



TERMS OF REFERENCE
Repair of 17th Floor BDO Towers Valero

I. SCOPE OF WORKS

	DESCRIPTION	QTY.
1.	<p><i>Mobilization/Demobilization</i> Includes:</p> <ul style="list-style-type: none"> a. Ingress of construction materials and tools b. Temporary facilities for laborers c. Electrical and water consumption during the repair 	1 lot
2.	<p><i>Replacement of LED Louver Type Light</i></p> <ul style="list-style-type: none"> ➤ Dismantling of existing lights and lay-out of new LED lights. ➤ Installation of new LED lights (Louver Type) based on the new layout. 	115 pcs.
3.	<p><i>Replacement of Acoustic Board (60 x 60)</i></p> <ul style="list-style-type: none"> ➤ Replacement of damaged, missing and stained Acoustic Boards (60cm x 60cm). 	170 pcs.
4.	<p><i>Repair and Declogging of Kitchen Sink</i></p> <p>Repair of kitchen sink in the wet pantry including:</p> <ul style="list-style-type: none"> a. Plumbing works – re-piping to connect to the existing grease trap and replacement of kitchen faucet b. Kitchen sink counter – replacement of sink counter table and counter top in laminated finish c. Declogging of sink – coordinate with building admin d. Checking and fixing of existing comfort rooms 	1 lot
5.	<p><i>Replacement of Cabinets, Door Jambs, Work Stations, etc.</i></p> <ul style="list-style-type: none"> ➤ Replacement of pantry cabinet in the wet pantry including: <ul style="list-style-type: none"> a. Overhead cabinet in paint finish b. Sink cabinet in paint finish ➤ Repair/replacement (painting and installation) of damaged wood parquet, baseboards, and wood cornice. ➤ Repair of damaged door jambs and work stations. 	1 lot



	DESCRIPTION	QTY.
6.	Rewiring of Louver Type Lights Includes: (<i>new and reused wires for wirings</i>) a. Checking/fixing/tagging of electrical panel boards b. Rewiring of lighting fixtures c. Correcting power outlets in workstations and others	1 lot
7.	Cleaning of Carpet Includes: a. Removal of stains and cleaning of carpet and work stations b. Vacuum cleaning and carpet shampoo c. Polishing of parquet and vinyl flooring	1 lot
8.	Rectification of Acoustic Board T-Runners Includes: a. Leveling of T-Runners b. Installation of additional supporting wires	1 lot
9.	Rectification of Hangers Includes: a. Replacement of supporting wires b. Installation of additional supporting wires	1 lot
10.	Consumables Includes: a. Electrical wiring and supplies in the repair of lighting fixtures, rewiring works and checking/fixing/tagging of panel boards b. Plumbing works in the repair of kitchen sink, comfort rooms c. Civil works in the repair of cabinets	1 lot
11.	Hauling Includes: a. Cleaning of premises b. Hauling of debris, construction materials, busted lights and all waste items	1 lot
12.	Labor Includes: a. Civil works b. Electrical works c. Plumbing works	1 lot

II. AREA

Area of the property is 1,385.60 square meters.



III. CONTRACT DURATION

45 calendar days reckoned after three (3) calendar days from the issuance of the Notice to Proceed.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

Seven Hundred Thirty-Seven Thousand Pesos (PhP737,000.00) inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

V. TERMS OF PAYMENT

Winning bidder may request for advance payment not exceeding fifteen percent (15%) of the total contract price, subject to submission of an irrevocable letter of credit or bank guarantee of equivalent amount from a Universal or Commercial Bank callable upon demand, which shall remain valid until acceptance by PHILGUARANTEE.

Full payment shall be made within 45 calendar days upon receipt of notice of billing/statement of account, and subject for inspection and acceptance by PHILGUARANTEE.

VI. OTHER CONDITIONS

All materials to be used and installed must be approved by the BDO Towers Valero Building Administration (BTVBA).

Winning bidder shall shoulder the cost of Construction Deposit, Administration Fee, and other fees that the BTVBA may require.

IAN A. BRIONES
Senior Vice President
Corporate Services Group