

**TERMS OF REFERENCE
FOR THE REPAIR/MAINTENANCE OF BUILDINGS**

- I. **LOCATION: DOJ Compound, Padre Faura St., Ermita, Manila**
- II. **MODE OF PROCUREMENT: Competitive Public Bidding**
- III. **Approved Budget for the Contract (ABC): P22,713,920.71**
- IV. **SOURCE OF FUNDS: FY 2021 GAA**
- V. **DELIVERY PERIOD: 90 Calendar Days**
- VI. **TERMS AND CONDITIONS**
 - A. **QUALIFICATIONS OF THE CONTRACTOR**
 - A.1. The Contractor must have at least a Philippine Contractors Accreditation Board (PCAB) License Category "A" General Building GB-1.
 - A.2. The Contractor shall assign Key Technical Personnel such as one (1) Project Manager, two (2) Project Engineer, one (1) Mechanical Engineer, one (1) Electrical Engineer, one (1) Materials Engineer, two (2) Safety Officer and at least three (3) Foremen until the duration of the project.
 - A.3. The Contractor must have the necessary equipment, tools, facilities and other means necessary to perform the contract in accordance with the Scope of Works – Annex "A", Specifications – Annex "B"; and Layout plans – Annex "C".
 - B. **PROJECT COMPLETION**
 - B.1. The contractor must complete all the projects mentioned in the Scope of Works before 15 December 2021 at no extendible period;
 - B.2. The contractor shall submit an as-built drawings as a

supporting document for final billing; and

- B.3. The contractor shall provide a warranty for the workmanship on the project by posting a warranty bond of one (1) year from the date of acceptance.

VII. Documentary Requirements during the Bid/Submission/Opening

The Contractor must submit its bid proposal in accordance with the procedures and requirements indicated in the RA 9184 and its Revised Implementing Rules and Regulations.

VIII. Site Inspection

The Contractor is required to conduct site inspection prior to the conduct of the Pre-bid Conference.

The conduct of site inspection will be coordinated thru Engr. Gilbert O. Monteras, Engineer II, Administrative Service, Department of Justice, at Cellphone No. 09971549728 and Landline No. 8 - 5249386 and will issue the corresponding certification.

The site inspection shall be made available on the last three (3) days from the scheduled Pre-bid Conference that will enable the Contractors to submit their queries/issues on the abovementioned project.

IX. COVID-19 Protocols

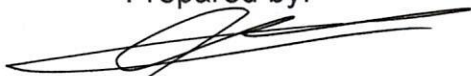
For purposes of this project, the following health protocols are required:

1. The contractor must present a negative RT-PCR test result taken within forty-eight (48) hours from the actual day of installation of its personnel prior to entry in the premises of the Department.
2. Notwithstanding a negative RT-PCR result, the contractor and its personnel are still required to observe the minimum health protocols of wearing face mask, face shield, observing physical distancing at all times and frequently handwashing and/or use of sanitizers or alcohol;
3. The contractor shall likewise ensure the health and safety of its personnel, as well as the concerned Department personnel for the duration of the project;
4. Subject to approval of competent authorities, if a dedicated area will


be constructed within the Department for use of the contractor, said area shall be for the exclusive use of the latter who shall be strictly monitored to ensure compliance with the safety and health protocols discussed above;

5. In any event that any of the personnel manifest a symptom of COVID-19, he shall automatically be quarantined according to the guidelines provided by the DOH and IATF. Hence, he shall be replaced by another personnel after complying with the stated requirements of RT-PCR testing and other safety and health precautions.

Prepared by:


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