



# UNIVERSITY OF THE PHILIPPINES MANILA

Taft Avenue, Manila, Metro Manila, NCR  
VAT Reg. TIN: 000-864-006-00



NIHIG10003217

## Purchase Request

Entity Name: UP Manila

Fund Cluster: 07

PPMP No.: 2017

<b>Office/Section:</b> UPM Institute of Human Genetics		<b>PR No.:</b> 2758		<b>Date:</b> Aug 17, 2017	
		<b>Responsibility Center Code:</b> MA04091001 - D0000096			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Restoration, Repair and Cleaning Services of Centralized Aircon Duct for Local Exhaust at Newborn Screening Center- NIH Laboratory at UP Ayala Land Techno Hub, Quezon City  Please see attached Terms of Reference	1	100,000.00	100,000.00
<b>Grand Total</b>					<b>100,000.00</b>
<b>Purpose:</b> 17-195 - For NSC-NIH use					

FUND AVAILABLE FOR: 100,000.00  
 CHARGEABLE AGAINST: 207010000-124-142  
 ACCOUNTING OFFICER  
 U.P. MANILA

Certified that all items listed in Purchase Request No. 2758 were included in the 2017 Annual Procurement Plan submitted to the UP WH-ING.  
 Mode of Procurement: small value procurement  
 Procured by: Dr. Arlene Alcid  
 App. Procurement Officer

PROPERTY AND SUPPLY OFFICE  
 RECEIVED  
 AUG 23 2017  
 BY: [Signature]  
 TIME: 1:57 PM  
 UP MANILA

Office of the Vice Chancellor  
 for Administration, UP Manila  
 Received by: [Signature]  
 Date/Time: 07 SEP 2017

Vicky D. Galvan  
**VICKY D. GALVAN**  
 Chief, Property & Supply Office  
 31 Aug. 2017

Signature:	Requested by: <u>[Signature]</u>	Approved by: <u>[Signature]</u>
Printed Name: <u>Chiong, Dr. Mary Anne Diaguino</u>		<u>Samaniego, Dr. Arlene Alcid</u>
Designation: <u>Director</u>		<u>Vice Chancellor for Administration and Finance</u>



CAMPUS PLANNING, DEVELOPMENT &amp; MAINTENANCE OFFICE

CPDMO

UNIVERSITY OF THE PHILIPPINES MANILA

*The Health Sciences Center*

P. Faura Street, Ermita, Manila

Tel. No. 525-2233

Telefax No. 526-8420

U.P. MANILA

**TERMS OF REFERENCE**

**RESTORATION, REPAIR AND CLEANING SERVICES OF  
CENTRALIZED AIR-CON DUCT AND LOCAL EXHAUST DUCT AT  
NEW BORN SCREENING LAB TECHNOHUB**

**SERVICE CONTRACT****BACKGROUND**

The GI ducting of New Born Screening Laboratory hub is more than five years already and complaints of leaking and dripping water was received by CPDMO for both the existing centralized air-con and local exhaust ducting. Upon inspection it was further confirmed that some portion of the ductwork has damaged insulation and water leak while the local exhaust duct has water leak at the flexible and PVC duct connection.

**TASK OBJECTIVES**

The objective of this contract is to obtain the services from a reputed, experienced, and qualified contractor who can provide efficient repair, cleaning and restoration services for the air-con duct and local exhaust duct. The repair and restoration services for air-con and local exhaust duct will also entail re insulation of some portion of damaged glass fiber insulation, plugging of leak and replacement of damaged flexible duct. Cleaning of all supply register diffuser and exhaust grill and its duct and cleaning repainting of dirty ceiling board adjacent to the supply registers and exhaust grilles.

Subject: SCOPE OF WORK

ITEM	DESCRIPTION	SCOPE OF WORK	U/M
<b>Centralized air-con ducting system</b>			
1	Supply Registers	Repair, realignment and cleaning of Supply Registers.	28 pcs
2	Exhaust Grills	Realignment and cleaning of exhaust grills	15 pcs
<b>Local exhaust ducting system of laboratory fume hood</b>			
3	PVC duct	Repair, and sealing of leak, heating and slight bending of PVC to meet proper sloping	20 m
4	Flexible Duct	Replacement of 10" diameter flexible duct Re-connection/clamping of PVC duct and flexible duct, and sealing of leak	3 m

7. The contractor shall provide repair, cleaning and replacement of damaged duct services of the centralized air-con duct and local exhaust ducting at the New Born Screening Laboratory at Technohub, Diliman:

#### **OTHER REQUIREMENTS**

That the Service Provider shall provide all needed supplies and materials, tools and equipment to execute repair and restoration.

- 1.) The client is to allow access to the contractor at all reasonable times for the work to be carried out.
- 2.) The client is to provide all necessary utilities for the tests and service to be carried out.
- 3.) This agreement covers repair and restoration of the five fumehood including repair of leaking ductwork

Contractor's responsibility:

- 1.) The contractor is committed to carry out the work diligently and to leave the premises and equipment in a clean and safe state.
- 2.) The contractor shall carryout the work on the agreed date unless emergency conditions prevent such occurrence.
- 3.) The contractor shall carryout any suitable additional work at agreed rates that are required by the client.
- 4.) Where the contractor's own operatives did not carry out the original installation, the contractor is duty bound to advise the client of potential problems.
- 5.) The contractor promises to purchase the best quality parts at the most economic price.

#### **APPROVED BUDGET FOR THE CONTRACT**

<b>SUB TOTAL</b>	P 88,000.00
<b>VAT 12 %</b>	P 10,500.00
<b>TOTAL PROJECT COST</b>	P 98,500.00

#### **PAYMENT TERM**

The UNIVERSITY shall only pay after providing service report performed by the service contractor and upon acceptance of the end user and CPDMO.

#### **TIME FRAME**

The restoration, repair and cleaning services of centralized air-con duct and local exhaust duct at New Born Screening Lab Technohub shall be completed within seventy five (75) calendar days.

#### **HEALTH and SAFETY**

Health and Safety is paramount in the University of the Philippines Manila premises. All employees of the contractor should strictly adhere to the health and safety guidelines provided. Contractor shall take reasonable care of their staff health and safety as well as that of other persons who may be affected by their activities.

The contractor is solely responsible for the care, protection and safety of their workers, the site and all things in the work areas. All required Personal Protective Equipment (PPE) are to be provided by contractor to its employee. As minimum, boots with hard sole, coverall and hand gloves are to be worn by all on site. Employees not wearing the correct PPE will be removed from the work site until such provision is made by the contractor.

The contractor shall inform the Admin Officer of any special health and safety hazards which might be present in the work to be performed and shall advice University of the Philippines Manila of any precautions that ought to be taken.

The materials/ accessories used in the repair/replace work must adhere with the Standard specifications no substandard material should be used. The contractor shall

consult with Admin Officer before installing any equipment etc. in the University of the Philippines Manila premises.

The contractor shall be responsible for completing the work, to a high standard and within the required time or sooner.

**SECURITY**

The contractor must hold record of their staff details. To the extent required from time to time by the UP police/security, the contractor/service provider shall provide.

a list of staff showing the name and address of everyone who is involved in the performance of contractor, any other information about such person, with supporting evidence, required including full details of birthplace, and police clearance.

The contractor shall not without the written approval from the Admin Officer, take photograph of the whole or any part of University of the Philippines property and premises. The contractor shall take all reasonable steps to prevent any person, other than Admin Officer from taking, publishing or otherwise circulation any such photograph with such permission.

The contractor shall provide clear visible ID card to their worker and this should be worn at all the time during work.

**TIMELINE**

The contract will commence upon signing and accepting the notice of award or contract and shall finish the project within seventy five (75) calendar days

Prepared by:



**LAURO C. CANCERAN**  
Engineer III


Recommending Approval:



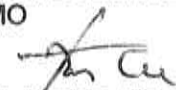
**MARY ANNE D. CHIONG, MD**  
Director, IHG, NIH



**AR. ALLEN R. BUENAVENTURA, MSCM**  
Chief, CPDMO

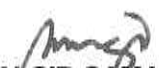


**EVA MARIA CRUZ CUTIONGCO-DELA PAZ, MD**  
Vice Chancellor for Research & Development  
NIH Executive Director



**MICHAEL L. TEE, MD, MHPEd, MBA**  
Vice Chancellor for Planning &

Approved by:



**ARLENE ALCID-SAMANIEGO, MD**  
Chancellor for Administration

198 OCT 2017



Project: RESTORATION, REPAIR AND CLEANING SERVICES OF CENTRALIZED AIR-CON DUCT AND LOCAL EXHAUST DUCT AT NEW BORN SCREENING LAB TECHNOHUB

Location: New Born Screening Laboratory at Ayala Technohub, Diliman , Quezon City

Subject: SCOPE OF WORK

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MARY ANNE D. CHIONG, MD  
Director, IHG, NIH

AR. ALLEN R. BUENAVENTURA, MSCM  
Chief, CPDMO

EVA MARIA CRUZ CUTIONGCO-DELA PAZ, MD  
Vice Chancellor for Research & NIH Executive Director  
AUG 22 2017

MICHAEL L. TEE, MD, MHPEd, MBA  
Vice Chancellor for Planning & Development

Approved by:

ARLENE ALCID-SAMANIEGO, MD  
Chancellor for Administration  
18 OCT 2017