



**CAMPUS PLANNING, DEVELOPMENT & MAINTENANCE OFFICE**  
**UNIVERSITY OF THE PHILIPPINES MANILA**  
*The Health Sciences Center*  
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**PROJECT TITLE : SUPPLY AND INSTALLATION OF OFFICE FURNITURE  
FOR FACULTY ROOM AND LRC**  
2<sup>nd</sup> Floor SHS Palo Admin Building  
University of the Philippines Manila

**SUBJECT : SCOPE OF WORKS AND SPECIFICATIONS**

**Division 1 - General**

**01000 General Requirements**

1. The Supplier 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 Supplier 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 Supplier 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, Supplier 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 Supplier 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 Supplier to CPDMO, Physical Plant A-E Services, and back to the Supplier. 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 sepia's. The Supplier will make all correction noted on check sets, if necessary, and return for review as required by CPDMO.

## **Division 12 – Furnishings**

### **12500 Furniture**

#### **Scope of Work**

- This work shall consist of supply and install of computer tables & chairs, including labor, tools, equipment, and the satisfactory performance in undertaking the proper installation of the furniture as shown on the Plans and in accordance with this Specifications

#### **Materials Requirements:**

##### **Computer Chairs Specification:**

Mesh back rest, adjustable height, arm rest, lumbar support, ball caster legs.

##### **Computer Tables Specification:**

HPL Finish work tops with grommet, keyboard tray, c/w mobile pedestal.  
Modular panel partitions: combination of metal and fabric H= 1.50m, c/w concealed cable raceway, lan and power outlet hub.

##### **Dimension**

Learning Resource Center : 1000mm x 600mm x 740mm  
Faculty Room : 1500/600mm x 15000/600mm x 740mm

##### **Conference Chairs Specification:**

Mesh back rest, adjustable height, arm rest, ball caster legs.

##### **Meeting Tables Specifications:**

900x1500x740mm HPL finish top.

##### **Gang Chair 4 Seater**

##### **Motorized Projector Screen**

70" x 70" Motorized Projector Screen

#### **NOTE**

The foregoing list of item of works does not in anyway limit the responsibility of the Supplier to perform all other works necessary for the completion of the project, **SUPPLY AND INSTALLATION OF OFFICE FURNITURE FOR FACULTY ROOM AND LRC.**

#### **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 Supplier is given **Fifteen (15) calendar days** to execute the renovation works including the installation all system requirements. The Supplier shall coordinate to the CPDMO Inspector and End-users for the schedule of testing of systems and other related job.