



**CAMPUS PLANNING, DEVELOPMENT & MAINTENANCE OFFICE**  
**UNIVERSITY OF THE PHILIPPINES MANILA**  
*The Health Sciences Center*  
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**PROJECT TITLE : PROPOSED OFFICE FOR DISASTER SIMULATION CENTER**  
2<sup>nd</sup> Floor, Joaquin Gonzales Compound  
University of the Philippines Manila

**SUBJECT : SCOPE OF WORKS AND SPECIFICATIONS**



CPDMO10002730

**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 are 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 originals. The Contractor will make all corrections noted on check sets, if necessary, and return for review as required by CPDMO.

## **01500 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.
- Transfer of all existing furniture and equipment to the designated area or temporary office.

### **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.

## **Division 6 – Wood & Plastics**

### **06100 Rough Carpentry**

#### **Scaffoldings**

- Provide sample for approval. Appropriate scaffoldings and related framing system shall be the contractor's account.

### **06200 Finish Carpentry**

#### **Description**

- Work of this Section, as shown or specified, shall be provided by the Interior Contractor and shall be in accordance with the requirements of the Contract Documents and in accordance with the General Conditions of this Document.
- Works include coordination, Fabrication ,and Installation of all Interior Exposed wood members shown on drawings and specified herein, including but not necessarily limited to the following:
  - **Bench in Waiting Area** – ¾" thick marine plyboard on 2" x 2" wood frame (good lumber).
  - **Cabinets in XVR Rooms, Server Room, Emergo Area & Briefing/debriefing room** – ¾" thick marine plyboard.

## **Division 8 – Doors & Windows**

### **08050 Basic Door & Window**

#### **Scope of Work**

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

#### **Material Requirements**

- **(D1) COMBINATION OF SWING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 4.10m x 2.10m
  - Location: Briefing/Debriefing and Observation Room
  - Quantity: 1 set

- **(D2) DOUBLE FRAME PANEL GLASS SWING DOOR**
  - Description: 10mm thk. Tempered clear glass with 8 mil security film on aluminum powder coated frame, 0.36mm dia. Stainless steel door handles, complete with lockset and accessories
  - Dim: 1.60m x 2.10m
  - Location: Entrance
  - Quantity: 1 set
- **(D3) SINGLE PANEL FIRE RATED FLUSH SWING TYPE DOOR**
  - Description: Metal Door with Viewing Glass Panel C/W Accessories
  - Dim: 1.60m x 2.10m
  - Panel: G.I sheet G.A # 18 thk.
  - Jamb: G.I. sheet G.A # 16, 2"x4" Single rabbet
  - Insulation: 44mm thk. Honeycomb
  - Hinges: 4pcs./panel S/S 4.5"x3.5"mm thk. Butterfly ball bearing hinges
  - Handles: Panic device 90mins. Fire rating
  - Door closer: Surface mount door closer (60kg-weight capacity) ISO9002
  - Fire Rate: 4 hours fire rated as per BS476, part 22
  - Finished: Epoxy primer (gray) Duco paint finished
  - Accessories: Threshold with door bottom sweep/seal
  - Location: Briefing/Debriefing and Observation Room
  - Quantity: 1 set
- **(D4) COMBINATION OF SLIDING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 2.45m x 2.10m
  - Location: Director's Room
  - Quantity: 1 set
- **(D5) COMBINATION OF SLIDING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 1.75m x 2.10m
  - Location: Server / Storage Room
  - Quantity: 1 set
- **(D6) COMBINATION OF SLIDING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 2.55m x 2.10m
  - Location: XVR 1 & 2
  - Quantity: 1 set
- **(D7) COMBINATION OF SLIDING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 3.70m x 2.10m
  - Location: XVR Room 3
  - Quantity: 1 set



- **(D8) COMBINATION OF SLIDING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 2.385m x 2.10m
  - Location: XVR Room 5
  - Quantity: 1 set
- **(D9) COMBINATION OF SLIDING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 2.99m x 2.10m
  - Location: XVR Room 4
  - Quantity: 1 set
- **(D10) COMBINATION OF SLIDING DOOR AND FIXED WINDOW**
  - Description: 6mm thk. Tempered clear glass on aluminum powder coated frame, complete with lockset and accessories
  - Dim: 2.20m x 2.10m
  - Location: Storage Room
  - Quantity: 1 set

## 08500 Windows

### Scope of Work

- The work covered by this Item shall consists of furnishing all fabricated windows, including materials, labor, tools and equipment required in undertaking the proper installation as shown on the Plans and in accordance with this Specifications.
- **(W1) CASEMENT WINDOW WITH TRANSOM**
  - 6mm thk Tempered clear glass on aluminum powder coat finish including accessories. Grilles: 1/4" x 5/16" Flat bar (frame) & 3/8" square bar (horizontal)
  - Dim: 1.80m x 2.70m
  - Location: Emergo Area, Briefing/Debriefing and Observation room, XVR room 1/2, Director's Office.
  - Quantity: 3 sets
- **(W2) CASEMENT WINDOW WITH TRANSOM**
  - 6mm thk Tempered clear glass on aluminum powder coat finish including accessories. Grilles: 1/4" x 5/16" Flat bar (frame) & 3/8" square bar (horizontal)
  - Dim: 1.80m x 1.80m
  - Location: XVR Room 3
  - Quantity: 1 set
- **(W3) FIXED GLASS WINDOW**
  - 6mm thk Tempered clear glass in aluminum powder coat finish
  - Dim: 0.95m x 1.70m
  - Location: Emergo Area, Briefing/Debriefing and Observation room, XVR room 4 & 5, Server Room
  - Quantity: 6 sets

## **Division 9 – Finishes**

### **09500 Ceiling**

#### **Scope of Work**

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

#### **Material Requirement**

- Use 12mm thick moisture resistant board: 1000kg/m<sup>3</sup> normal dry density, 14N/mm<sup>2</sup> flexural strength & 2.5kJ/mm<sup>2</sup> impact strength on metal furring, painted finish.
- Use 600mm x 600mm x 15mm thk. Pinhole or Fine Fissured Acoustic Board: 1000kg/m<sup>3</sup> normal dry density, 14N/mm<sup>2</sup> flexural strength & 2.5kJ/mm<sup>2</sup> impact strength, on powder coated T-runner, painted finish.

#### **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.

### **09600 Flooring**

#### **Scope of Work**

This Item shall consist of furnishing all floor finishes, labor, tools, equipment and the satisfactory performance in undertaking the proper application of epoxy paint as shown on the Plans and in accordance with this Specifications.

#### **Material Requirement**

- Use 500mm x 500mm 3mm thick Carpet Tiles (PVC Backing) (FF-1).
- Provide necessary/proper adhesive.
- Provide the necessary floor topping to level the floor finish.
- Submit sample and layout of carpet tiles for approval of CPDMO Project Architect/Engineer and End-users.

#### **A. Adhesive**

- Adhesive shall be applied in accordance with the adhesive manufacturer's printed directions unless specified or directed otherwise.
- Smoking, the use of open flames, and other sources of ignitions are strictly prohibited in the area where solvent containing adhesives are being used or laid.



#### **B. Cutting, Cleaning and Protection**

- Cut edges, fit and scribe to walls and partition after flooring has been applied.
- After the carpet tiles and accessories are laid and set, it shall be cleaned with a cleaner as recommended by the manufacturer and a coat of approved seal polish.
- After the floor has been cleaned, they shall be carefully protected against damage, either with heavy building paper or by keeping traffic off the floors until the area is ready for use.

#### **For Carpet Tile Finish Flooring**

- Provide the necessary floor topping to level the floor finish.
- For floor termination and junction of floor finishes, refer to details as shown on plans must be welded for vinyl sheets.
- Contractor should ensure proper leveling of floor substrate prior to the inst. of floor finishes.
- Contractor should ensure proper installation, termination and junction of finishes to existing wall and floors as per building property standards.
- Submit sample of tiles for approval of CPDMO Project Architect/Engineer and End-users.

### **09700 Wall Finishes**

#### **Scope of Works**

The work to be done under this item consist of furnishing all required materials, fabricated woodwork, tools, equipment and labor and performing all operations necessary for the satisfactory completion of wall finishes in strict accord with applicable drawings, details and these Specifications.

#### **Materials Requirements**

- Use 12mm thk. Gypsum Board: 1000kg/m<sup>3</sup> normal dry density, 14N/mm<sup>2</sup> flexural strength & 2.5kj/mm<sup>2</sup> impact strength.
- Painted finish

#### **Construction Requirements**

- Provide all the necessary accessories for proper installation.
- Follow plan for the design and layout of the partitions.
- Materials shall be subjected to the approval of the supervising CPDMO's Project Architect / Engineers / Inspectors.

### **09910 Paints and Coatings**

#### **Scope of Works**

- This Item shall consist of furnishing all paints, enamels, varnishes and other products to be used including labor, tools and equipment required as shown on the Plans and in accordance with this Specification.

#### **Materials Requirements**

- Specified materials shall be delivered to the job site bearing manufacturers' name, brand name, type of paint, analysis showing all important constituents of the paint, color of paint and instructions for thinning.