceptance Testing (HAT)			
29.	Full Knowledge Transfer			
30.	Rectification Works based on Punch List		30 Calendar Days	
31.	Site Clearing, Pullout, and Demobilization		14 Calendar Days	
32.	Full Project Acceptance and Turnover		7 Calendar Days	

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V. DURATION OF THE CONTRACT

The Construction Works will cover SEVEN HUNDRED THIRTY-THREE (733) CALENDAR DAYS or Twenty-Four (24) Months starting from receipt of the Notice to Proceed (NTP).

1. First 366 Calendar Days Scope of Works (Year 1)
2. Second 367 Calendar Days Scope of Works (Year 2)

VI. STANDARD OF SERVICES

The Contractor/s shall undertake the construction services by utilizing its technical knowledge and best-accepted professional standards. The Contractor/s shall carry out the services based on sound architectural, engineering, and landscape methodologies and practices to ensure that the final works will provide the most economical, “smart” and feasible fit-out for the project. Further, the Contractor/s shall provide an adequate number of personnel of known qualifications and experience.

VII. CONTRACTOR/S REQUIREMENTS

A local Construction firm with experience in the construction of Fit-Out Works particularly on office spaces with the following minimum qualifications:

1. Must be operational and engaged as an Office Fit-Out Construction firm for at least twenty (20) years;
2. Must have satisfactorily completed a contract for a similar project with magnitude and complexity at least equivalent to the proposed project;
3. Must have experience in Testing and Commissioning and conduct of Knowledge Transfer in all major components of the projects;
4. Projects involving Network/Cabling Works must have at least Fifty Million Pesos (PhP 50,000,000.00);
5. The contractor/s must likewise pass eligibility requirements under Section 23 of Republic Act 9184, otherwise known as the Government Procurement Reform Act and its Revised Implementing Rules and Regulations (IRR);
6. Must have Certified Daikin Installer;
7. Philippine Contractors Accreditation Board (PCAB) should be License Category AAA – Size Range Large B;
8. Must have manufacturing plant for the following:
 - a. Wood working for joineries, cabinetries, doors, and jambs
 - b. Production of metal works

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VIII. PERSONNEL QUALIFICATION REQUIREMENTS

Key Position/s	Minimum Years of experience in such positions	License/ Certification Required
1. Project Manager	Five (5) years	PRC and UAP or PICE (United Architects of the Philippines; Philippine Institute of Civil Engineers)
2. Construction Manager	Five (5) years	PRC and UAP or PICE (United Architects of the Philippines; Philippine Institute of Civil Engineers)
3. Project-in-Charge (PIC)	Three (3) years	PRC and PICE (Philippine Institute of Civil Engineers)
4. Landscape Architect	Three (3) years	PRC and PALA (Philippine Association of Landscape Architects)
5. Civil Engineer/ Structural Engineer	Five (5) years	PRC and PICE (Philippine Institute of Civil Engineers)
6. Registered Electrical Engineer	Three (3) years	PRC and IIEE (Institute of Integrated Electrical Engineers)
7. Electronics/Network Engineer	Three (3) years	PRC and CCNP/JNCIP Cisco Certified Network Professional or Juniper Network Certified Internet Professional or other equivalent certification
8. Registered Mechanical Engineer	Three (3) years	PRC and PSME (Philippine Society of Mechanical Engineers)
9. Registered Master Plumber	Three (3) years	PRC and NAMPAP (National Master Plumber Association of the Philippines)
10. Quality Assurance/ Quality Control Architect	Three (3) years	PRC
11. Quality Assurance/ Quality Control Civil Engineer	Three (3) years	PRC
12. Quality Assurance/ Quality Control Mechanical, Electrical, Fire Protection	Three (3) years	PRC

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and Plumbing & Sanitary (MEFPS) Engineer		
13. Safety Officer	Three (3) years	PRC and Occupational Safety and Health (OSH) Training Certificate
14. CAD Draftsman	Three (3) years	Training Certificate
15. Administrative Officer	Two (2) years	PRC

The Contractor/s shall provide additional personnel as may be required and pertinent to the accomplishment of the project in its entirety at no additional cost to the Procuring Entity (PE).

The Contractor/s shall likewise provide copies of the Professional Regulation Commission (PRC) License and accredited professional organization (APO) of their personnel and a list of ongoing and completed projects (both private and government).

Except as otherwise agreed upon by the PE, the personnel for the project shall consist of those indicated in the Work Plan and List of Key Personnel submitted and no changes shall be made to the key staff. In the event any employee resigns, is discharge or withdrawn, the Contractor/s shall provide suitable personnel of equivalent or better qualification acceptable to the PE.

IX. ESTIMATED BUDGET FOR THE CONTRACT

A. FEE

For and in consideration of the faithful, satisfactory, and full performance of all the works and requirements, the PE agrees to pay the Contractor/s an amount not exceeding the Approved Budget for the Contract amounting to **ONE BILLION FIVE HUNDRED SEVENTY-FIVE MILLION PESOS (₱1,575,000,000.00)** after observance of the required procedures in compliance with the Republic Act No. 9184 and Government Accounting and Auditing Manual.

X. TERMS OF PAYMENT

The payment scheme below shall be observed in the processing of payment.

Mode of Payment		Cumulative Percent Accomplishment	Percentage of the Contract Price
Year 1	Thirty Percent (30%) Completion of Construction Works	16.66%	15%

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	Sixty Percent (60%) Completion of Construction Works	33.33%	15%
	Ninety Five Percent (95%) Substantially Completed Construction Works	49.99%	15%
Year 2	Thirty Percent (30%) Completion of Construction Works	66.66%	15%
	Sixty Percent (60%) Completion of Construction Works	83.33%	15%
	Ninety Five Percent (95%) Substantially Completed Construction Works	95%	15%
	Retention Fee	100%	10%
TOTAL			100%

The following documents must be submitted to the PE before processing payments to the Contractor:

- a. Progress Billing
- b. Detailed Statement of Work Accomplished (SWA)
- c. Request for payment by the Contractor
- d. Photographs of works accomplished

In consideration of the payment, the Contractor/s agrees and undertakes to execute and complete construction services and remedy any defects therein in conformity with the provisions of the Contract.

The Contractor/s shall also undertake to pay taxes in full and on time and that failure to do so will entitle the government to suspend payment for any services delivered.

XI. ADVANCE PAYMENT

Advance payment not exceeding fifteen percent (15%) shall be paid upon written request by the contractor and submission to and acceptance by the PE of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee, or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the PE.

In the event that the Contractor opts for payment in advance, the schedule of payment provided for under Section X shall be revised accordingly.

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XII. RESPONSIBILITIES OF THE CONTRACTOR

1. Construction

- a. The Contractor shall undertake all works necessary for the Supply, Delivery, Installation, Configuration, and Construction of the Fit-Out project and other Works-to-Complete;
- b. The Contractor shall secure all clearances and permits necessary for the completion of the Project on its own account and expense;
- c. The Contractor shall verify existing drawings/plans, Bill of Quantities (BOQ), and Technical Specifications that were the bases for the Fit-Out Construction, ICT Network System and make sure that all works conform with regulatory requirements;
- d. The Contractor shall provide and apply for temporary utilities (electrical, water, internet, etc.) for its use during the duration of the project for the expense of the Contractor;
- e. Provision for connection of existing network of PSA from CVEA Building to 23-storey Building based on the layout provided by PSA;
- f. The Contractor shall comply with the following American National Standard Institute/ Telecommunications Industry Association (ANSI/TIA);
 - i. ANSI/TIA-862-B (2016)
 - ii. ANSI/TIA-568.1-E (2020)
 - iii. ANSI/TIA-942-B (2017)
 - iv. ANSI/TIA-568.2-D (2018)
 - v. ANSI/TIA-568.3-D (2016)
 - vi. ANSI/TIA-568.4-D (2017)
 - vii. ANSI/TIA-568.5
 - viii. TIA-598-D (2014)
 - ix. TIA-492-AAAE (2016)
 - x. TSB-162-B (2021)
- g. Specifications for Network/Cabling Works:

Item Name on BOQ:	Specifications
Rack Cabinets with Slide Gutter Back Boards, Terminal Block and Vertical and Horizontal Cable Management (For	EASY TO SET UP AND USE - The server cabinet is easy to assemble and use due to welded frame design and quality U-Mark Mounting Hardware, The 42 U AV rack mount comes with: Thermostat with Thermosensor LCD Screen

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<p>Patch Panel and Switch per Floor)</p>	<p>4 Cooling fans 2 x Dust Tight Cable Entries 8 – outlet Power bar Casters with Stoppers Heavy Duty Shelf Mounting Cage Bolt/Nut Hardware Fully Lockable Doors/Side Panels - 4 Keys Product Dimensions: 32 x 24 x 84 inches (81.3 x 61 x 213.4 cm), Item Weight: 230 pounds (103.5 kg), Color: Black, Item Dimensions: L x W x H 32 x 24 x 84 inches (81.3 x 61 x 213.4 cm), Size 42U (24" w x 32"d x 84"h) (10729 x 81.3 x 213.4 cm), Compatible Devices: Desktops, Server, Switches, NAS:</p> <p>Standards to be followed: Seismic Zone 4 (NEBS GR-63-CORE), RoHS; EIA/ECA-310-E</p>
<p>Main Distributor Switch with Accessories</p>	<p>Ports - 28 x 100/40-Gbps QSFPs 28 ports and 8 x 400/100-Gbps QSFP-DD ports; Supported Speeds: 40/100-Gbps on downlinks, 40/100/400 Gbps on uplinks, Breakout supported on ports 25-36: 2x50, 4x10, 4x25G, 10G w/QSA; CPU: 4 Cores; System Memory: 32 GB; SSD Drive: 128 GB; System buffer: 80 MB; Management ports: 2 ports 1RJ-45 and 1 SFP; Power supply: 1100 W AC, 1100 W DC, 1100W HVAC/HVDC; Physical Dimensions (H x W x D): 1.72 x 17.37 x 25.5 in. (4.37 x 44.13 x 64.8 cm):</p> <p>Standards to be followed: Products should comply with CE Marking according to directives 2004/108/EC and 2006/95/EC, RoHS-6 compliant,</p> <p>Safety: UL 60950-1 Second Edition, CAN/CSA-C22.2 No. 60950-1 Second Edition, EN 60950-1 Second Edition, IEC 60950-1 Second Edition, AS/NZS 60950-1, GB4943,</p> <p>EMC: Emissions: 47CFR Part 15 (CFR47) Class A, AS/NZS CISPR22 Class A, CISPR22 Class A, EN55022 Class A, ICES003 Class A, VCCI Class A, N61000-3-2, EN61000-3-3, KN22 Class A, CNS13438 Class A,</p>

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	<p>EMC: Immunity: EN55024, CISPR24, EN300386, KN 61000-4 Series</p>															
<p>Redundant Main Distributor Switch with Accessories</p>	<p>Ports - 28 x 100/40-Gbps QSFPs 28 ports and 8 x 400/100-Gbps QSFP-DD ports; Supported Speeds: 40/100-Gbps on downlinks, 40/100/400 Gbps on uplinks, Breakout supported on ports 25-36: 2x50, 4x10, 4x25G, 10G w/QSA; CPU: 4 Cores; System Memory: 32 GB; SSD Drive: 128 GB; System buffer: 80 MB; Management ports: 2 ports 1RJ-45 and 1 SFP; Power supply: 1100 W AC, 1100 W DC, 1100W HVAC/HVDC; Physical Dimensions (H x W x D): 1.72 x 17.37 x 25.5 in. (4.37 x 44.13 x 64.8 cm):</p> <p>Standards to be followed: Products should comply with CE Marking according to directives 2004/108/EC and 2006/95/EC, RoHS-6 compliant,</p> <p>Safety: UL 60950-1 Second Edition, CAN/CSA-C22.2 No. 60950-1 Second Edition, EN 60950-1 Second Edition, IEC 60950-1 Second Edition, AS/NZS 60950-1, GB4943,</p> <p>EMC: Emissions: 47CFR Part 15 (CFR47) Class A, AS/NZS CISPR22 Class A, CISPR22 Class A, EN55022 Class A, ICES003 Class A, VCCI Class A, N61000-3-2, EN61000-3-3, KN22 Class A, CNS13438 Class A,</p> <p>EMC: Immunity: EN55024, CISPR24, EN300386, KN 61000-4 Series</p>															
<p>Patch Panel</p>	<p>CAT6+ REVConnect Patch Panel, 48 Port, Suitable Applications: 2400, 3600, 4800 Systems, TIA Category 6, ISO Class E, 10BASE-T,</p> <p>Connectors: MATERIALS</p> <table border="1" data-bbox="568 1765 1390 1955"> <thead> <tr> <th>Description</th> <th>Material</th> <th>Color</th> </tr> </thead> <tbody> <tr> <td>Panel</td> <td>Steel</td> <td>Black/White</td> </tr> <tr> <td>Frame</td> <td>PC/ABS</td> <td>Black/White</td> </tr> <tr> <td>Management Bar</td> <td>Steel</td> <td>Black</td> </tr> <tr> <td>Clear Window</td> <td>Polycarbonate</td> <td>Transparent</td> </tr> </tbody> </table> <p>Standards to be followed:</p>	Description	Material	Color	Panel	Steel	Black/White	Frame	PC/ABS	Black/White	Management Bar	Steel	Black	Clear Window	Polycarbonate	Transparent
Description	Material	Color														
Panel	Steel	Black/White														
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	<p>Data Category: Category 6+, Telecommunications Standards: Category 6 - TIA 568.C.2, Category 6 - ISO/IEC 11801:20022 Ed. 2,</p> <p>IEEE Specification: Power Over Ethernet (PoE) IEEE 802.3at type 1 and 2 (up to 30W), IEEE 802.3bt/D1.7 type 3 and 4 (up to 100W), CISCO UPOE (up to 60W), Power over HDBase TTM (up to 100W),</p> <p>Other Standards: FCC part 68, Subpart F, IEC 60603-7, UL 1863</p>
<p>UPS, 10kVA/2P/60Hz/230V (2 per floor)</p>	<p>Power Rating: 10 KVA/7KW Frequency: 50/60 Hz. Input Voltage: 176-276 VAC Battery Voltage: 240 VDC Battery Current: 40 A max Output Voltage: 208/220/230/240 VAC Output Current: 43/45/43/42 A Dimension (WxDxH): 260 x 570 x 717 mm Weight: 93 Kg</p> <p>Standards to Follow: IEEE 587-1980/ANSI C62.41 1980 Standards for Surge withstand Ability FCC Rules and Regulations of Part 15, Subpart J, Class A Listed under UL 924, Standards for Lighting Inverter Equipment NEMA PE 1 (National Electric Manufacturers Association) – Uninterruptable Power Systems NEMA 250 (National Electric Manufacturers Association) – Enclosure for Electrical Equipment (1000 Volts Maximum) NEPA 70 – National Electrical Code ISO 1001 Occupational Safety and Health Administration (OSHA)</p>
<p>Floor Distribution Switch with Accessories that can accommodate the actual number of users per floor plus 30% allowance only for the network switches.</p>	
<p>a. 48-Ports Floor Distribution Switch with Accessories</p>	<p>48 port, 48-Gbe port full PoE+, Modular Uplink option (10 or 40 Gbe), Switching capacity: 176 GBPS, Forward rate: 261.9 Mbps, Maximum Switch Staking: 8, Staking Bandwidth: 160 GPS, CPU memory: 4 gb, Maximum Power Consumption: 1440W, Dimension: 1.73 x 17.5 x 13.8 in.</p> <p>Standards to be followed:</p>

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	<p>IEEE 802. 1s, IEEE 802.1w, IEEE 802.1x, IEEE 802.1x-Rev, IEEE 802.3ad, IEEE 802.3af, IEEE 802.3at, IEEE 802.3x full duplex on 10BASE-T, 100BASE-TX, and 1000BASE-T ports, IEEE 802.1D Spanning Tree Protocol, IEEE 802.1p CoS prioritization, IEEE 802.1Q VLAN, IEEE 802.3 10BASE-T specification, IEEE 802.3u 100BASE-TX specification, IEEE 802.3ab 1000BASE-T specification, IEEE 802.3z 1000BASE-X specification, IEEE 802.1AE - 128-bit AES MACsec inter network device encryption with MACsec Key Agreement (MKA), IEEE 802.3bz (for mGig PKG SKU's only), IEEE 802.3an (10GBase-T) (for mGig PKG SKU's only), RMON I and II standards, SNMPv1, v2c, and v3</p> <p>Safety compliance: UL 60950-1, CAN/CSA-C22.2 No. 60950-1, EN 60950-1, IEC 60950-1, CCC, CE Marking</p> <p>EMC compliance: FCC Part 15 (CFR 47) Class A, ICES-003 Class A, EN 55032 Class A, CISPR 32 Class A, AS/NZS 3548 Class A, BSMI Class A, VCCI Class A, CISPR 35, EN 55035, EN300 386*, EN 61000-3-2, EN 61000-3-3</p>
<p>b. 24-Ports Floor Distribution Switch with Accessories</p>	<p>24 -Gbe port full PoE+, Modular Uplink option (10 or 40 Gbe), Switching capacity: 128 GBPS, Forward rate: 190.4 Mbps,</p>

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	<p>Maximum Switch Staking: 8, Staking Bandwidth: 160 Gbps, CPU memory: 4 gb, Maximum Power Consumption: 715W, Dimension: 1.73 x 17.5 x 13.8 in.</p> <p>Standards to be followed: IEEE 802.1s, IEEE 802.1w, IEEE 802.1x, IEEE 802.1x-Rev, IEEE 802.3ad, IEEE 802.3af, IEEE 802.3at, IEEE 802.3x full duplex on 10BASE-T, 100BASE-TX, and 1000BASE-T ports, IEEE 802.1D Spanning Tree Protocol, IEEE 802.1p CoS prioritization, IEEE 802.1Q VLAN, IEEE 802.3 10BASE-T specification, IEEE 802.3u 100BASE-TX specification, IEEE 802.3ab 1000BASE-T specification, IEEE 802.3z 1000BASE-X specification, IEEE 802.1AE - 128-bit AES MACsec inter network device encryption with MACsec Key Agreement (MKA), IEEE 802.3bz (for mGig PKG SKU's only), IEEE 802.3an (10GBase-T) (for mGig PKG SKU's only), RMON I and II standards, SNMPv1, v2c, and v3 Safety compliance: UL 60950-1, CAN/CSA-C22.2 No. 60950-1, EN 60950-1, IEC 60950-1, CCC, CE Marking</p> <p>EMC compliance: FCC Part 15 (CFR 47) Class A, ICES-003 Class A, EN 55032 Class A, CISPR 32 Class A, AS/NZS 3548 Class A, BSMI Class A, VCCI Class A, CISPR 35, EN 55035, EN300 386*,</p>
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	<p>EN 61000-3-2, EN 61000-3-3</p>
<p>Cat6 UTP 4pairs (Horizontal Sub-system)</p>	<p>Cat 6 10GXS Cable, 10GBASE-T Ethernet, 1000BASE-T as well as 2.5G and 5G Ethernet, PoE Type 1 (15W, Type 2 (30W), Type 3 (60W), Type 4 (100W), IEE 802.11ac Wave 1 and Wave 2 High-Throughput Wi-Fi, HD BaseT, Broadband (CATV):</p> <p>Standard to be followed: Flammable/Reaction to Fire: NFPA 262, UL 910 (Plenun), FT6, FT6 IEC 60332-1-2, CPR Compliance: CPR Euroclass: Eca; CPR UKCA Class; Eca, NEC/UL Compliance: L Article 800, CMP; CMP-LP (0.7A); CL3P-LP (0.7 A),CEC/C(UL)</p> <p>Compliance: CMP, ICEA Compliance: S-116-732-2013, IEEE Compliance: IEEE 802.3bt Type1, Type 2, Type 3, Type4, NEMA Compliance: ANSI/NEMA WC-66, Data Category: Category 6A, TIA/EIA Compliance: ANSI/TIA-568.2-D Category 6, ISO/IEC Compliance: ISO/IEC Compliance: ISO/IEC 11801-1, IEC 61156-5, CENELEC Compliance: Segregation class according EN50174-2 = a, European Directive Compliance: EU CE Mark, EU Directive 2015/863/EU (RoHS 2 Amendment), REACH, EU Directive 2011/65/EU (Rohs 2), EU Directive 2012/19/EU (WEEE), REACH: 2020-01-16, UK Regulation Compliance: UKCA Mark, APAC Compliance: Chine RoHS II (GB/T 26572-2011), Other Standard Compliance(s): Verified Channel/Category 6</p>
<p>24-core Multimode (OM5 Backbone Sub-system)</p>	<p>OM5 (50/125) 3500 MHz multimode fiber, Backward compatible with your existing 50/125 equipment, Laser-optimized multimode fiber (LOMMF), Higher Bandwidth, Greater Transmission Distance, Lower Insertion Loss,</p>

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	<p>Cost - effective, Futureproof Solution, Backwards Compatible to OM3, Attenuation loss meets or exceeds industry standards: Standard to be followed: RoHS, REACH</p>
<p>Single Mode (OM5 Interconnectivity of Main Data Switches)</p>	<p>12 Core Single Mode OS2 Fiber Optic Cable (Interconnectivity of Main Data Switches)</p> <p>Specifications:</p> <p>Number of Cores: 12 Cores Type of tube: Loose tube Fiber type: Single mode 9/125 Category: OS2 Outer Sheath Material: Copolymer Reaction to fire class according to EN 13501-6: Eca Flame retardant: in accordance with EN 50399 Outer diameter approx.: 10mm Tensile strength: 3000 N Crush Resistance: 1500N/m Armoring: Thickness 0.6mm Material: Soft Zinc coated steel wires Outer sheath: Thickness: 1.4mm (Nominal) Material: LSZH Bending Radius: 10x Diameter</p> <p>Standards: IEC 60332-1-2:2004, IEC 60754-2:2011, IEC 61034-2:2005+A1:2013, IEC 60793-1-1:2017, IEC 60793-1-20:2014, IEC 60793-1-21:2001, IEC 60793-1- 22:2001, IEC 60793-1-30:2010, ITU G.652D, EN 50173- 1:2011, EN 50575:2017+A1: 2016, EN 50399:2011+A1:2016, ISO/IEC 11801-1:2017, ANSI/TIA 568-3.D, ANSI/TIA/EIA 598-D, RoHS</p>
<p>Data Outlet (Workstation Sub- system)</p>	<p>Wall plate: 2-Gang Faceplates,</p> <p>Suitable Applications: Compatible with a variety of modules that are suitable for use with Belden IBDN Systems 10GX, 4800, 3600, 2400, 1200, Fiber and Coax, Physical Characteristic (Overall), Height: 5m, Width: 5.18, Depth: 0.77, Front Connection: Flush, Packaging: Individually packaged in a plastic bag, Data Port: cat6 data modular jack, Global terminal: Solid wire, 1.5-4mm²,</p>

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	<p>Solid wire only: 1.5-2.5mm², Pillar terminal: solid, stranded and flexible wire: 1.5-4mm²:</p> <p>Standards to be followed: Exceeds Channel requirements of ANSI/TIA-568-C.2 Category 6 and ISO 11801, Class E standards at swept frequencies 1 to 250Mhz, Exceeds component requirements of ANSI/TIA-568-C.2 Category 6 and ISO 11801 Class E Standards at swept frequencies 1 to 250 Mhz,</p> <p>Meets all applicable ANSI/TIA-968-A requirements; contacts plated with 50 microinches of gold for superior performance, Meets IEC 60603-7 and IEC 60512-99-001, RoHS compliance, Rated for 2500 cycles with IEEE 802.3af/802.3 at and proposed 802.3bt type 3 and type 4, UL1863 (use as communications circuit accessory), UL 2043 (Suitable for use in air-handling spaces)</p>
WiFi Router	<p>Dimensions: 196.7 x 196.7 x 35 mm (7.74 x 7.74 x 1.38") Weight: 350 g (12.4 oz), 450 g (15.9 oz) with Mounting Kits Networking Interface: (2) 10/100/1000 Ethernet Ports Ports: (1) USB 2.0 Port Buttons: Reset Antennas: (3) Dual-Band Antennas, 2.4 GHz: 3 dBi, 5 GHz: 6 dBi Wi-Fi Standards: 802.11 a/b/g/n/ac WiFi 6 Power Method: Passive Power over Ethernet (48V), 802.3af/803.2at Supported (Supported Voltage Range: 44 to 57VDC) Power Supply: PoE Adapter Included Maximum Power Consumption: 9 Max TX Power: 22 dBm BSSID: Up to Four per Radio Power Save: Supported Wireless Security: WEP, WPA-PSK, WPA-Enterprise (WPA/WPA2, TKIP/AES) Certifications: CE, FCC, IC Mounting: Wall/Ceiling (Kits Included) Operating Temperature: -10 to 70° C (14 to 158° F) Operating Humidity: 5 to 95% Noncondensing</p> <p>Standard to be Followed: 802.11ac, 802.11n, 802.11a, 802.11g, 802.11b,</p>

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	<p>Certifications: CE, FCC, IC</p> <p>Note: WiFi Access point should cover the whole building with only one SSID.</p>
<p>Access Doors of Auxiliary Rooms (Per Room)</p>	<p>Face Recognition Access Control Face/Fingerprint/Card 5-inch LCD touch screen 2 MP wide angle lens Deep learning algorithm, fast and accurate recognition Heavy Duty Fingerprint Sensor Support ivms-4200 Support 50 Timezones 3,200 face capacity and 5,000 fingerprint capacity 5,000 cards capacity 100,000 event records TCP/IP, RS232/485, USB host Installation Included 1 year Onsite Full Warranty 1 to 1 Exchange Warranty Standard to be Followed CE, FCC, UL 294 ETL Listed</p>

- h. The Contractor shall install/use the same brand of equipment and devices currently installed for the following Auxiliary Works:
- i. Fire Detection and Alarm System (FDAS)
 - ii. Closed-Circuit Television (CCTV) System

i. Specifications for Gym Equipment

Items on the BOQ	Description
<p>Treadmill</p>	<p>Min. Speed: 0.5mph (0.8kph) Max. speed: 12mph (19kph) Dimension (LxWxH): 81in x 32 in x 57 in Running surface length: 60 in. (min.) Running surface width: 20 in. (min.) Step up height: 8 in. Motor System: 3HP (6.0 HP peak) Power requirements: dedicated 120 volts/20-amp circuit</p>
<p>Dumbbells with dumbbell rack</p>	<p>2 Tier space saver storage Rack Rubber coated dumbbell with stainless handlebar Accommodates 10 pairs of dumbbells 5, 10, 15, 20, 25, 30, 35, 40, 45 & 50 lbs</p>
<p>Stationary Bicycle</p>	<p>Dimension: (L x W x H): 44 in. x 23 in. x 54 in.) Weight: 130 lbs</p>

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	Power requirements: self-powered Resistant Levels: 25
Recumbent Bike	Dimension: (L x W x H): 64 in. x 27 in. x 45 in.) Weight: 200 lbs Max user weight: 400 lbs Power requirements: self-powered Resistant Levels: 25
Cross trainer	Dimension: (L x W x H): 82 in. x 28 in. x 60 in.) Weight: 240 lbs Max user weight: 350 lbs Side Length Max: 18 in. Power requirements: self-powered Resistant Levels: 25
Adjustable Bench	Capacity: 400 lbs
Weight Storage Rack	Capacity: 400lbs With handlebar stand/storage
Weight Plates	Disc Set 107.5 kg Total (2 x 20kg, 2 x 15kg, 2 x 10kg, 2 x 5kg, 2 x 2.5kg, 2 x 1.25kg)
Multi-function Gym System	Weight Stack - 100lbs Assembled Dimension - 64" (L) x 33" (W) x 80" (H) Pulley Systems- Upper & Lower Press Arm motions - Chest press and butterfly press Preacher Curl Pad - Removable & Adjustable Leg Developer - Yes Max user weight - 300 lbs Accessories - Lat bar, ankle strap
Yoga Mat	Color Black 8mm thickness Dimensions: 173 x 61 x 0.8cm Easy wipe-clean surface Mat with textured non-slip workout surface

2. Quality Assurance/ Quality Control

- a. The Contractor shall be accountable for the quality of every activity, and expected to possess precise knowledge on all aspects of architectural and engineering construction relating to fit-out works.
- b. The Contractor shall manage all work methods, maintain knowledge on quality assurance standards, monitor continuous application for all quality assurance processes, and recommend corrective actions for all operations.
- c. The Contractor shall maintain an efficient system, record all project activities, and analyze all processes to ensure all work meets quality requirements;
- d. The Contractor shall assist in the preparation of the checklist/punch-list of the defects/deficiencies and monitor the rectification works therefore;

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- e. The Contractor shall supervise the effective implementation of all test and inspection schedules, ensure adherence to all procedures;
- f. The Contractor shall develop and determine all standards to perform inspections and tests on all procedures, oversee all testing methods, and maintain high-quality standards for all processes;
- g. The Contractor shall be responsible in the preparation of QA/QC documents of the entire project, including certificates, calibration, test results, inspection requests, non-compliance reports and site instruction/observations, permanent materials delivered, and other important QA/QC documents;
- h. The Contractor shall review the quality of all materials at the site and ensure compliance with all project specifications and quality;
- i. The Contractor shall coordinate with the PE for all other concerns not covered by the foregoing responsibilities of Contractor;

3. Safety Officer

In compliance with the Department of Labor and Employment (DOLE) Department Order No. 16 Series of 2001, Rule 1034, Section 1034.03 Duties and responsibilities of Practitioners in Occupational Safety and Health.

A. Practitioners in Occupational Safety and Health shall:

- 1. Develop, implement, and promote occupational safety and health programs in the workplace.
- 2. Advise and assist the employer in complying with the provisions of the Standards especially in the submission of the reporting requirements.
- 3. Perform at least a quarterly appraisal/assessment of the implementation of occupational safety and health programs in the workplace.
- 4. Prepare an annual report of safety and health programs of establishments.
- 5. Be present during the scheduled safety inspections by authorized government agents and as requested during regular health and safety committee meetings.
- 6. For Occupational Health Personnel, the duties shall be in accordance with Rule 1960.

4. Administrative Officer

The Contractor shall be responsible for the timely, accurate, and efficient preparation and management of documents including the numbering, sorting, filing,

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storing, and retrieval of both electronic and hard copy documents and to the following activities.

- a. Preparation of the Minutes of Meeting
- b. Set up, copy, scan and store documents
- c. To liaise with and distribute project related information with all levels of the project team and potentially external parties
- d. Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date
- e. Maintain confidentiality around sensitive documentation
- f. Prepare ad-hoc reports on projects when required

XIII. SUBMITTALS

1. All As-Built plans and Documents shall be delivered in sets as follow:
 - a. Two (2) sets original copies, scaled 1:100 meters prepared in AutoCAD format, printed/plotted in A0 Mylar paper.
 - b. Five (5) sets of Blueprints copies for each plan.
 - c. Two (2) sets soft copies of AutoCAD of plans/drawings, and PDF and editable format of cost estimates, technical specifications, Program Evaluation and Review Technique- Critical Path Method (PERT-CPM), Schedule of Timeline, Manpower Schedule, and other related documents in flash drive storage device.
2. Other documents processed and issued in favor of the PSA during the construction periods (i.e., Operation and Maintenance Manuals, Testing and Commissioning Reports, Inspection Reports, Punch List, Fire Safety Reports, Clearances and other related documents.)
 - a. Consolidate project records and operating manuals and guidelines for ease of reference;
 - b. Assist in the preparation and issuance of Certificate of Completion of Works

XIV. RESPONSIBILITIES OF THE PROCURING ENTITY

The PE shall:

1. Provide full information as to the requirements of the Project;
2. Designate authorized representative to represent the PE;
3. Evaluate documents submitted by the Contractor/s and render decisions to avoid delay in the progress of the Contractor/s' work.

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XV. PROVISIONS FOR STORAGE AND MATERIAL HANDLING

1. The Contractor/s shall store their materials, equipment and tools in one place of the building determined and designated by the PE. It shall be kept neat and clean at all times. Any damage thereto or to the surrounding area arising from any act or omission of the Contractor shall be repaired and/or restored to its original condition at the expense of the Contractor.
2. Provisions for securing and safekeeping of stored materials, tools and equipment during the construction project shall be for the account of the Contractor/s.

XVI. CLEARING OF THE SITE

The Contractor/s shall clean the whole area by removing debris, discards, and other construction wastes and shall leave the entire premises free from rubbish caused by their work to the satisfaction of PSA at no extra cost.

XVII. VARIATION ORDER

Annex "E" – Contract Implementation Guidelines for the Procurement of Infrastructure Project

1. Variation Orders – Change Order/Extra Work Order
 - 1.1. Variation Orders may be issued by the procuring entity to cover any increase/decrease in quantities, including the introduction of new work items that are not included in the original contract or reclassification of work items that are either due to change of plans, design or alignment to suit actual field conditions resulting in disparity between the preconstruction plans used for purposes of bidding and the "as staked plans" or construction drawings prepared after a joint survey by the contractor and the Government after award of the contract, provided that the cumulative amount of the positive or additive Variation Order does not exceed ten percent (10%) of the original contract price. The addition/deletion of works under Variation Orders should be within the general scope of the project as bid and awarded. The scope of works shall not be reduced so as to accommodate a positive Variation Order. A Variation Order may either be in the form of either a change order or extra work order.

The contract price is fixed and firm to construct the entire project scope. Any lapses, missing items or lacking quantity for calculating the bid amount to achieve a fully working system shall be shouldered by the Contractor/s. No variation or additional cost shall be carried out without the prior clearance and approval of PE.

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XVIII. CONSTRUCTION SAFETY GUIDELINES FOR THE IMPLEMENTATION

The Contractor/s shall refer to the Department of Public Works and Highways (DPWH) Department Order 39/30/33, series of 2020 and 2021 for the Project including the submission of the Project Execution Plan of the same.

XIX. CONFIDENTIALITY

All relevant data such as maps, reports, plans, diagrams, designs, statistics, specifications, and other supporting record or materials prepared during course of the project shall be the property of the PE and shall not be used by the Contractor/s without the prior written approval of the former. Print and electronic copies of such documents shall be turned over to the PE.

In addition, all data and information related to the Project shall be treated with strict confidentiality and in no instance shall they be released or revealed to a third party without prior written consent of the PE.

XX. INDEPENDENT CONTRACTOR

Nothing contained herein shall be construed as establishing or creating employer-employee or principal-agent relationship, it being understood that the relationship between the parties is that of contractee-independent contractor relationship.

XXI. INDEMNIFICATION

The Contractor/s shall hold the PE free and harmless from all claims, liabilities, suits and actions, demands, or damages arising from death, loss, or injuries to persons, entities, or properties, in relation to the delivery of the Construction of Fit-Out and other Works-to-Complete

In addition, the Contractor/s agrees to protect and defend, at its own expense, the PE against claims and liabilities arising from acts or omissions committed by the Contractor/s or its employees and workers in the performance of the services including the use of copyrighted materials, patented inventions, articles or appliances, and indemnify the PE for any damages or liabilities that the PE may be compelled to assume arising from said acts or omissions.

XXII. SUSPENSION AND TERMINATION OF AGREEMENT

In case of default, failure, or refusal on the part of the Contractor/s to perform the services in such manner consistent with the results herein contracted for, or non-compliance with the Terms of Reference, the PE may issue a Notice of Suspension of Payment and suspend payment in whole or in part.

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In case any of the conditions as stated above shall continue for a period of fourteen (14) days after the issuance of a Notice of Suspension of Payment, the PE may terminate the construction works.

XXIII. LIQUIDATED DAMAGES

The Contractor/s binds itself to pay liquidated damages in case of any breach of the provisions of the Contract. The Contractor/s shall be charged and pay liquidated damages equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PE shall rescind the contract, without prejudice to other courses of action or other remedies open to it.

XXIV. WARRANTIES OF THE CONTRACTOR

1. The Contractor/s warrants that it shall conform strictly with the terms and conditions of the Terms of Reference;
2. The Contractor/s warrants and guarantees the reliability of their service and that their manpower complement is hardworking, qualified, reliable and dedicated to do the service required to the satisfaction of the PE. It shall employ highly skilled, well-behaved and honest employees with proper identification cards displayed conspicuously while working inside the premises of the PE. It shall not obtain the services of any personnel of the PE to work in any category;
3. The Contractor/s shall comply with the laws governing employee's compensation, PhilHealth, Social Security, labor standards and other laws, rules and regulations applicable to its personnel employed on account of the contracted services;
4. The Contractor, in the performance of its services, shall secure and maintain at its own expense all registration, licenses or permits required by national or local laws and shall comply with the rules, regulations and directives of regulatory authorities and commissions;
5. The Contractor, shall coordinate with authorized and/or designated personnel of the PE in the performance of their services;
6. The Contractor/s shall be liable for loss, damage, or injury as may be due directly through the fault or negligence of its personnel. It shall assume responsibility, and the PE shall be released from any responsibility arising therein;
7. The Contractor/s shall comply with all the documentation to be required by the Commission on Audit (COA) even after completion of the Project at no additional cost to the PE;

TERMS OF REFERENCE

Public Bidding for the Procurement of Construction of Fit-Out and Other Works-to-Complete of Philippine Statistics Authority (PSA) 23-storey Building

XXV. PROJECT ACCEPTANCE

1. The Contractor/s shall coordinate with the PE to ensure that the completed construction works are in accordance with the Construction Contract documents (plans and specifications) approved by the PE and all other obligations contained in separate documents made part of the Contract;
2. The PE shall release the retention fee upon Final Acceptance of the project;
3. A Warranty Bond shall be posted by the Contractor/s to cover structural defects and failures to be valid for a period of one (1) year be counted from the issuance of the PE of the certificate of final acceptance. The warranty bond shall be returned thereafter, but the Contractor/s shall remain responsible for structural defects and failures as provided under Section 62.2.3.2 of the implementing Rules and Regulations of Republic Act No. 9184.

XXVI. CONFLICT OF INTEREST

The Contractor/s shall provide professional, objective, and impartial advice and at all times hold the PE's interest's paramount, without any consideration for future work, and strictly avoid situations where a conflict of interest shall arise with their other projects or their own interests. Contractor/s shall not be hired for any project that would be in conflict with their prior or current obligations to other entities, or that may place them in a position of not being able to carry out the Project in the best interest of the PE. (Refer to Section 47.2 of the 2016 Revised IRR of RA 9184).