

TERMS OF REFERENCE

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

SERVICE CONTRACT

BACKGROUND

The GI ducting of New Born Screening Laboratory hub more than five years already and complaint 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 the reputed, experienced and qualified contractor who can provide efficient repair, cleaning and restoration services for air-con and local exhaust dust 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 register and exhaust grilles.

Subject: SCOPE OF WORK

ITEM	DESCRIPTION	SCOPE OF WORK	
Centralized air-con ducting system			
1	Ducting System	Cleaning of air-con duct system,	156 lm
2	Supply Registers/Supply Grills	Repair, realignment and cleaning of Supply Registers/Supply Grills	44pcs
3	Exhaust Grills	Realignment and cleaning of exhaust grills	15 pcs
Local exhaust ducting system of laboratory fume hood			
4	PVC duct	Repair, and sealing of leak, heating and slight bending of PVC to meet proper sloping	20m
5	Flexible Duct	Replacement of 10" diameter flexible duct Re-connection/clamping of PVC duct and flexible duct, and sealing of leak	3m
6	Safety Protection	Provide safety covering for dust sensitive machines and equipments as well the flooring.	1 lot

1. 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 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 carry out the work on the agreed date unless emergency conditions prevent such occurrence.
- 3.) The contractor shall carry out any suitable additional work at agreed rated 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

SUB TOTAL	P250,000.00
VAT 12%	P 30,000.00
TOTAL PROJECT COST	P280,000.00

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 the contractor to its employee. As minimum, boots with hard sole, coverall and hands gloves are to be worn by all 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 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 specification s 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 services 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.

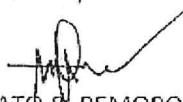
The contractor shall not without the written approval from the Admin Officer, take photograph of the whole or any part of the University of the Philippines property and premises. The contractor shall take reasonable steps to prevent any person, other than Admin Officer from taking, publishing or otherwise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



RENATO B. REMORQUE



MARY ANNE CHIONG, MD
Director, IHG, NIH

Recommending Approval:



AR. LEONARD P. CORDERO
CPDMO- OIC/Administrative V

7/4/18

  
EVA MARIA CRUZ CUTIONGCO-DELA PAZ, MD
Vice Chancellor for Research &
NIH-Executive Director JUL 09 2010

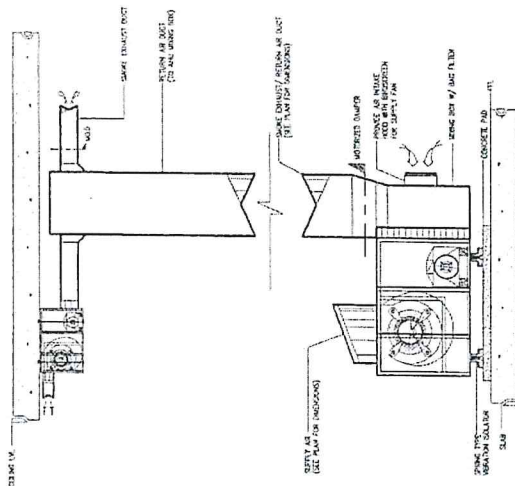

MICHAEL L. TEE, MD, MHPed, MBA
Vice Chancellor for Planning &
Development ✓

Approved by:


ARLENE ALCID-SAMANIEGO, MD
Vice Chancellor for Administration
gr 27 JUL 2010

VERIFY ALL STUDIOS & TAPPING POINT AT THE SUPPORT OR ANY CONNECTION. COORDINATE WITH BLDG. ADMINISTRATION
VERIFY ACTUAL LOCATION OF EXISTING FACILITIES TO BE UTILIZED.
RELOCATED OR REMOVED.
HANGERS & SUPPORTS MUST BE PAIRED WITH DOUBLE COAT RUST
PROTECTIVE PAINT & FINAL COATING
ALL MATERIAL TO BE USED MUST CONFORM WITH THE BUILDING
STANDARDS
REFER TO BUILDING DEPARTMENT SPECIFICATION & SUBMITTALS

SAG - SUPPLY AIR DUCT
 RAD - RETURN AIR DUCT
 FAD - FRESH AIR DUCT
 EAD - EXHAUST AIR DUCT
 SCID - SUPPLY CEILING DIFFUSER
 FRII - FRESH AIR INTAKE
 EAG - EXHAUST AIR GRILLE
 FAG - FRESH AIR GRILLE
 EF - EXHAUST FAN
 /S - LITER PER SECOND
 KEF - KITCHEN EXHAUST FAN
 SF - SUPPLY FAN



⑤

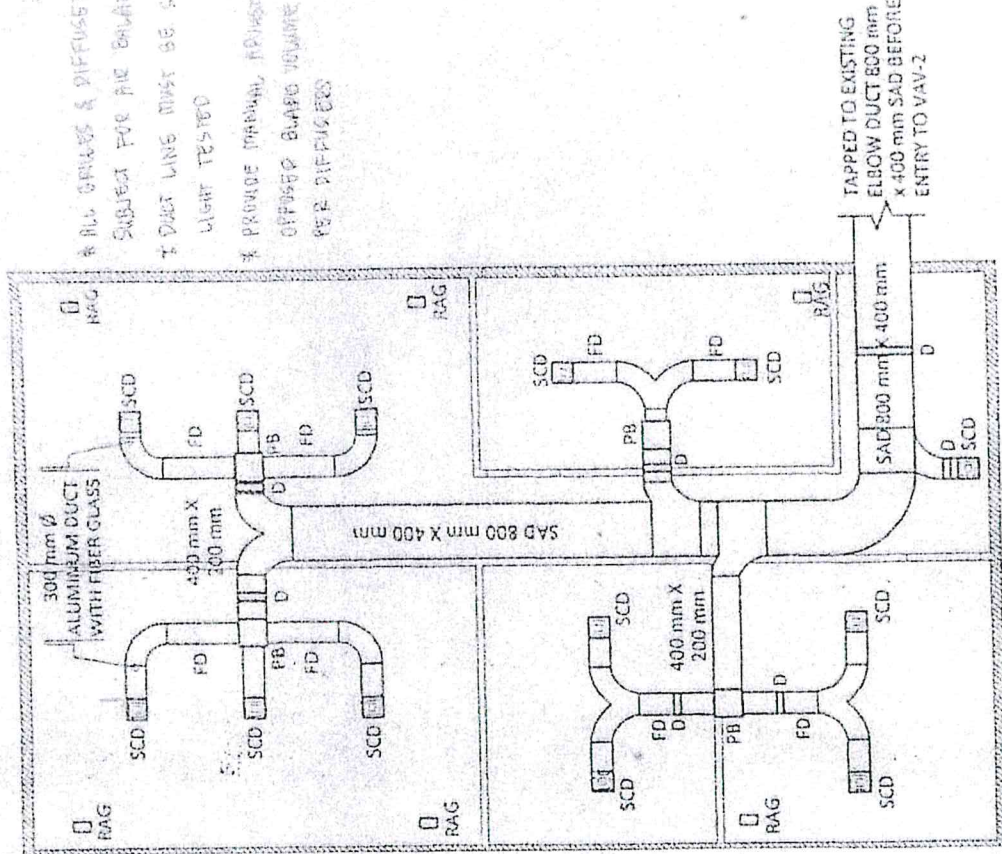
SCALE : MIS

[illegible]

(continued) TABLE 1 (continued)

- [illegible]

William A. B. Clark, 1839-1928



* ALL CAPS & DIFFUSERS ARE
SUBJECT FOR AIR BALANCING
* DATA LINE MUST BE SMOOTH/
WEIGHT TESTED
* PROVIDE MATERIAL INSTRUCTIONS
OFFSHORE SLAB VOLUME PROPER
TEST DIFFUSERS

TAPPED TO EXISTING
ELBOW DUCT 800 mm
x 400 mm SAD BEFORE
ENTRY TO VAV-2

HVAC EQUIPMENT & DUCT LAYOUT

SCALES

1:25 AM