



**PROJECT TITLE : PROPOSED RE-CEILING OF NIH BUILDING**  
Room 218 & 219 2nd Floor NIH Building  
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. Regular coordination meeting shall be conducted with CPDMO, Contractor and End-user for proper project monitoring.
9. Existing condition of the work site shall be documented by the contractor and photos shall be taken before commence of work to ensure such status. Any damage on the areas due to the contractor's on-going work shall be refurbished at his expense.
10. 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 B4 sheet for checking and approval of Project Architect/Engineer. Final "As built plans" shall be submitted with soft and hard copies.
11. The Contractor shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials weekly. After the completion of all works, 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.
12. All materials removed from the unit shall be properly documented prior to turn-over to the End-user for proper safe keeping.

#### **01300 Submittals**

##### Shop Drawings, Product Data and Samples

- Submit to the CPDMO of shop drawings, product data and /or samples of all materials for review.
- The CPDMO's review shall be limited to quality and design intent. It shall be the Contractor's responsibility to verify quantities and sizes, and make corrections observed and noted by CPDMO on any returned submissions.
- No work requiring submissions or samples shall be commenced until submission has been reviewed by the End User and or CPDMO.
- Final Acceptance of colors and finishes will be made from samples applied on the job.
- Submit on all materials, products, and samples which area required by the work.
- All submittals shall be channeled from General Contractor to CPDMO, Physical Plant A-E Services, and back to the General Contractor. This procedure applies to original submittals as well as required resubmittals. Each organization shall keep its required number of copies and/or make necessary copies from the sepias. The Contractor will make all correction noted on check sets, if necessary, and return for review as required by CPDMO.

## **01510 Temporary Facilities**

- Provide Temporary enclosures/canvass on all areas for building protection. Such coverings shall be adequate enough to cover all the building facilities throughout the span of project.
- Charges for restoration or replacement of any damage facility, equipment, material and the like shall be made on the contractor due to his negligence in providing suitable temporary covering.
- Provide the appropriate scaffoldings, board ups, safety nets and related items to ensure proper installation of all framing system and protection of the area, at the expense of the contractor as its basic equipment.

## **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.
- Dismantling of the existing ceiling and all wooden structure that is unnecessary to the facility.

### **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**

- 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.

## Division 9 – Finishes

### 09500 Ceiling

#### **Scope of Work**

- The work covered by this Item shall consists of furnishing all ceiling finishes, equipped with fixing accessories in accordance with Plan and/or shop drawings and as herein specified.

#### **Material Requirement**

- Use 9mm x 600mm x 600mm Gypsum boards on white powder coated tee runner; puttied, sanded and painted finish.
- Gauge #12 Hanger rod, adjustable clip, power load, drive pin, 1-1/2" x 1/8" steel angle and accessories. Provide support at a maximum of 1.20 m x 1.20 m spacing both ways.
- Submit sample for approval of design.

#### **Construction Requirements**

- Provide all the necessary preparation of ceiling.
- Hanger rod with adjustable clip shall be at 1.00 m maximum interval both ways but provide additional hanger and support on critical areas.
- Provide all the necessary accessories and framing for proper installation.
- Ensure adequate hanger and support to all the utilities on the area.
- Restore all affected areas.

## 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 RE-CEILING OF NIH BUILDING.**

## GUARANTEE

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

## COMPLETION PERIOD

The Contractor is given **Twenty (20) 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.

Prepared by:

  
**TRISTAN A. MENDOZA**  
Engineer I, Civil

  
**AR. BERNADETTE G. SERVAÑEZ**  
Draftsman III

Certified Correct:

  
**AR. LEONARD P. CORDERO**  
Acting Chief, CPDMO 10/16/18

Recommending Approval:

  
**EVA MARIA CUTIONGCO-DELA PAZ, MD** NOV 29 2018  
Vice Chancellor for Research and NIH Executive Director

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

Approved by:

  
**ARLENE A. SAMANIEGO, MD.**  
Vice Chancellor for Administration  
FR JAN 10 2019