

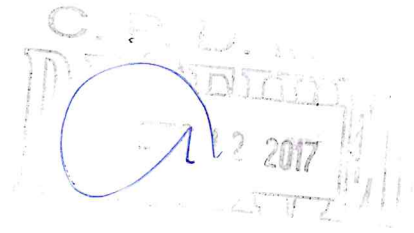


CPDMO10001702



PROJECT TITLE : **PROPOSED RETILING OF CPH ANNEX II**
 1st and 2nd Floor, CPH Annex II
 College of Public Health
 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 for security purposes.
6. No alteration or addition that will result in an additive or deductive cost change from the contract shall be allowed without the approval of the Chancellor / Vice Chancellor for Administration.

PROPOSED RETILING OF CPH ANNEX II
 SCOPE OF WORKS AND SPECIFICATIONS

1/5

University of the Philippines Manila
 Office of the Vice Chancellor for
 Planning and Development

Leonora Paras
 OVCA, UP Manila
 14 DEC 2017
 03 JAN 2018

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 DEC 08 2017

Received by: grace
 Date: 07 DEC 2017
 Time: 12:04

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7. Complete specifications with product sample shall be submitted by the contractor to CPDMO for evaluation. Inspection of the Project Architect/Engineer in-charge of CPDMO and End-users shall be required prior to installation of any item/material on the work.
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 area s 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. After completion of all works, the Contractor shall promptly remove from the premises 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.
12. All materials removed from the unit shall be properly documented prior to turn-over to the End-user for proper safe keeping.

02500 Utility Service

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 work period. Payments and bills shall be made thru the Cashier Office after the work presenting the statement of account issued by Accounting upon recommendation of the Chief of CPDMO.

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 required for protection of his manpower and others during the working life of his project.
- Demobilization procedure shall include clearing o the affected areas from all rubbish, trash, debris, and all superfluous building materials and restore all areas

that were damaged as affected by 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 works, except those structures indicated on the drawings or designated by the Project/Engineer and End-users to be left standing. It shall be properly protected from incidental damage due to work by the section of suitable barriers upon approval of the project Architect/Engineer and End-users.
- The Contractor shall be responsible for the accuracy of his work and any necessary chiseling, drilling, coring, cutting and patching or other works required due to plugged or misplaced conduit shall be done at the expense of the Contractor including the restoration on the damaged part of the building finish.

Division 9 – Finishes

09600 Flooring

Scope of Works

This item shall consist of furnishing all floors finishes, labor tools, equipment and the satisfactory performance in undertaking the proper application as shown on the floor plans and in accordance with this specification

Materials Requirement

- Use 3.00 mm thick x 300 mm x 300 mm homogeneous vinyl tiles
- Provide tile adhesive
- Provide the necessary floor leveling correction.
- Submit sample and layout of tiles for approval of CPDMO Project Architect/Engineer and End-users.

Construction Requirements

A. Installation

- Installation of the tiles shall not commence until the work of other trade, including painting has been completed.
 - The Contractor shall carefully examine all surfaces over which the tiles are to be set.
 - Floor surfaces that are to receive vinyl tile shall be clean; thoroughly dry; smooth; firm and sound; free from oil, paint, wax, dirt, and any other damaging materials.
 - Start in the center of the room or work area and work from the center towards the edges.
 - Keep tile lines and joints square, symmetrical, tight and even and each floor in a true, level plane, except where indicated as sloped.
 - Vary edge width as necessary to maintain full size tiles in the field but no edge tile shall be less than one half the field tile sizes, except where irregular shaped rooms make it impossible.

B. Tile Laying Design

- The tile laying design shall be indicated on Plans and in the colors selected and approved by the CPDMO Architects/Engineers/Inspectors for each area.

- All joints shall be parallel to wall lines except otherwise indicated on plan.
- Where line patterns of tile run perpendicular to lines of other tiles, they shall be laid truly at right angles.

C. *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.

D. *Cutting, Cleaning and Protection*

- Cut ceramic floor tile to and fit around all permanent fixtures, pipes and outlets.
- Cut edges, fit and scribe to walls and partition after flooring has been applied.
- After the vinyl 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 waxed, 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.

NOTE

The foregoing list of item of works does not in any way limit the responsibility of the Contractor to perform all other works necessary for the completion of the project, **PROPOSED RETILING OF CPH ANNEX II.**

GUARANTEE

The Contractor shall guarantee all works under this contract to be free from any technical, mechanical and electrical 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 provided such failure is due to defects in the material or workmanship.

COMPLETION PERIOD

The Contractor is given **Ninety (90) 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.

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Dean, College of Public Health


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Vice Chancellor for Planning & Development

Approved:


ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration

 04 JAN 2018