

**SPECIFICATIONS AND TERMS OF REFERENCE
FIT OUT OF THE COMMISSION ON FILIPINOS OVERSEAS (CFO) MAIN OFFICE
1ST QUADRANT, 21ST FLOOR**

Project Title: Fit-Out of the Commission on Filipinos Overseas Main Office, 21F, 1st Quadrant

Budget: 700,000 PHP (inclusive of all government taxes and other fees)

Total Floor Area: 286.81 square meters

Project Duration: 2-3 weeks

Working Schedule: Mondays to Saturdays, except holidays; 7:00 AM to 10:00 PM

A. GENERAL CONDITIONS

- a. Complete all works for the Renovation of Quadrant 1 (286.81 sqm) of the 21st Floor of the Upper Class Tower, Diliman, Quezon City including the supply of all materials, equipment, and systems, as well as the performance of all necessary labor and processes, by the plans, specifications, the Bidding Documents, the Terms of References and other related contract documents.
- b. The contractor is not limited to the scope of works listed. They should verify all plans and actual conditions for the necessity of work. If the actual situation calls for demolition, removal, and relocation, they shall include such and all concomitant works to finish as part of the scope of work.
- c. Any discrepancies between the drawings and specifications and the site conditions, or errors or omissions in the drawings or specifications, should be clarified with the CFO.
- d. Should the contractor fail to verify or clarify discrepancies, errors, conflicts, or omissions in the drawings and specifications, it shall be deemed that the contractor has included in the preparation of his bid the necessary works, materials, or items needed to satisfy the general scope of works.
- e. All materials and labor required for the completion of the project must be included in the bid for transparency.
- f. All works must comply with the relevant local building codes and standards.
- g. The project must be completed within 2-3 weeks upon signing of the contract.
- h. Detailed documentation must be submitted upon project completion, including the final as-built and electrical plans.
- i. Ensure daily clean-up of the project site and proper storage of tools and equipment.

B. SCOPE OF WORK

a. Carpentry Works

- i. Total wall area: 200 square meters (sqm).
- ii. Supply and installation of gypsum board with complete standard metal stud support on all drywall partitions as shown on the plans.
- iii. Includes soundproofing.
- iv. Installation of Fluted Wall 20 sqm (Color: Walnut)

- b. Glass Works**
 - i. Total wall area: 38 sqm.
 - ii. Total: 6 glass doors.
 - iii. Provision and Installation of all glass as shown on the plans and architectural finishes, such as glass walls, doors, and partitions.
- c. Painting Works**
 - i. Total wall area: 200 square meters (sqm).
 - ii. Painting of all interior and exterior walls.
 - iii. The type of paint that shall be used throughout must be white, odorless, non-toxic, and quick-drying.
- d. Demobilization**
 - i. Site clean-up.
 - ii. Hauling of debris materials from the project site to the appropriate disposal area.
 - iii. Removal and hauling of tools and equipment from the project site.
- e. Hardware**
 - i. All glass door locks shall be new and in good condition in any commercial brand.
 - ii. Install door stoppers for all glass doors.
 - iii. All materials and hardware to be used should be new and checked by the CFO.
- f. Electrical Works**
 - i. Installation of 30 pieces 3-prong receptacle electrical outlets (2 port)
 - ii. Outlets to be tapped into the existing electrical system
 - iii. Provision & Installation of 4 light switches (one per room)
 - iv. Repositioning of lights
 - v. All materials used shall be new and conform with the reference codes and standards.
 - vi. Use of any material, not specified in these specifications may be allowed provided such an alternative has been approved by the building management in accordance with generally accepted standards.
 - vii. Each length of pipe, fitting, box, fixture, and device used in the electrical system shall have cast, stamped, or indelibly marked on it the manufacturer's trademark or name, the weight, type, and classes of the product when so required by the standards mentioned above.
- g. Dismantling and Transfer of Glass Walls and Frame**
 - i. Dismantling and transfer of 26 sqm of existing glass wall
- h. Final Plans**
 - i. Submission of final as-built plan.
 - ii. Submission of electrical plan.

C. BUDGET

- a. The Approved Budget of the Contract (ABC) is Php 700,000.00 (inclusive of all government taxes and other fees).
- b. The contractor must provide a detailed breakdown of costs, ensuring transparency and accountability.

D. TIMELINE

- a. The project must be completed within 2-3 weeks upon signing of the contract.
- b. The contractor must submit a project schedule outlining 3 key milestones, completion days, and a final as-built plan.

E. PROJECT MILESTONES

- a. The project will be divided into three major milestones:
 - i. **Project Award and Signing of Contract**
 - ii. **Milestone 1: Initial Setup**
 1. Mobilization and setup of site
 2. Procurement of materials
 3. Dismantling of glass walls and frame
 - iii. **Milestone 2: Completion of Structural and Electrical Work**
 1. Installation of drywall and fluted wall (soundproofed and painted)
 2. Installation of 30 electrical outlets
 3. Installation of 4 additional switches for lights (one light switch per room)
 4. Repositioning of Light Switches
 - iv. **Milestone 3: Completion of Glass Works**
 1. Installation and transfer of glass walls
 2. Provision and installation of 6 glass doors
 - v. **Milestone 4: Final Inspection and Submission of Plans**
 1. Final inspection and approval
 2. Submission of final as-built plan and electrical plan
 3. Handover of the completed project

F. PAYMENT

- a. 100% upon project completion, inspection, and submission of all required plans

G. WARRANTY

- a. Section 62.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 provides that for the procurement of goods, to assure that manufacturing defects shall be corrected by the supplier, warranty security shall be required from the contract awardee for a minimum of three (3) months in the case of expendable supplies, or a minimum period of one (1) year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies.

1. The contractor shall correct any work that fails to conform to the requirements of CFO, where such failure to conform appears during the progress of work, and shall remedy any defects due to faulty materials, equipment or workmanship which will appear in a period of one (1) year from the date of final settlement.

CONTACT INFORMATION

All submissions and inquiries should be directed to:

Name: Keeshia Acedera-Biendima

Position: BAC Secretariat

Email: bacsecretariat@cfo.gov.ph

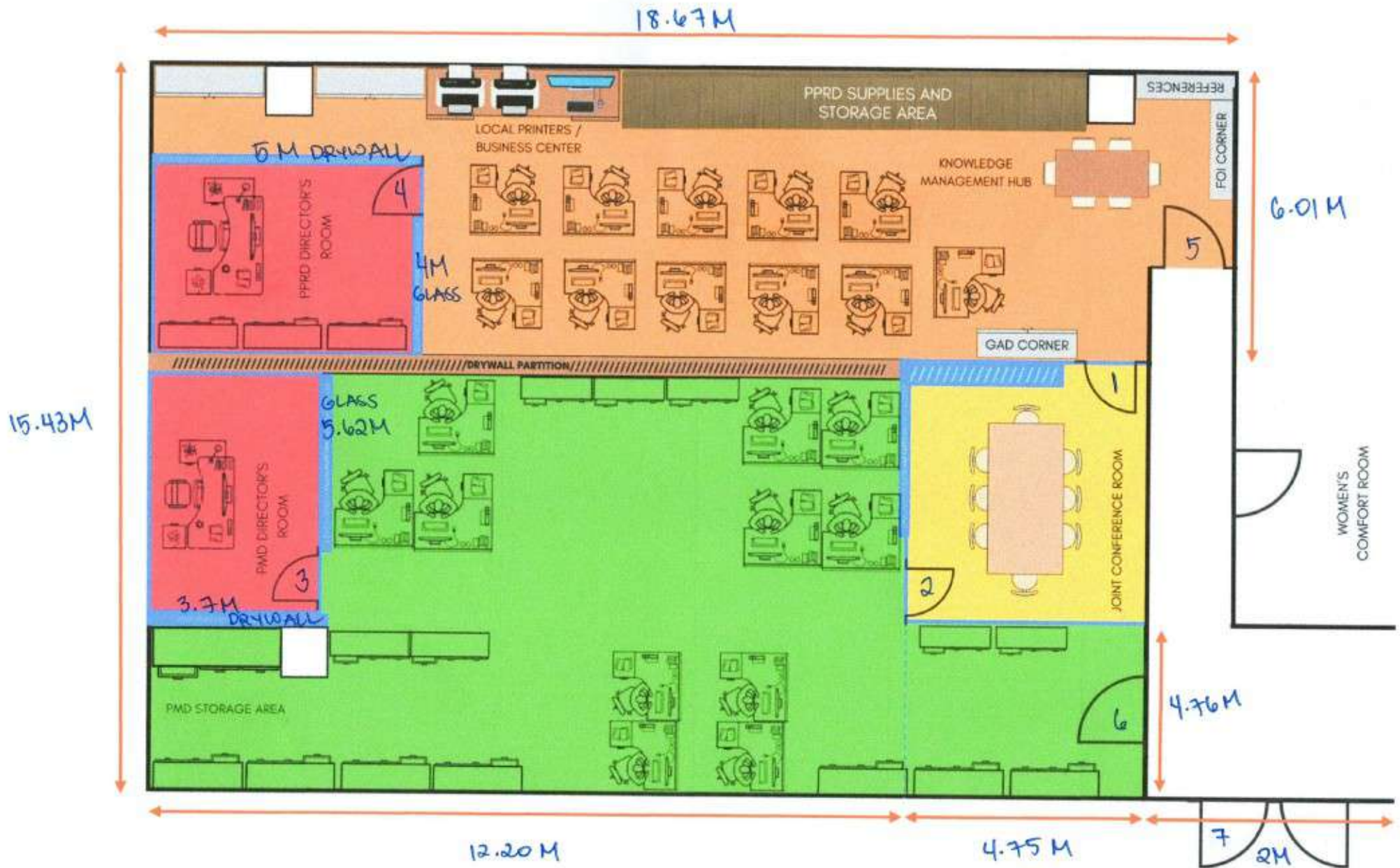
Phone: 02 85524700 loc 792

Address: Commission on Filipinos Overseas, 21st Floor The Upper Class Tower, Quezon Avenue corner Scout Reyes, Brgy. Paligsahan, Diliman, Quezon City

Deadline for Submission:

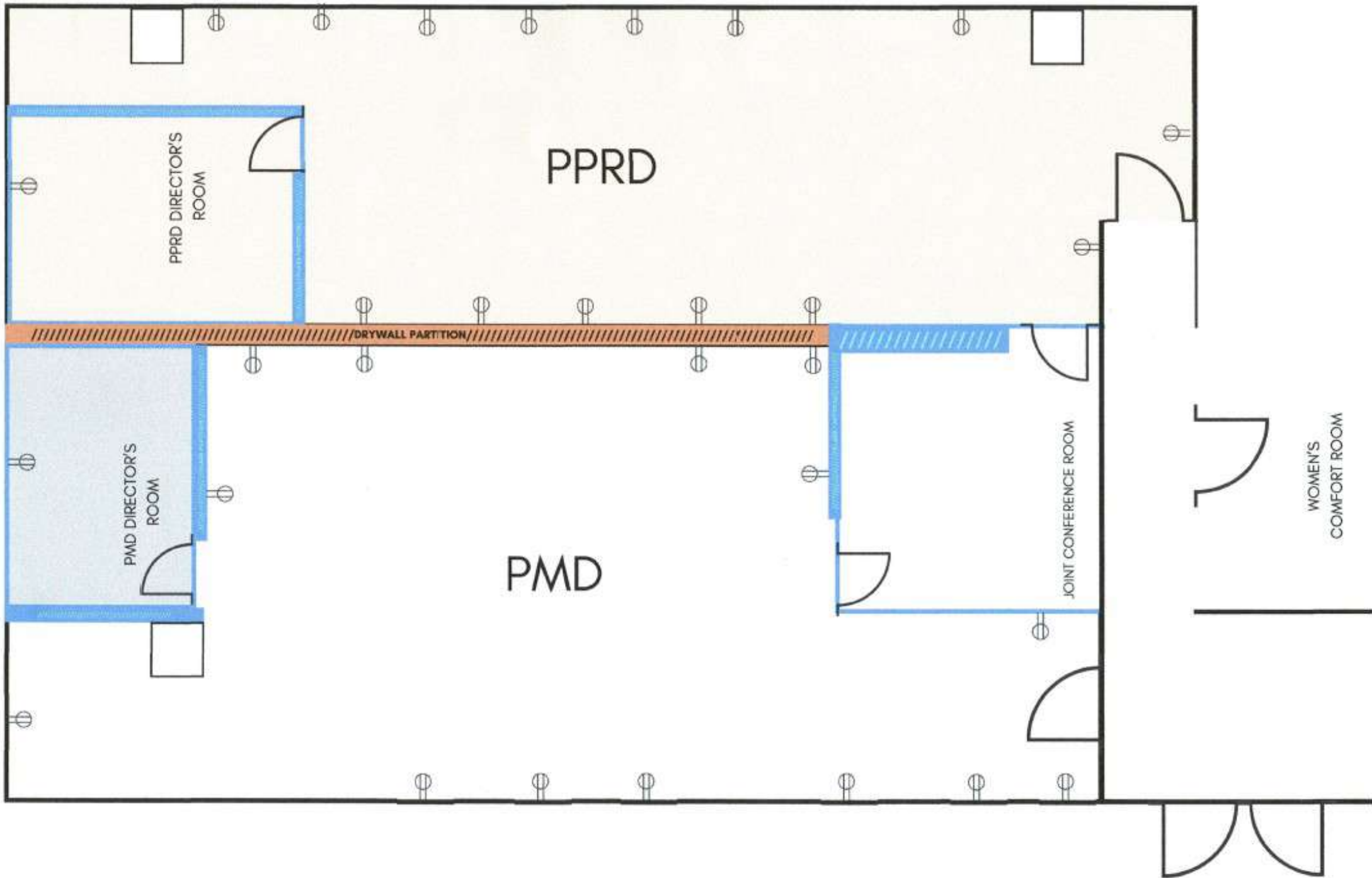
All proposals must be submitted by _____.

The CFO looks forward to receiving competitive bids from qualified contractors to complete this office fitout project successfully.



- 1,2,3,4 TRANSFER AND INSTALLATION OF GLASS DOOR ON GLASS
- 5 INSTALLATION OF GLASS DOOR ON DRY WALL
- 6,7 REMOVAL OF GLASS DOOR; FOR TRANSFER

4.75 M
FLUTED DRY WALL



PPRD

PPRD DIRECTOR'S ROOM

DRYWALL PARTITION

PMD

PMD DIRECTOR'S ROOM

JOINT CONFERENCE ROOM

WOMEN'S COMFORT ROOM