



CAMPUS PLANNING, DEVELOPMENT & MAINTENANCE OFFICE
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
P. Faura Street, Ermita, Manila Tel. No. 525-2233 Telefax No. 526-8420



REF. NO. :

PROJECT TITLE : **PROPOSED RENOVATION OF OASH
& PROJECT DEVELOPMENT OFFICES**
8TH FLOOR, CAD RCB UP-PGH BLDG.
University of the Philippines - Manila

SUBJECT : **SCOPE OF WORKS AND SPECIFICATIONS**

Division 1 - General

01000 General Requirements

1. The Contractor shall furnish all materials, equipment, tools, apparatus, appliances, accessories, transportation, labor and supervision required for the complete construction of the subject project, as shown on the drawings and called for in these specifications, ready for use.
2. All Contractors submitting proposal for this project shall first examine the site. All proposals shall take into consideration all such conditions that may affect the work under this contract. The specifications and plans shall form part as one. Anything mentioned on plans and not mentioned on the scope of work and specifications and vice versa shall be properly consulted to the CPDMO Project Architect/Engineer for clarification. Any work or materials not in accordance with the drawings or specifications shall be replaced with new at the Contractor's expense.
3. The Contractor shall coordinate his work with all parties to ensure proper phasing or schedule of works. The Contractor shall engage under him, a registered Engineer or Architect to supervise his work. He shall remain at all times in the construction site.
4. A logbook shall be available at the site. It shall contain the daily activities in the site, including weather condition, delivery, manpower and other matter pertaining to the condition of the project. It will also serve as data for Contractor and the Project Inspector.
5. Identification Card of construction workers and engineer/representative shall be supplied by CPDMO with corresponding fees; it should be worn at all times while inside the building/campus premises. Those without IDs shall not be allowed to enter the premises for security purposes.
6. No alteration or additional work that will result in an additive or deductive cost change from the Contract shall be allowed without the approval of the chancellor.

7. Complete specifications with product sample shall be submitted by the contractor to CPDMO and end-user for evaluation. Inspection of the Project Architect/Engineer in-charge shall be required prior to installation of any item/material on the construction.
8. The Contractor shall provide a complete copy of "As built plans" of the project/unit concerned which shall include all the civil, architectural, plumbing, electrical and other related layouts in 20" x 30" original sheets. It should be properly drawn indicating all the specifications, layouts, tables and necessary data. An initial layout should be submitted in a A3 sheet for checking and approval of Project Architect/Engineer. Final "As built plans" shall be submitted with soft and hard copies.
9. Regular coordination meeting shall be conducted with CPDMO, Contractor and End-user for proper project monitoring.
10. After completion of all works, the Contractor shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the construction works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.
11. All materials removed from the unit shall be properly documented prior to turn-over to the End-user for proper safe keeping.

Division 2 – Site Construction

02200 Site Preparation

Mobilization / Demobilization

- This work includes mobilization process, provision for warning signs, including barricades, temporary facilities, temporary fences, warning lights and similar safeguards shall be provided by the Contractor as they are required for protection of his manpower and others during the construction life of this project.
- Demobilization procedure shall include clearing of the affected areas from all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.

02230 Site Clearing

- Clear the area from all obstructions or as affected by the construction works, except those structures indicated on the drawings or designated by the Project Architect/Engineer to be left standing. It shall be properly protected from incidental damage due to construction works by the erection of suitable barriers upon approval of the Project Architect/Engineer.

02290 Site Monitoring

- Site monitoring shall be a must to the contractor for the effective implementation of the project. Any discrepancies on plans and actual site conditions shall be properly coordinated with the Project Architect/Engineer concerned for verification.
- Regular coordination meeting shall be done between the contractor or its representative and the Project Architect/Engineer concerned at CPDMO.

02500 Utility Services

Utility Service/Consumption

- Provision of electric and water meter shall be included in the quotation to be charged to the contractor's overhead. All utility consumption shall be provided with meters to limit the usage of such during working period. Payments of bills shall be made thru the Cashiers Office after the renovation period presenting the statement of account issued by Accounting upon recommendation of the Chief of CPDMO.

07700 Roof Specialties and Accessories

Materials

- Gauge 24 (0.60 mm) Pre-painted G.I. Ordinary corrugated sheets, bended accessories, Flashing.
- Hardware accessories.
- Sealant to all affected areas of vent shafts, to ensure a leak-proof structure.
- Submit sample of materials for approval of CPDMO.

Division 8 – Doors and Windows

08590 Doors/Windows Restoration/Rehabilitation

- Rehabilitate and restore all existing doors/windows
- Provision of all missing handles, door closer and accessories
- Repaint all doors/windows and frames as per existing features
- Apply lubricant on all affected door/window joints and openings to make them workable/operational.

Division 9 – Finishes

09500 Ceiling

Materials

- Use 4.5mm thk. Fiber Cement boards.
- Verify location on the plans for replacement.
- Submit sample for approval of CPDMO/ End user.

Application

- Provide all the necessary preparation of ceiling.
- Adequate level of existing t-runners shall be properly checked and corrected. Confer to Project Architect/Engineer about plans and actual site condition.
- Restore / replace and furnish all dilapidated and missing ceiling. Verify site.
- Restore the ceiling on all affected areas after the electrical and related utility adjustment.

09705 Partition Wall

Materials

- ¼ thk. plywood
- 2" x2" wood frame
- Provide all necessary accessories for complete installation.

Application

- Secured them using suitable anchoring method.
- Install the wood frame to the wood tracks spacing from 0.60 m, use necessary fasteners.
- Follow plan for the design and layout of the wall cladding.
- Provide all the necessary accessories for proper installation.
- Restore all areas affected by the works.

09910 Paints

Surface Preparation

- No painting works shall be done under conditions that may jeopardize the quality or appearance of the painting or finishing.
- All surface to receive paint should be cleaned and in proper condition. Wood works shall be sandpapered and dusted clean.

Materials

- All painting materials to be used shall be similar or of higher quality. For Approval of CPDMO.
- Submit color scheme to the Project Engineer / Architect in-charge for approval.

Application

- Interior surfaces shall be gloss finish. All new areas shall be properly primed, existing areas shall be repainted in two coats providing all the necessary patching up of uneven areas.
- Top coat shall be of the approved color by CPDMO and End-users. Painting system may vary from two to three coats.
- Paints when applied by brush shall be non-fluid, thick enough to lay down an adequate film of wet paint. Brush marks shall be flawed out after the application of paint.
- Paints prepared for application by roller must be similar to brushing paint. It must be non sticky when thinned to spraying viscosity to break up easily into droplets.
- Adequate workmanship shall be done on this part of the finishing works. Additional coatings shall be applied by the Contractor at his expense if the painted areas will not be satisfactory to the Project Architect/Engineer and End-users.

Restrictions

- Color schemes and other paint material sample required by these specifications and/or by the Project Architect / Engineer and End-users shall be submitted subject for approval at the expense of the Contractor.

09999 Paint Restoration

- Provide all the restoration works and rehabilitation on all affected areas to follow existing features and assembly.

Division 16 - Electrical

Workmanship and Materials

- All works shall be done in accordance with the requirements of the latest edition of the Philippine Electrical Code and National Safety Code. Nothing contained in these specifications or shown on the plan shall conflict with the

requirements of these Codes, any discrepancies should be consulted to the Project Inspector / Electrical Engineer.

- All materials and equipment to be used and installed hereunder shall be of the approved type bearing the stamp or approval of the proper authorities concerned. Locally made or constructed materials shall first be approved before installation.
- All works shall be done in workmanlike manner and should present a neat and mechanical appearance when completed.

Plans

- The accompanying drawings shall indicate the general arrangement of the equipments, outlets and other works. When it is necessary to deviate from the arrangement indicated on plans in order to meet the structural conditions, such deviation shall be made at the expense of the Contractor and upon approval from the Project Inspector / Electrical Engineer.
- The outlets and circuit breakers shown on the plan are diagrammatic and approximately correct as to location. Minor changes shall be made through the Contractor at his own expense. The exact location of all outlets and switches shall be determined by the Project Inspector/Electrical Engineer and the same shall be located accordingly. The Contractor shall be responsible for the accurate location of all outlets with respect to doors, partitions, water pipes, cabinets and other facilities.

16050 Basic Electrical Materials and Methods

Scope of Works

- Replacement of new lighting fixtures
- Rewiring of wires and cables.

Restrictions

- Supply and installation of all material not shown in the drawing nor mentioned in this specification but necessary for the completion of the construction works shall be included. Coordination with CPDMO Project Inspector should be done for proper installation of all wiring systems.
- All materials to be installed on the said project are subject for approval by CPDMO engineer in-charge.

Conductors and Cables

- Wires and cable for lights and power shall be type THHN/THW 600 volts insulation approved type building wire. No. 3.5 mm THHN shall be used from the panel board to the last outlet, and shall be the smallest wire that should be used, unless otherwise No. 8.0mm wires THHN and larger shall be stranded and be connected to the panel boards and equipment by solder less connectors sufficiently large to enclose all strands of the conductor and be securely fastened. They shall not get loose under vibration and normal strain. Wire splices shall be mechanically and electrically secured and soldered. Joints taps and splices in wires larger than No. 10 AWG shall be made with the use of solder less connectors. They shall be taped with electrical tape to the thickness of the wire insulation.

- Wires and cables shall be continued from outlet, or outlet to pull boxes without splices. Conductors shall not be drawn in conduits until plaster is dry and the conduits are cleaned and free of moisture. Conductors of other systems shall not occupy the same conduit and boxes used for light and power.

Conduit System

- Polyvinyl Conduit (PVC), of high quality brand is primarily required for this work especially on the distribution of cable layout. Conduit runs shall be well supported especially on ceiling and slab. All conduits placed on walls and partition shall be embedded, exposed layout will not be allowed. Conduit ends shall be provided with an end bell or adapter with locknut and bushing. Conduit shall enter knockouts squarely. Locknuts and bushing shall be used at termination of conduits in outlets, pull or junction boxes, panels and cabinets. Locknuts shall be screwed tight. Bends and offsets shall be avoided if possible, but when necessary it shall be made with an approved Field bend or pipe / conduit bending machine. The use of pipe tee or vice bending conduits will not be permitted.

Boxes

- All conduit boxes and fittings are of PVC, complete cover for square boxes and locknut for male treaded adaptors. For all lighting fixtures 2"x4" PVC utility boxes for all switches.

Wiring Devices

Wiring Devices

- All wiring devices to be used hereunder shall be new and of approved type. All wall switches shall be top-action quiet-matic type, wide series, bases to be fire-resistant and non-absorptive material. When more than one switches is indicated in the same location, they shall be mounted in gang under a common plate.
- Convenience outlet shall be duplex-type, universal & flush-type with fire-resistant non-absorptive bases, all duplex 3-wire grounding type with paneled sockets receptacles minimum rating of 10 amperes at 250 volts.
- Suitable single pole and heavy-duty switches shall be installed where indicated on the plans. Submit sample for approval. Minor relocations and re-circuiting shall be the liability of the Contractor.
- Following features shall be followed : one gang, one way switch, 2 gang, one way switch, 3 gang, one way switch, one gang three way switch, two gang three way switch, three gang three way switch, duplex flush type convenience outlet universal type, duplex pop up type floor outlet, stainless ; flush type telephone modular jade style, RJ-45 snap in jacks, key stone style with accessories, 8 pin information data outlets, Facwe plate two gang, whit or ivory with cover.

16070 Hangers and Supports

- All electrical pipes and accessories shall be using appropriate hangers and support follow existing features. Exposed layout on walls and partition inside offices shall not be allowed. Chipping works required.

16080 Testing

Testing of system

- Complete testing of the system involved in operation and provision of all system apparatus for making test and guarantee for a period of one (1) year after acceptance of the project and shall agree to repair and make good at his expense.

16090 Restoration and Repair

Restoration Works

- Restoration and repainting of damaged walls, windows, ceiling and exposed conduits shall be the Contractors liability.

NOTE

The foregoing list of item of works does not in anyway limit the responsibility of the Contractor to perform all other works necessary for the completion of the project, Proposed Renovation of OASH, Alumni, & Project Development Office.

GUARANTEE

The Contractor shall guarantee all works under this contract to be free from any technical, mechanical and electrical defects and shall replace and repair to the satisfaction of the Project Architect / Engineer and/or to the Chief of CPDMO on any portion of the work which may fail within **a period of one (1) year after the final acceptance of the system** provided such failure is due to defects in the material or workmanship.

COMPLETION PERIOD

The Contractor is given **Thirty (30) calendar days** to execute the renovation works including the installation all system requirements. The Contractor shall coordinate to the CPDMO Inspector and End-users for the schedule of testing of systems and other related job.

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16 OCT 2013



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BID PROPOSAL FORM

PROJECT TITLE : PROPOSED RENOVATION OF OASH & PROJECT DEVELOPMENT OFFICES
8TH FLOOR CAD RCB UP-PGH BLDG.
UNIVERSITY OF THE PHILIPPINES, MANILA

NAME OF BIDDER : _____

TOTAL LUMP SUM BID : _____ PhP _____

| ITEM | QTY. | UNIT(S) | DESCRIPTION(S) | UNIT COST | TOTAL COST |
|------|------|---------|----------------|-----------|------------|
|------|------|---------|----------------|-----------|------------|

I SITE PREPARATION

1.10 Mobilization / Demobilization

_____ lot Mobilization & Demobilization works PhP _____ PhP _____

1.20 Dismantling Works

_____ lot removal of wall mouldings ,
delapidated ceiling and other related works. _____

Total Site Preparation Cost PhP _____

II CIVIL WORKS AND FINISHING WORKS

2.10 Roofing Works

_____ lot Replacement of roofing sheets, flashing,
sealant on leak area of air vent shaft PhP _____ PhP _____

2.20 Ceiling Works

_____ sq.m. Replacement & furnishing of delapidated &
missing ceiling board with fiber cement
board. PhP _____ PhP _____

2.30 Wall Partition (Extention)

_____ sq.m. 1/4 thk Plywood w/ 2X2 wood frame
& accessories PhP _____ PhP _____

2.40 Painting Works

_____ sq.m. Painting works (walls & ceilings) PhP _____ PhP _____

Material Cost PhP _____

Labor Cost @ _____ % PhP _____

Sub-Direct Cost PhP _____

2.50 Doors

| | | | | |
|-------|-----|---|-----------|-----------|
| _____ | lot | Refurbishing of existing doors provisions of missing door closer and accessories. | PhP _____ | PhP _____ |
|-------|-----|---|-----------|-----------|

2.60 Windows

| | | | | |
|-------|-----|--|-----------|-----------|
| _____ | lot | Rehabilitation & repainting of existing windows. | PhP _____ | PhP _____ |
|-------|-----|--|-----------|-----------|

2.70 Restoration Works

| | | | | |
|--|-----|---|------------------|-----------|
| _____ | lot | Rehabilitation/Restoration of affected areas. | PhP _____ | PhP _____ |
| TOTAL COST OF CIVIL & FINISHING WORKS | | | PhP _____ | |

III ELECTRICAL WORKS

6.10 Wires and Cables

| | | | | |
|-------|-------|--------------------------------|-----------|-----------|
| _____ | rolls | 3.5 mm ² THHN wires | PhP _____ | PhP _____ |
|-------|-------|--------------------------------|-----------|-----------|

6.20 Conduit Pipes and Accessories

| | | | | |
|-------|-----------|---|-----------|-----------|
| _____ | length(s) | 20mm dia. PVCP | PhP _____ | PhP _____ |
| _____ | pc(s) | 20mm dia. PVC elbow | _____ | _____ |
| _____ | pair(s) | 20MM dia. PVC male threaded adaptor w/ locknut. | _____ | _____ |
| _____ | pc(s) | 20mm dia. PVC concrete clip | _____ | _____ |

6.30 Wiring Devices

| | | | | |
|-------|------|---|-----------|-----------|
| _____ | set | One gang one way switch complete with plate cover and strap | PhP _____ | PhP _____ |
| _____ | set | Two gang one way switch complete with plate cover and strap | _____ | _____ |
| _____ | set | Three gang one way switch complete with plate cover and strap | _____ | _____ |
| _____ | sets | Three gang one way switch complete with plate cover and strap | _____ | _____ |

6.40 Boxes

| | | | | |
|-------|-------|-------------------------|-----------|-----------|
| _____ | pc(s) | 4" x 2" PVC utility box | PhP _____ | PhP _____ |
| _____ | pc(s) | 4" x 4" PVC utility box | _____ | _____ |

6.50 Miscellaneous

| | | | | |
|-------------------------------|-------|---------------------|------------------|-----------|
| _____ | rolls | Big electrical tape | PhP _____ | PhP _____ |
| _____ | Can | PVC solvent cement | _____ | _____ |
| _____ | Kilo | GI wire | _____ | _____ |
| Material Cost | | | PhP _____ | |
| Labor Cost @ _____ % | | | PhP _____ | |
| Total Electrical Works | | | PhP _____ | |

SUMMARY

- I SITE PREPARATION
- II CIVIL WORKS AND FINISHING WORKS
- III ELECTRICAL WORKS

PhP _____

Total Material and Labor Cost

PhP _____

Overhead Cost

PhP _____

Tax

12% PhP _____

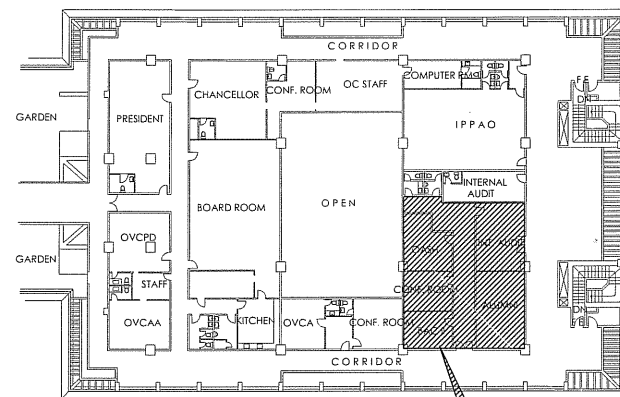
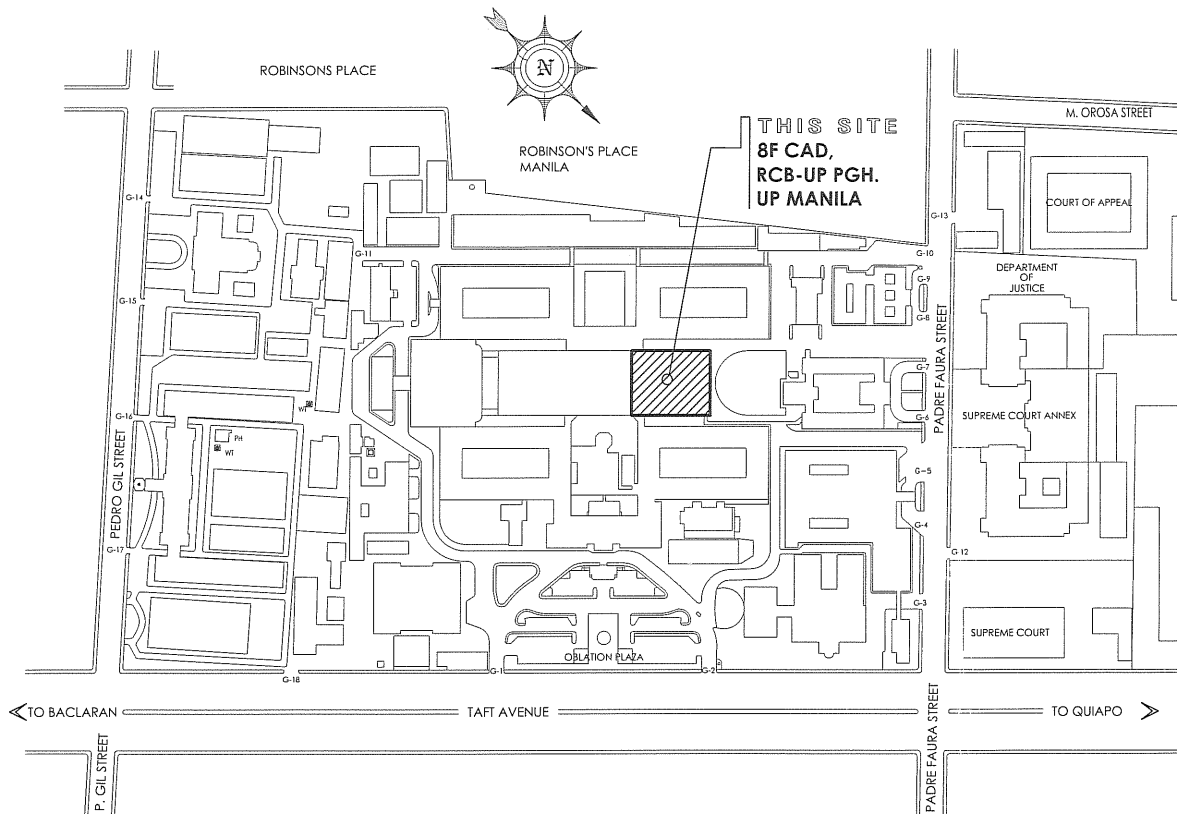
Total Project Cost

PhP _____

PREPARED BY :

Signature over Printed Name & Position/Designation


Date



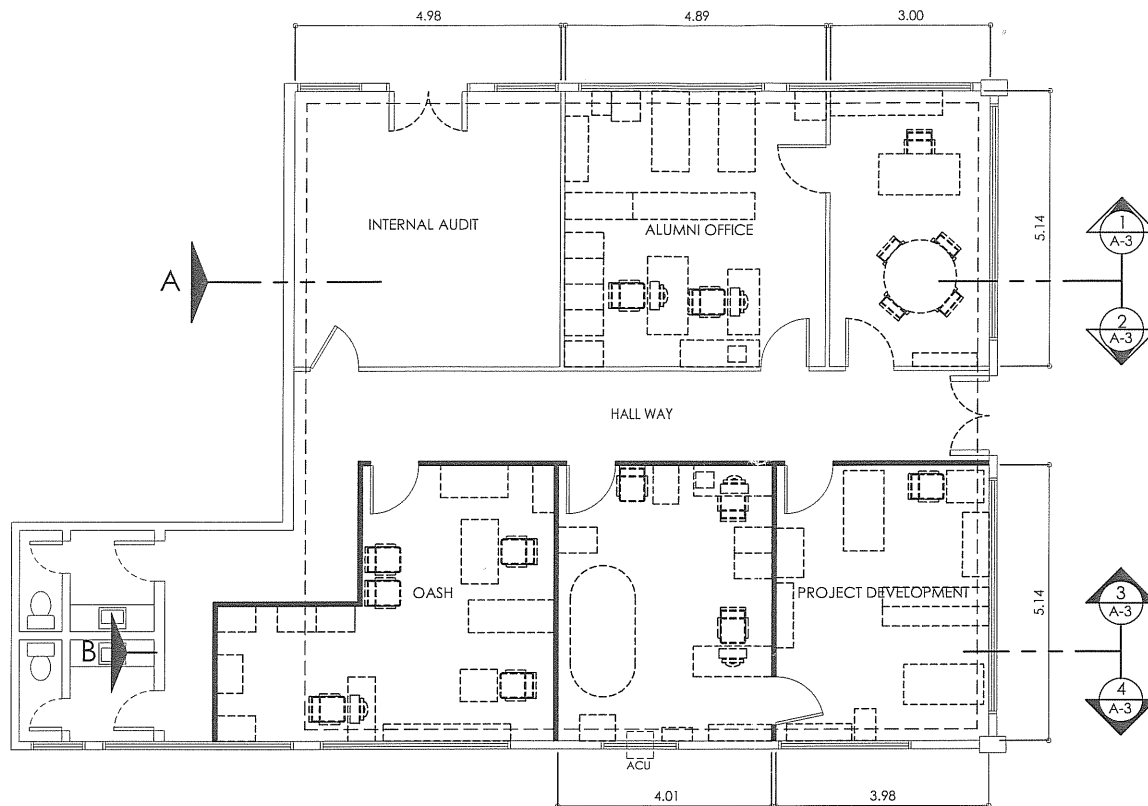
PROPOSED RENOVATION OF
OASH, ALUMNI & PROJECT
DEVELOPMENT OFF.

1 SITE DEVELOPMENT PLAN
A-1 NOT TO SCALE

2 KEY PLAN
A-1 NOT TO SCALE

| | | | | | | | |
|--|---|--|--|---|--|--|-------------------------------------|
|  <p>CPDMO CAMPUS PLANNING DEVELOPMENT & MAINTENANCE OFFICE P. Faura Street, Ermita, Manila Tel. No. 525-2233 Telefax No. 525-8420</p> | <p>CERTIFIED CORRECT:</p> <p>ARCH. ALLEN R. BUENAVENTURA CHIEF, CPDMO</p> | <p>PROJECT TITLE:</p> <p>PROPOSED RENOVATION OF OASH AND PROJECT DEVELOPMENT OFFICES</p> <p>8TH FLOOR, CAD, RCB UP - PGH UNIVERSITY OF THE PHILIPPINES MANILA</p> | <p>RECOMMENDING APPROVAL:</p> <p>MILADILLA A. SANTIAGO POG-V</p> <p>MARIA CYTHIA R. LEYNES, MD COORDINATOR OASH/DIRECTOR, GENDER</p> | <p>APPROVED:</p> <p>JOSELITO C. JAMIR, MD. VICE CHANCELLOR FOR ADMINISTRATION</p> | <p>SHEET CONTENT:</p> <p>SITE DEVELOPMENT PLAN KEY PLAN</p> | <p>DATE ISSUED:</p> <p>DATE REVISED:</p> <p>REVISION NO.:</p> <p>REF. NO.:</p> | <p>SHEET NO.:</p> <p>A-1</p> |
| | <p>PREPARED BY:</p> <p>ARCH. BERNARDETTE G. SERVAZET DRAFTSMAN II</p> <p>ARCH. LEONARDO P. CORDERO ADMINISTRATIVE OFFICER V</p> | <p>CADD FILE:</p> | <p>10 OCT 2013</p> | <p>REF. NO.:</p> | <p>1 OF 5</p> | | |

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SCOPE OF WORKS:

- REPAIR/RESTORATION OF WATER LEAK ON THE ROOF, CEILING AND OTHER AFFECTED AREAS.
- PARTITION WALLS TO BE EXTENDED UP TO CEILING.
- DELAPIDATED CEILING TO BE DISMANTLED AND REPLACED WITH FIBER CEMENT BOARD
- REPAIR OF CEILING
- PAINTING/ REPAINTING OF WALLS AND CEILING
- REPAIR/REPAINT OF DOORS AND WINDOWS INCLUDING THE REPLACEMENT/PROVISION OF MISSING HANDLES, DOOR CLOSERS AND ACCESSORIES
- RESTORATION OF AFFECTED AREAS


| LEGEND | SPECIFICATION | LOCATION |
|--------|-----------------------------------|----------|
| | WALL TO BE EXTENDED UP TO CEILING | SEE PLAN |

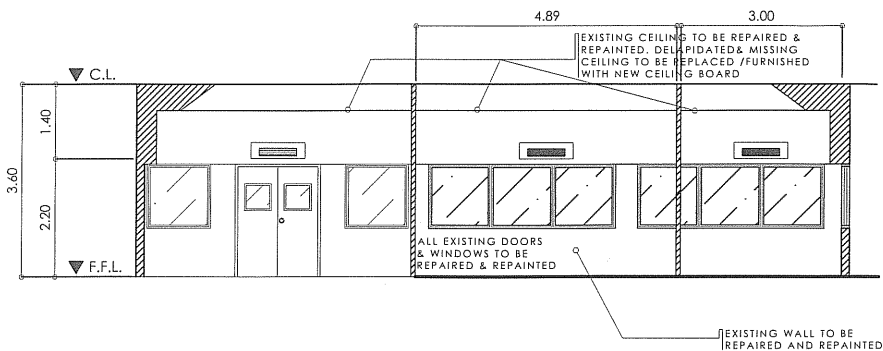
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A-2

PROPOSED FLOOR PLAN

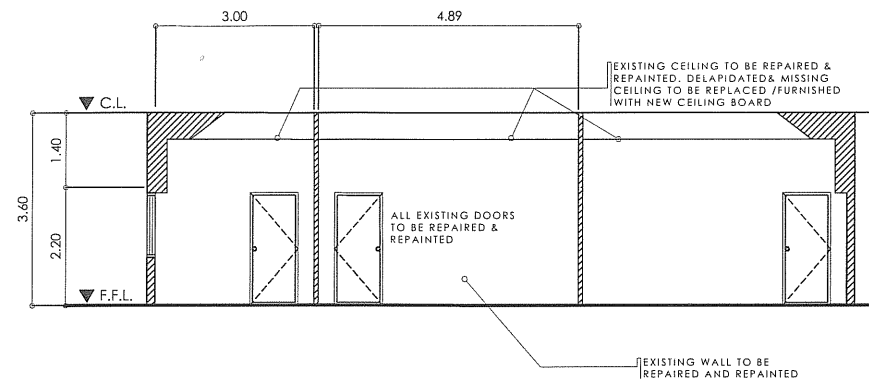
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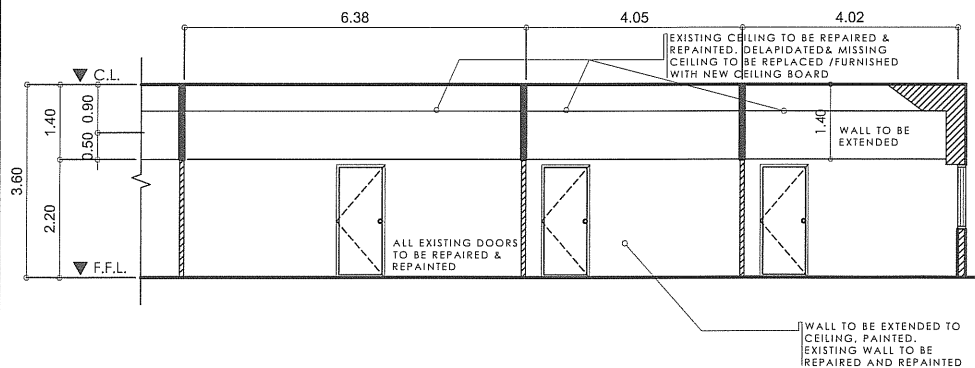
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| | <p>PREPARED BY:</p> <p>ARCH. BEATRIZ G. SERVANEZ DRAFTSMAN II</p> <p>ARCH. LEONARDO P. CORDERO ADMINISTRATIVE OFFICER V</p> | <p>CADD FILE:</p> | <p>RA 9266: THIS DRAWING AS AN INSTRUMENT OF SERVICE IS THE PROPERTY OF CPDMO UP MANILA AND SUCH MUST NOT BE REPRODUCED OR COPIED IN OR IN WHOLE WITHOUT PERMISSION.</p> | <p>2 OF 5</p> | | | |



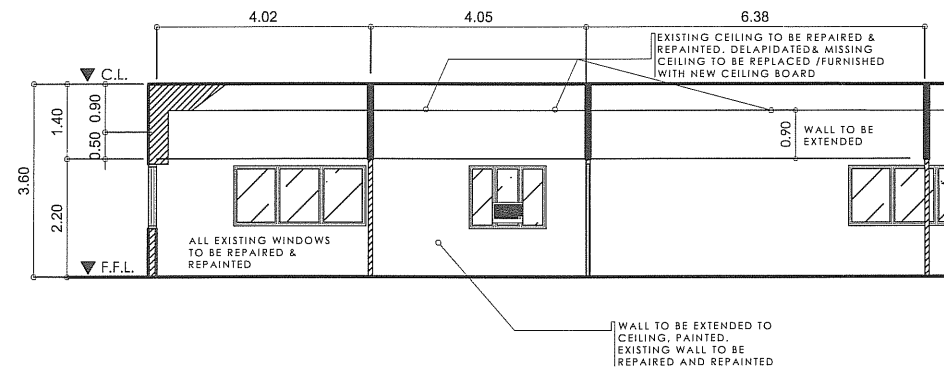
1 PROPOSED SECTION THRU "A"
A-3 SCALE 1:100MTS




2 PROPOSED SECTION THRU "A"
A-3 SCALE 1:100MTS

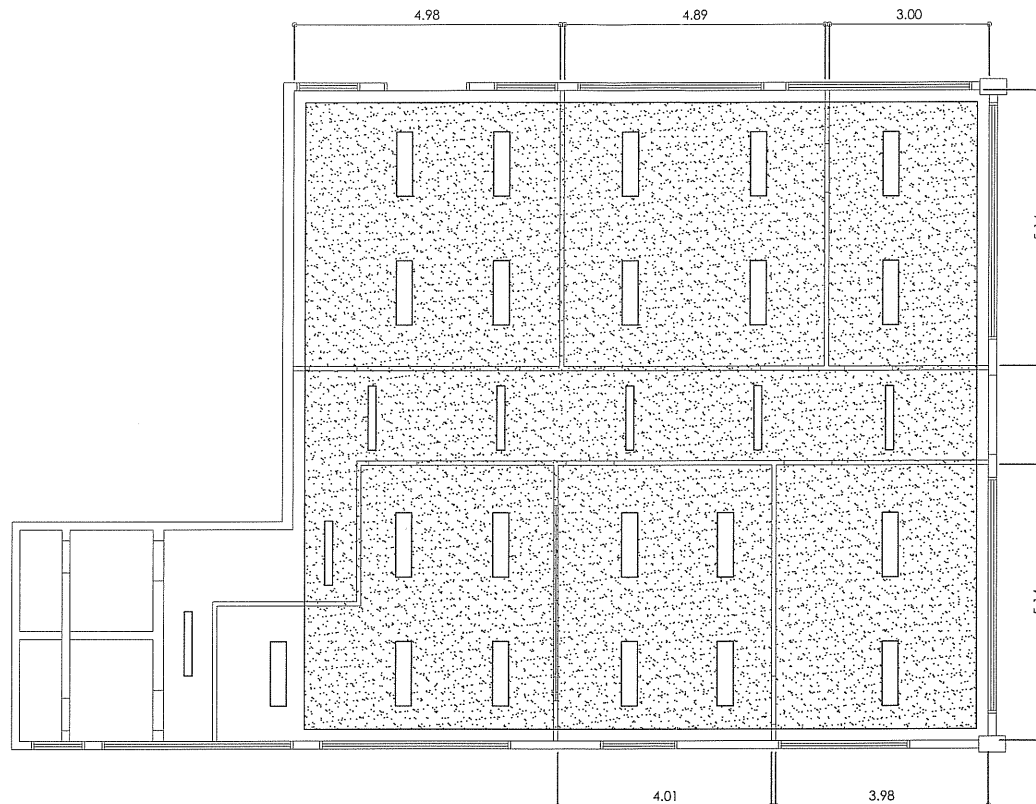


3 PROPOSED SECTION THRU "B"
A-3 SCALE 1:100MTS



4 PROPOSED SECTION THRU "B"
A-3 SCALE 1:100MTS

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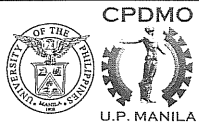
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A-4

REFLECTED CEILING PLAN

SCALE

1:100MTS

| LEGEND | SPECIFICATION | LOCATION |
|--------|---|-------------|
| | EXISTING CEILING TO BE REPAIRED, DELAPIDATED AND MISSING CEILING TO BE REPLACED/ FURNISHED WITH FIBER CEMENT BOARD, PAINTED | VERIFY SITE |
| | EXISTING DROP CEILING TO BE REPAIRED, DELAPIDATED CEILING TO BE REPLACED W/ FIBER CEMENT BOARD, PAINTED | VERIFY SITE |



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CADD BY:

PROJECT TITLE:
**PROPOSED RENOVATION OF OASH
AND PROJECT DEVELOPMENT
OFFICES**
8TH FLOOR, CAD, RCB UP - PGH
UNIVERSITY OF THE PHILIPPINES MANILA
CADD FILE:

RECOMMENDING APPROVAL:

MILADILLA A. SANTIAGO
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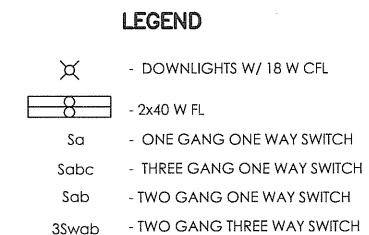
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VICE CHANCELLOR FOR PLANNING & DEVELOPMENT

APPROVED:
JOSEITO C. JAMIR, MD,
VICE CHANCELLOR FOR ADMINISTRATION
10 OCT 2013

SHEET CONTENT:
**REFLECTED CEILING
PLAN**
REF. NO.:

DATE ISSUED:
DATE REVISED:
REVISION NO.:
REF. NO.:
SHEET NO.:
A-4
4 OF 5



1. LP8C 240 VOLTS LIGHTING PANEL
2. PP8C 240 VOLTS POWER PANEL
3. ALL FLUORESCENT LAMP FIXTURES:
2X40 WATTS FLUORESCENT LAMP
W/ 277 VOLTS ELECTRONIC BALLAST
4. ALL PINLIGHT @ 18 WATTS CFL 220 VOLTS
5. ALL LIGHTING FIXTURES ARE EXISTING TO
BE RE-GROUPED AS SHOWN

1 LIGHTING LAYOUT