SCOPE OF WORK

COMPLETION OF ADMINISTRATION BUILDING (REBID) OF PHILIPPINE SCIENCE HIGH SCHOOL – ZAMBOANGA PENINSULA REGION CAMPUS BRGY. COGON, DIPOLOG CITY

I. BACKGROUND

The Philippine Science High School-Zamboanga Peninsula Region Campus (PSHS-ZRC)'s Administration Building was constructed under the design and build scheme but is yet to be completed. The demand for it to already utilize is high considering that full in-person classes are in full swing and the rooms that are temporarily used as offices by those who are to occupy the Administration Building are already to be used for what they are intended for. However, there are necessary items that are yet to construct, install, fix and/or provide for this building to be functional and usable. This project will address to some of these necessities. The utilization of the building will benefit both the female and male students, personnel, stakeholders and visitors of PSHS-ZRC.

II. PROJECT DESCRIPTION AND LOCATION

The **Completion of Administration Building (Rebid)** project shall cover the building's primary needs so that it can be occupied and used when done. The works to implement are for the whole three (3) floors of the building that include mechanical, electrical, air-conditioning, plumbing, carpentry and a little bit of architectural and masonry.

PSHS-ZRC intends to procure through public bidding the **Completion of Administration Building (Rebid)** project with an Approved Budget for the Contract (ABC) of **FIVE MILLION PESOS (₱ 5,000,000.00)** based on the General Appropriations Act (GAA) for FY 2023, including all applicable taxes, permits, certificates and clearances. **The project duration is 120 calendar days.**

III. SCOPE OF WORK

The bidder shall prepare and submit:

- Bill of Quantities (BOQ) and Detailed Cost Estimates of the scope of work for the whole project.

Note:

- The labor component of the cost estimates shall follow the ranges provided in the latest wage order of DOLE Region IX.
- The Contractor shall provide itemized breakdown of the units in Lots/Lump Sums indicated in the BOQ.
- Upon completion, the building should be cleaned and functional for occupancy.

1) General Requirements

1.1. Mobilization and Demobilization

1.2. Project Billboard

1.3. Temporary Facilities

- ❖ The Contractor shall provide temporary office and bunkhouse/quarters with water, electricity and toilet facilities. Upon completion of this project, the structures made shall be torn down and the area has to be cleaned, the recovered usable materials shall be turned over to the procuring entity and the unusable ones shall be disposed of.
- ❖ The Contractor shall pay for the installation of/acquisition of separate connections for electricity and water and the monthly bills for these during the construction phase.

1.4. Permits and Clearances

- ❖ The Contractor is responsible in completing the building permit application started by the prior Contractor. It shall also coordinate and work with the proper offices/agencies for the completion of the permit.
- ❖ Upon completion of the project, the Contractor shall also be responsible in securing the occupancy permit.

1.5. Design Services

- ❖ The As-Built Plan and revised plans (if any) should be prepared, signed, and sealed by the respective registered professionals hired/contracted by the Contractor of this project.

1.6. Construction Safety and Health

- ❖ Personal Protective Equipment, Medicines, First Aid Kit, and other safety and health necessities that must be provided, made available and used by the workers during the construction period.

2) Fire Sprinkler System

- Supply and installation of *fire sprinkler system* and *standpipe and hose system.* **(see Annex A)**
- For revision of the plan, the water supply will be pumped from the cistern tank of the Academic Building 2. With this, the standpipe rise will be transferred to the left wing of the Administration Building. **(see Campus Master Plan)**
- The contractor is required to design and construct a non-see-through fire pump house at the top of the Acad-2 cistern tank.
- For additional design in the plan and provision, each floor shall have two (2) Fire Hose Cabinets and Fire Hose Valves.
- Construction of this system should be compliant to Republic Act No. 9514 Fire Code of the Philippines.
- Hydrostatic Testing, Commissioning and Final Inspection
- Contractor has to request the Bureau of Fire Protection to witness the testing and approve the setup made as part of the requirements of the project.
- **All fire protection works and installation shall be supervised by a licensed mechanical engineer.**

3) Fire Detection and Alarm System (see Annex B)

- Supply and installation of *fire detection and alarm system*, wires, conduits, hangers, and supports. Laying of wires/conduits is mainly laid behind the ceiling or embedded in the walls. If embedding in walls is required, the Contractor shall take necessary measures to prevent any damage to the building structure.
- Include testing and commissioning.
- Shall be in accordance with the NFPA 72, National Fire Alarm and Signalling Code, or latest edition of Philippine Electronics Code and Philippine Electrical Code (PEC).
- Fire alarm control panel should have tagging which reflects the actual zoning of the devices.

4) Exhaust Ventilation System

- Supply and installation of 12" ceiling-mounted exhaust fans for all toilets in the building (See Annex F).
- Installed exhaust fans should have duct connection to outdoor vents.

- Ceiling mounted exhaust fan should be connected to the lighting switches.
- *See annex D for typical detail*

5) Air-Conditioning Unit (ACU) and Ceiling Fan System

- Relocation of ACU outlet and/or rewiring of power supply at the 3rd floor to be intended for split-type ACU (Conference Room and Campus Director's Assistant Office) and ceiling-mounted ACU (Office of the Campus Director), including circuit breaker and outlets.
- Rewiring shall be completed and functional upon installation of ACUs.
- Supply and installation of medium to high grade inverter ACUs in specified areas (encircled in the plan) in the 1st, 2nd and 3rd Floors:

AC Unit	QTY (Set with complete Accessories)
1.0 HP Split Type Aircon	4.00
1.5 HP Split Type Aircon	6.00
2.0 HP Split Type Aircon	5.00
3 TR Ceiling Mounted	1.00

- **See attached** previous Electrical and Mechanical Plan **(Annex D)** and revised ACU lay-out. **(Annex E)**
  Note: Actual site condition may differ from the plan. Perform actual site assessment for accuracy.

6) Electrical Works

- Review the electrical system within the building and determine and fix electrical outlets that do not have power supply and other electrical concerns that include, but not limited to, the repair of existing electrical fixtures and supply and installation of missing electrical fixtures).
- All lighting replacement and/or new installation should use energy-efficient and environmentally friendly LED lights.
- Complete the diagrams of electrical panel boards that are currently installed, and identify the lines where the wires are connected to and properly tag each of these wires.
  (See Annex D for reference)

  Note: The electrical plan attached maybe made as reference by the Contractor but some items in the plan do not reflect their actual current statuses or locations. The Contractor is therefore required to have an actual site assessment of the building's electrical system to be able to determine the scope of work involved.

- In addition to the existing design, the building shall be connected to the generator set in the campus **(See Campus Master Plan)**. The power and lighting should be fully functional from both the local electricity distributor and the generator source.

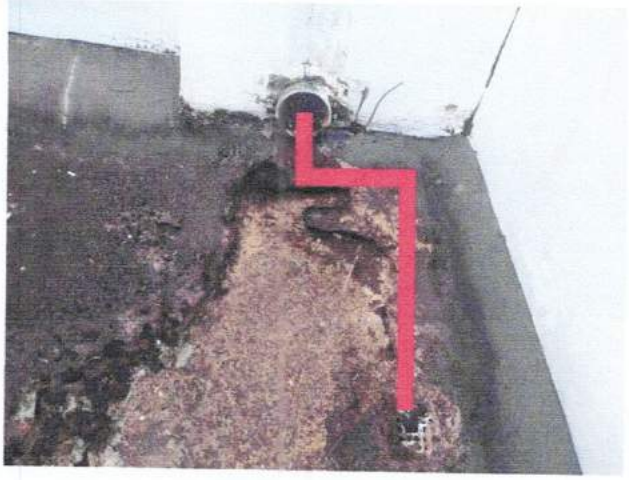
7) Plumbing Works

- Review the water system within the building and determine and fix defects concerning plumbing works that include, but not limited to, leaking on the roof, roof deck, gutter and glass windows.
- Supply and install/construct the following:
  a) Duplex water pump (at least 2Hp) – water supply shall be pumped from the cistern tank of the Academic Building 2 to the existing stainless steel overhead tank at the Administration Building. The water pump will be housed along with the fire pump area.
  b) Booster Pump (complete accessories) – at least 1Hp

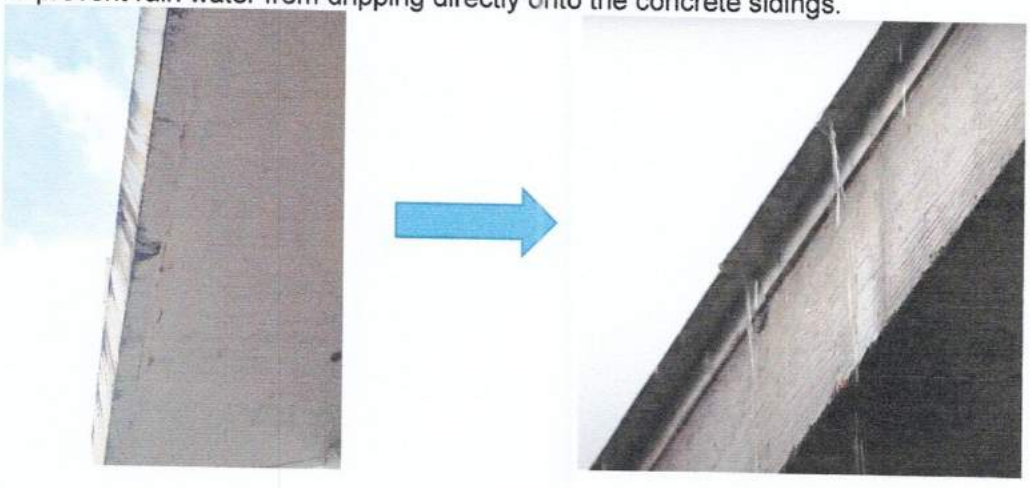
  Note: The design specifications of this system should be presented to the procuring entity prior to procurement.

- Complete application of waterproofing membrane (4mm thick), plaster and anti-algae top coat paint (preferably white) on the whole roof deck and ¼ of the side walls surrounding the roof deck.

- Six (6) existing floor drains at the roof deck but not reflected in the plan. To prevent the rainwater from building up on the roof deck, connect the outlet of the downspout from roof to the inlet drain of the roof deck.



- Installation of white painted 1"x1"x3mm aluminum angle bar drip inducer on all canopies to prevent rain water from dripping directly onto the concrete sidings.



- Reapplication of sealant on all fixed tempered glass windows to prevent water leaking/seepage.

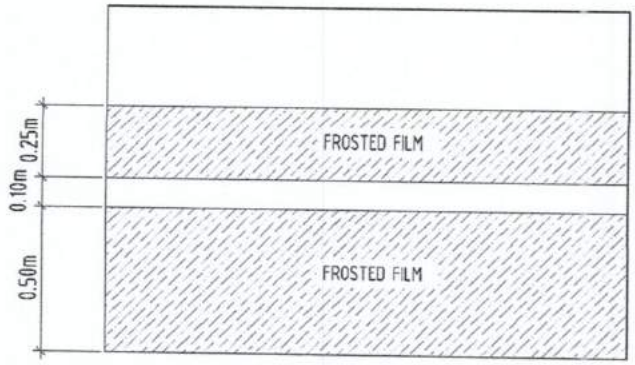
8) **Architectural Works** *(See Annex F)*

8.1.) Window Blinds – Provision and installation of basic combination window blinds.

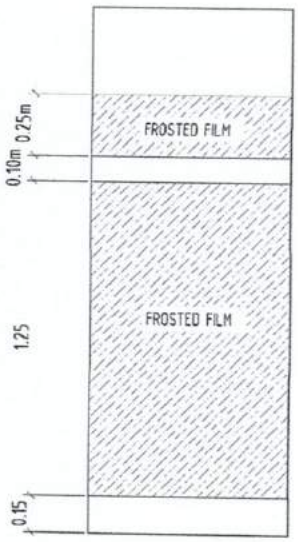
- Total estimated area: 1816 sq.ft. (Verify actual measurement)
- The placement of the window blinds is specified on the plan (with green highlights).

8.2.) Frosted Film – Application of frosted film on all hallway doors and windows for privacy purposes.

- Total estimated area: 72 sq.m. (Verify actual measurement)
- The placement of the frosted film is specified on the plan (with blue highlights).



FROSTED FILM DETAILS FOR HALLWAY WINDOWS



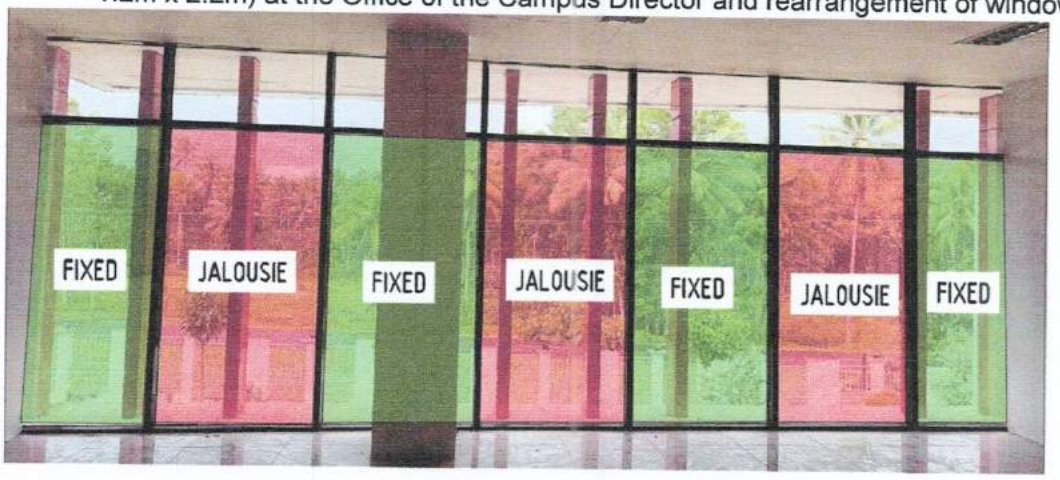
FROSTED FILM DETAILS FOR HALLWAY DOORS

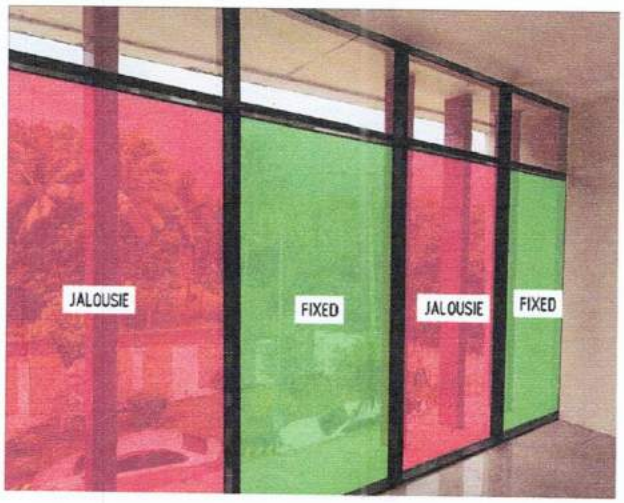
8.3.) Windows

- Replacement of broken window glass 10 units - ¼" x 1.2m x 2.2m tempered glass panel. Should have the same shade as to existing glass panel.

(Shade may vary due to lighting)

- Replacement of fixed window with jalousie window with insect screen (5 units - ¼" x 1.2m x 2.2m) at the Office of the Campus Director and rearrangement of windows.





8.4.) Ceiling Works – *Note: Existing ceiling is made of cement fiber board.* **(See Annex F for ceiling plan)**

- Remove ceiling for the installation of fire protection. Removed ceiling will be reused, so ensure least damage on this.
- Prior to re-installing the ceilings, check and ensure that ceiling hangers are safe, undamaged and reinforced (if necessary).

8.5.) Toilet Wall Mirror – Supply and installation of the following:

Three (3) units of 0.60m x 0.60m removable wall mirror above the lavatory.

Two (2) sets of fixed mirror with approximate dimensions: *(Verify Actual Measurement)*
Length = 1.70m, Height = 0.60m *(Left)*; Length = 1.50m, Height = 0.60m *(Right)*

Two (2) sets of fixed mirror with approximate dimensions: *(Verify Actual Measurement)*
Length = 1.55m, Height = 0.60m

8.6.) Cabinetry Works

Design and fabrication or provision of the following:

1) Upper and lower kitchen cabinets at the pantries indicated on the floor plan (verify actual measurement). The pantry should have one stainless steel kitchen sink with complete plumbing provisions (water and sanitary line).
2) Three (3) units of vertical marine plywood (1/2") cabinets with multiple mop holder/hanger inside for storage of cleaning tools and materials/supplies in every floor of the administration building. (approx. 1.8m x 0.9m x 0.4m)

(preferred design but in marine plywood material)

8.7.) Ramp & Stairs – improvement and continuation of ramp going to the road side and additional one step for entrance stairs. To include additional railings and tile works.

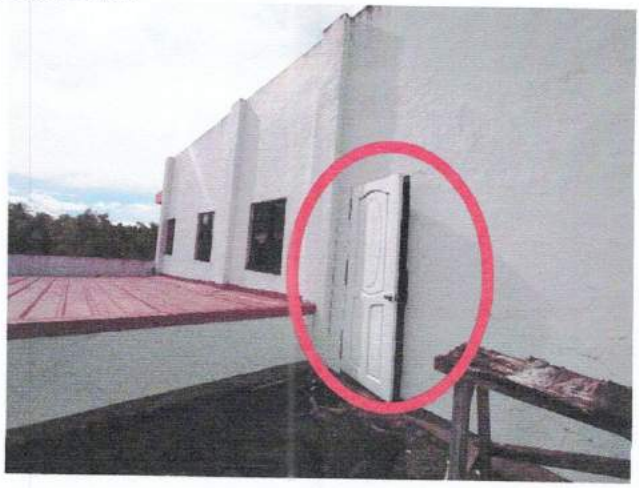
Length = 2.60m, Height = 0.50m, Width = 2.55m *(Verify Actual Measurement)*

Approximate Length = 8.70m *(Verify Actual Measurement)*

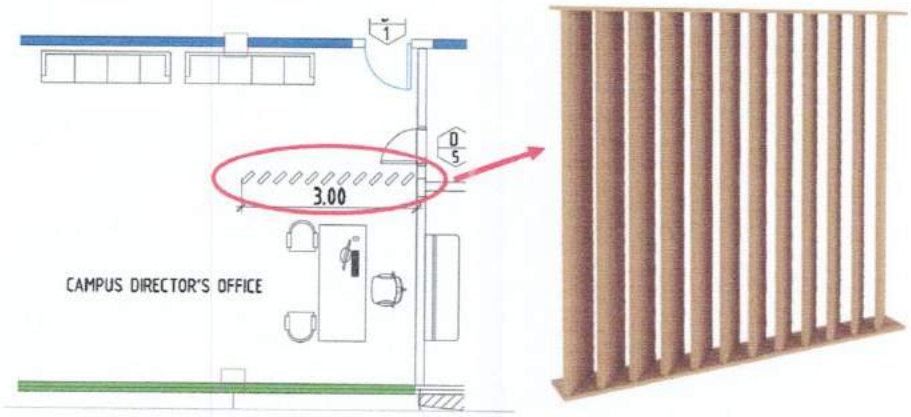
8.8.) Repair of Doors and Windows and Provision of Locks and/or Keys

- Realignment/repair of doors (including those of toilet partitions) and windows that cannot be closed. Provide locks to and/or at least two (2) keys of each door in the building that need these.

8.9.) Rust Proof Steel Door – Replace the existing door (encircled below) at the roof deck with Rust Proof Steel Door.



8.10.) Vertical Slats – Fabrication and installation of 3m x 2.1m of wooden vertical slats (polished and painted) at the Office of the Campus Director.

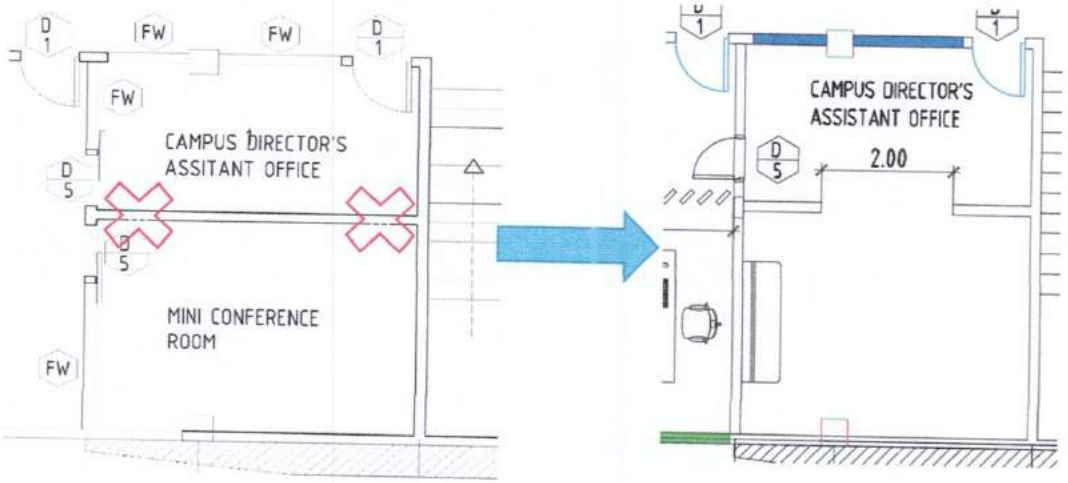


9) Other Construction Works

1) Electrical Room (1st Floor)
   - Renovation of electrical room (floor dimension =1.0 m x 2.1 m).
   - Demolition of existing plywood material wall (two sides interior wall).
   - Reinforced CHB wall laying with plastering and painting.
   - Installation of Flush Door

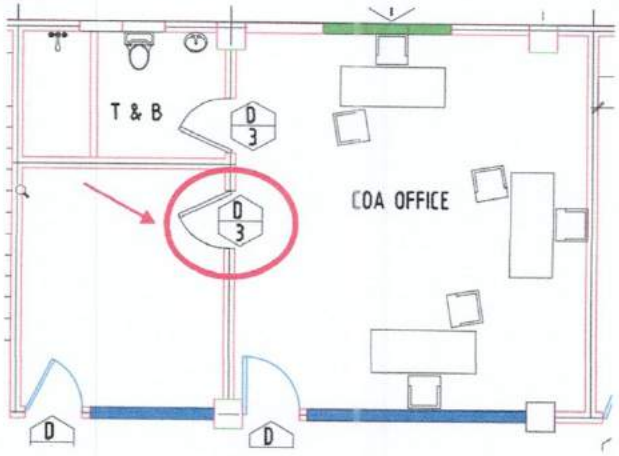
2) Office of the Campus Director (2nd Floor)
   - Remove the existing glass door and window encircled on the picture below and replace with reinforced CHB walling with paint.

3) Campus Director's Assistant Office (2nd Floor)
   - Demolition of CHB walling in between the campus director's assistant office and mini conference room.



4) COA Office (1st Floor)

- Demolition of CHB walling creating an access to the COA Office. The opening (0.90m x 2.10m) should be plastered and painted.
- Provision and installation of engineered door, should be the same design as the other existing door.



- Conversion of "Stock Room" into "Comfort Room" at the COA Office. This includes provision, installation and commissioning (water and sanitary line) of the following:
  1. Shower Head
  2. Faucet
  3. Shower Curtain
  4. Jalousie Window (0.80m x 0.60m)
  5. Water Closet with bidet, tissue and soap holder
  6. Lavatory
  7. Hanging Cabinet with built-in mirror
  8. Wall tile up to 1.50m height at the shower area
  9. Toilet and bath separator; Floor drain