



**GSIS** GOVERNMENT SERVICE INSURANCE SYSTEM  
Pampanga Branch Office

*McArthur Hiway, Sindalan, City of San Fernando, 2000*

*Tele-Fax No. 045-455-1261*

**GSIS PAMPANGA BRANCH OFFICE  
REQUEST FOR QUOTATION**

The **GOVERNMENT SERVICE INSURANCE SYSTEM, PAMPANGA BRANCH** invites all interested registered supplier / contractors / service provider to submit quotation for:

<b>1</b>	<b>Lot</b>	<b>Building Re-painting and Tiling of Manager's Residence</b>	<b>Php 998,955.42</b>
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Please submit your quotation in a sealed envelope together w/ PCAB License and Bill of Quantities.

Bill of Quantities may be requested thru e-mail at [ecdelacruz@gsis.gov.ph](mailto:ecdelacruz@gsis.gov.ph)

The last day of submission of quotation shall be on March 15, 2017 not later than 12:00 noon.

Contact Persons	: Eric C. dela Cruz
Telephone No.	: (045) 455-1261
E-mail	: <a href="mailto:ecdelacruz@gsis.gov.ph">ecdelacruz@gsis.gov.ph</a>
Place of submission of Quotation	: Office of the Branch Manager GSIS Pampanga Branch Office McArthur Hiway, Sindalan, City of San Fernando, Pampanga



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN**  
(GOVERNMENT SERVICE INSURANCE SYSTEM)  
Financial Center, Pasay City, Metro Manila 1308

# **GSIS Building Repainting and Tiling of Manager's Residence**

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## Terms of Reference

Prepared by:

Eric C. dela Cruz  
Administrative Staff Officer II, OBM

Approved by:

Joel R. Defeo  
Branch Manager

## **GSIS Building Repainting and Tiling of Manager's Residence**

### **A. GENERAL NOTES AND CONDITIONS:**

1. The Contractor shall guarantee the GSIS that he is capable to complete the work as specified in the approve plans, scope of work and specifications, bill of materials and contract for the **GSIS Building Repainting and Tiling of Manager's Residence**
- 2.
3. The Contractor shall be properly and full qualified to perform the class of work provided herein, and that he is properly licensed, equipped, organized and financed to perform such work. The Contractor shall perform all work in accordance with all conditions stipulated in the contract.
4. The Contractor shall provide experienced and qualified manpower, tools and equipment which are capable of producing the quality and quantity of work and materials required to complete the project as specified in the approved scope of work and specifications, within time as specified in the approved contract.
5. The Contractor shall undertake all the contingencies and other necessary works to complete the project as it is intended by the GSIS authorized representative. Bid tendered shall be deemed complete in all aspects of the work.
6. Examination of Site: The Contractors submitting proposals for the project shall first examine the site and note all conditions. All proposals shall take effect into consideration all conditions that may affect the work under this contract.
7. Drawings and Specifications: The contract documents, agency estimate, instructions, drawings, scope of work and specifications shall be considered as one whatever is called for by any of the documents shall be binding as if called for by all.
8. The CONTRACTOR shall comply with GSIS service and operational requirements regarding occasional and reasonable work stoppage due to dust and noise problems.
9. Initial indoctrination regarding security, safety, GSIS house rules, plans for maintaining continued job cleanup, access and egress for the CONTRACTOR's employees.
10. Prohibitions:
  - a. Smoking shall not be allowed within building, work and storage area.
  - b. Drinking of liquor shall not be allowed within the site.
  - c. Gambling of any type is strictly prohibited within the site.
  - d. Carrying of items determined by GSIS as "deadly instrument" is strictly prohibited within the site.
  - e. Sleeping quarters are not allowed in the project site.
11. Washing area (to be determined by GSIS) and facilities (to be provided by the CONTRACTOR) shall be maintained for sanitation purposes.
12. CONTRACTOR is required to provide its workers with safety harness, goggles, facemasks or shields when performing welding works and other related works.
13. All employees of the CONTRACTOR at the jobsite shall wear T-shirts marked with CONTRACTOR's company name and valid company I.D.
14. Storage of Materials:
  - a. Lumber shall be stacked in a stable and self-supporting manner. All nails and sharp objects shall be removed on all reusable lumber before storage.
  - b. Concrete blocks shall be stacked in tiers on solid, level surfaces not higher than 6 feet.
  - c. Reinforcing steel shall be stored in orderly piles away from walkways and roadways.
  - d. Empty cement bags and other dust-producing material shall be removed from the project site as directed by the GSIS.

15. The CONTRACTOR shall thoroughly clean the project site including all areas disturbed by renovation activities to the full satisfaction of the GSIS.
16. All works shall comply with applicable regulations of authorities having jurisdiction on the project
17. Standards of Material: Where the Technical Specifications or Drawings indicate the name of the manufacturer or model of the materials, it should serve as a guide as to the size, strength, quality or class of materials desired and shall be interpreted to mean that the item or another fully equal or better for the service intended. Materials and equipment to be used should be presented and approved by GSIS.
18. The visible silence of these Specifications and the Drawings to any detail, or noticeable omission from them of a detailed description concerning any materials shall be regarded to mean that "only materials of first class quality shall be used.
19. The CONTRACTOR shall, within ten (10) days after issuance of Notice to Proceed submit to GSIS for approval a list of materials proposed to be used in the project, including samples. All materials and equipment installed without prior approval of GSIS shall be at the risk of rejection.
20. The work shall be executed in a workmanlike manner and in accordance with the best practices employed in modern construction/installations.
21. Only competent and efficient workers shall be employed by the CONTRACTOR and shall upon written request of the GSIS remove from the project site any employee who, in the opinion of GSIS, is incompetent or who obstruct the progress of the work.
22. The CONTRACTOR shall be responsible for all injury to persons and damage to GSIS and other property caused by the execution of the works and shall be liable for any claims against GSIS on account of such injury and / or damage.
23. The CONTRACTOR shall likewise provide necessary precaution to protect the property of the OWNER against rain or other stormy weather condition and / or theft. The CONTRACTOR shall be liable for any such damage or loss.
24. The CONTRACTOR shall be responsible for the health and safety of their personnel and shall always be equipped with proper PPE (Personal Protective Equipment).

## **B. SCOPE OF WORKS AND SPECIFICATIONS:**

Under these specifications, together with the plans, the contractor shall supply all labor, materials, tools and equipment, and perform all necessary works to complete the Various Painting and Tiling Works at the GSIS Pampanga Branch Office. All works shall include, but shall not be limited to the following:

- I. General Requirements**
  - 1.1. Mobilization, Demobilization
  - 1.2. Tools & Equipment
  - 1.3. Electricity & Water to be used
- II. Installation of 0.60m X 0.60m Homogenous Tiles at the Manager's Residence (REFER TO BOQ FOR DETAILS)**
  - 2.1. Removal of existing tiles and installation of 0.60m X 0.60m Homogenous tiles (bring samples)
  - 2.2. Use Portland cement
  - 2.3. Use Fine screened white sand
  - 2.4. Application of Tile adhesive & Tile Grout
- III. Painting of Exterior walls (REFER TO BOQ FOR DETAILS)**
  - 3.1. Cleaning and preparation of walls to be painted
  - 3.2. Application of patching compound putty and other masonry works

- 3.3 Application of water-based Acrytex paint
- 3.4 Application of pre-mixed semi-gloss Acrytex paint
- 3.5 Use of roller brush, paint brush, cotton rags and sanding paper # 100
- 3.6 Use scaffoldings and harnesses for safety
- 3.7 Color to be chosen by Admin division

**IV. Painting of Interior walls (REFER TO BOQ FOR DETAILS)**

- 4.1 Cleaning and preparation of walls to be painted
- 4.2. Painting to be done by floor and by department
- 4.3 Painting to be done during weekends so as not to hamper operations (Except in areas not being used i.e. records room and supplies room)
- 4.4 Furniture and fixtures to be returned to their original place after painting of walls
- 4.5 Ensure proper ventilation to eliminates odors (use odor free paints)
- 4.6. Use pre-mixed quick drying enamel paints
- 4.7. Use flat latex paint
- 4.8. Use pre-mixed semi-gloss latex paint
- 4.9. Use paint thinners, roller brush, paint brush, cotton rags and sanding paper # 100
- 4.10. Color to be chosen by Admin division

**V. Waterproofing of Driveway Canopy (REFER TO BOQ FOR DETAILS)**

- 5.1 Cleaning and preparation of surfaces to be treated
- 5.2 Application of waterproofing compound and paints
- 5.3 Use roller brush

**C. TERMS AND CONDITIONS**

1. The project shall be completed within sixty (60) Days and after the receipt of Notice to Proceed.
2. All materials / equipment supplied and execution of all works shall be guaranteed by the CONTRACTOR for one (1) year, upon acceptance of the project by the GSIS, and shall agree to repair and make good at his own expense any defects that may occur during the guarantee period.
3. Payment will be made as follows:
  - a. Full payment upon completion and acceptance of the project and upon submission of any of the following:

Form of Warranty	Minimum Amount in Percentage (%) of Total Contract Price
(a) Cash or letter of credit issued by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)
(b) Bank guarantee confirmed by Universal or Commercial bank: provided, however, that the letter of credit shall be confirmed or authenticated by a Universal or Commercial bank, if issued by a foreign bank	Ten Percent (10%)
(c) Surety bond callable upon demand issued by GSIS or any surety or insurance company duly certified by the Insurance Commission	Thirty Percent (30%)

The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the GSIS, and returned only after the lapse of the said one (1) year period.