

**TERMS OF REFERENCE
FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK REAL QUEZON BRANCH BUILDING CONSTRUCTION**

I. QUALIFICATIONS

REQUIREMENTS	DOCUMENTATIONS
1. Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives).	• Certified copy of DTI, SEC or CDA Registration Certificate.
2. Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "B" and size range of Medium A (PCAB Classification: General Building/GB-1).	• Certified copy of PCAB Registration Certificate.
3. At least sixty percent (60%) of the interest/outstanding capital stocks belong to citizens of the Philippines.	• Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).
4. With at least five (5) years minimum experience as a general contractor/ fit-out contractor related to construction of commercial buildings, hospitals, multi-storey school buildings, BPOs and banks. <i>(Note: General Contractor/ Fit-out contractor shall refer to contractors who have constructed buildings which include the electrical, data and communications, mechanical, water and sanitary systems with interior finishes, fixtures, office furnishings and equipment -i.e. air-conditioning units and generator sets).</i>	• List of at least five (5) completed construction projects undertaken during the last five (5) years as a general contractor/ fit out contractor accompanied by a certified true copy of Purchase Orders or Contract Agreement and Certificate of Satisfactory Performance for each project, with the following details: <ul style="list-style-type: none"> ○ Name of project ○ Location of project ○ Type of project ○ Duration of the project ○ Contact persons and number
5. Currently employing experienced professionals with valid Professional Regulation Commission (PRC)	• List of key personnel assigned for the project with the following supporting documents:

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registrations, to wit: 5.1. Architect 5.2. Civil Engineer 5.3. Electrical Engineer or Master Electrician 5.4. Sanitary Engineer or Master Plumber	<ul style="list-style-type: none"> o Curriculum Vitae o Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate o Employment Certification
<u>6. Contractors are not required to conduct ocular inspection due to the COVID 19 Pandemic.</u>	<u>Attached are the latest pictures of the project site (Annex A).</u>

II. SCOPE OF SERVICES

The contractor shall:

1. Undertake all the necessary works (Architectural, Structural, Electrical, Sanitary, Electrical, Mechanical, Data and Communications, etc.) as indicated in the plans, specifications and scope of works prepared & issued by the Project Management and Engineering Department (PMED) for the proposed construction of the **LANDBANK REAL QUEZON BRANCH**;
2. Construct the proposed **LANDBANK REAL QUEZON BRANCH** within **240 c.d.** upon receipt of Notice to Proceed (NTP);;
3. Supply, Delivery and Installation of Office Furniture and Equipment as indicated in the Bill of Quantities (BOQ);
4. Facilitate and secure all necessary government permits and clearances required for the implementation and completion of the project;
5. Assign a competent project manager/ engineer at the site on a 24/7 basis until project completion and turn-over;
6. Abide by the attached General Conditions of the Project (Annex A);
7. Provide monthly periodic reports on the status/ accomplishments of the project to be submitted to LANDBANK-PMED;
8. Attend all meetings as may be required during the implementation stage until the completion of the project;
9. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies.
10. Exercise extreme caution and be responsible in the hauling/transfer, installation, testing and commissioning of the equipment to prevent damage to Bank properties.

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11. The contractor shall conduct the construction from 8:00 AM – 5:00 PM or onwards as the need arises.
12. Perform testing, commissioning and maintenance services for the office equipment (i.e. Airconditioning Units/ Generator Set) based on the table/ schedule below:

Item	Scope of works for Maintenance Services	
	Airconditioning Unit	Generator Set
1. 1 st Quarter	<ol style="list-style-type: none"> 1. General cleaning of the following: <ul style="list-style-type: none"> • Air filter (Replace if necessary) • Evaporator • Condenser coils • Condensate pan and drainage lines • Blower wheel and scroll assembly/ies • Housing, bases and fan blades 2. Check / clean and retighten electrical components such as: <ul style="list-style-type: none"> ▪ Circuit breakers, panel boards, to include retightening of terminals, bolts, connections, etc ▪ Motor controllers (Contactors; switchers, temperature controllers, pressure switches, gages, etc) 3. Check / adjust & record refrigerant charge to standard operating pressure <ul style="list-style-type: none"> ▪ Suction pressure ▪ Discharge pressure 	<ol style="list-style-type: none"> 1. Check radiator coolant/ water level, add if necessary 2. Check engine/lube oil level, add if necessary 3. Check the battery/ies charge and condition. If battery is wet type, check the battery solution level, add distilled water if necessary 4. Clean and retighten battery/ies terminals, replace if necessary 5. Check Leaks on fuel, oil and water lines connections (hoses, clamps, etc.) 6. Check for fuel levels and its tanks 7. Check engine performance 8. Check for oil, fuel and air filters 9. Check for any unusual sound 10. Check the DC electrical system, control panel and accessories 11. Check and adjust the Automatic Voltage Regulator 12. Check the AC

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	<p>4. Check and record full load current readings</p> <p>5. Check leaks (Repair and reprocess system if necessary)</p> <p>6. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities</p>	<p>wirings, terminals and accessories</p> <p>13. Check battery trickle charger status/performance</p> <p>14. Check Starting system</p> <p>15. Exercise/Test run without load for minimum ten (10) minutes</p> <p>16. Check condition of turbo charger accessories</p> <p>17. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities</p>
<p>2. 2nd Quarter</p>	<p>All scope indicated in the 1st Quarter including :</p> <p>1. Grease/repack motor/pillow block bearing (Replace if necessary)</p> <p>2. Check unit vibration (Replace if necessary)</p> <p>3. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities</p>	<p>All scope indicated in the 1st Quarter including :</p> <p>1. Check the enclosure</p> <p>2. Check the drive belts</p> <p>3. Check the coolant heater</p> <p>4. Check coolant lines and connections</p> <p>5. Check for oil leaks and lubrication system hoses and connectors</p> <p>6. Check the exhaust system, muffler and exhaust pipe</p> <p>7. Check and clean air filter/cleaner units, replace if necessary</p> <p>8. Check air induction piping and connections</p> <p>9. Submit Service report and discuss to the Field Units</p>

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		authorized personnel immediately after the activities
3. 3 rd Quarter	All scope indicated in the 1 st Quarter	All scope indicated in the 1 st Quarter
4. 4 th Quarter	All scope in the 1 st Quarter and 2 nd Quarter including : <ol style="list-style-type: none"> 1. Check liquid line filter driers (Replace if necessary using flare type units) 2. Check pipe insulation (Re-insulate if necessary) 3. Check piping, joints, connections, etc. Apply anti-rust / paint finish to rusted steel members (Brackets, Bases, Supports, etc.) 4. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities 	All scope in the 1 st Quarter and 2 nd Quarter including : <ol style="list-style-type: none"> 1. Change oil and filter 2. Change the fuel filter 3. Change the air filter 4. Clean the crankcase breather 5. Change spark plugs 6. Check coolant concentration, replace if necessary 7. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities

13. The table below states the warranty for the office furnishings and equipment:

Item	Warranty
1. Systems Furniture (see attached specification)	- 1 year
2. Office Furniture (see attached specs)	- 1 year
3. Steel Cabinets (see attached specs)	- 1 year
4. Chairs (see attached specs)	- 1 year

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5. Rollerblinds (see attached specs)	- 1 year
6. Signages (Horizontal and Vertical) (see attached specs)	- 3 years on flexible substrate against mildew - 5 years on translucent sticker - 3 years on workmanship
7. Vault Items (see attached specs)	- 1 year
8. Airconditioning Units (see attached specs)	- 1 year for the unit and 5 years for the compressor against defects
9. Generator Set (see attached specs)	- 1 year against factory/ manufacturing defects on equipment, components and parts supplied and against faulty workmanship
10. Fire and Burglar Alarm System (see attached specs)	- 1 year
11. Closed Circuit TV System (see attached specs)	- 1 year

14. Submission of the following technical documents:

Document	Description	Due Date of Submission
Generator Set		
Load Test Report	Duly accomplished form showing the electrical and mechanical parameters of the generator set	Prior to delivery of item
Seven (7) sets of As-built plans and Bill of Materials (signed and sealed by PME)	Complete Mechanical As-built Plans and Bill of Materials of the installed genset	Upon Completion
Schedule of	The Genset	Upon Completion

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<p>Maintenance/Monitoring Activities</p>	<p>contractor shall provide the standard warranty servicing for the installed equipment and its components (check-up and general cleaning of Genset which includes change oil, filters, other consumables, etc. including the unit's mechanical/electrical components as recommended by the genset manufacturer at least two times within the warranty period, every six (6) months after the unit has been installed or earlier as the need arises). The schedule of the said activities and the names of authorized representatives shall be submitted to the Branch Head or its authorized representative prior to servicing</p>	
<p>Guarantee Certificate</p>	<p>Certificate that the spare parts and components including the aftersales services/supports that may be required by the bank to ensure the continuous and normal operation of the equipment shall</p>	<p>Upon Completion</p>

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	be available in the next five (5) years from the date of commissioning	
Photocopy of Certificate of Compliance (COC) and Official Receipt (OR)	Photocopy of the duly accomplished form and OR as submitted to the Energy Regulatory Commission (ERC) as proof that the supplier has filed the said COC.	Upon Completion
Certificate of Training	Certificate that the Contractor Conducted familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed. Said certificate must be duly noted by Branch Head or its authorized representative	Upon Completion
Certificate of Completion	Certificate that the genset has been installed, tested and operational at the site. Said certificate must include the date of completion and must be duly noted by Branch Head or its authorized representative	Upon Completion
Manuals	Operation and Preventive Maintenance Manual	Upon Completion
Air-conditioning Unit		

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Start Up Data Sheet	Duly accomplished form showing the electrical and mechanical parameters of the air-conditioning unit/s.	Upon Completion
Seven (7) sets of As-built plans and Bill of Materials (signed and sealed by PME)	Complete Mechanical As-built plans and Bill of Materials of the installed air-conditioning units	Upon Completion
Schedule of Maintenance/Monitoring Activities	The ACU contractor shall provide the standard warranty servicing for all installed equipment and its components (checking and general cleaning of the unit at least three times within the warranty period, every four (4) months after the unit/s has been installed) or earlier as the need arises. The schedule of said activities and the names of authorized representatives shall be submitted to the Branch Head or its authorized representative prior to servicing	Upon Completion
Guarantee Certificate	Certificate that the spare parts and components including the aftersales services/supports that may be required by the	Upon Completion

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	bank to ensure the continuous and normal operation of the equipment shall be available in the next five (5) years from the date of commissioning	
Manuals	Operation and Preventive Maintenance Manual	Upon Completion
Pictures	Pictures showing angles on the left, front and right	Upon Completion
Certificate of Training	Certificate that the contractor conducted familiarization seminar/training to orient the end-user on the basic concept, functions and operation of the equipment installed. Said certificate must be duly noted by the end-user or its authorized representative.	Upon Completion
Systems Furniture, Signages & Office Decals and Office Furniture		
Product Brochures or other official documents	Official documents from the manufacturer indicating the complete specifications of the item.	Prior to fabrication/implementation
Detailed drawings printed on the supplier's official letterhead and signed by authorized representative.		
Shop drawings based on the plans with complete dimensions and descriptions of parts and components for approval by PMED.		

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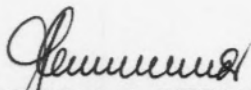
Steel Cabinets & Shelves, Cash Vault Door & Accessories, Chairs and Sunscreen Roller Blinds		
Product Brochures or other official documents	Official documents from the manufacturer indicating the complete specifications of the item.	Prior to fabrication/implementation
Detailed drawings printed on the supplier's official letterhead and signed by authorized representative.		

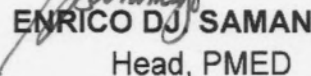
III. MANNER OF PAYMENT

Release of payment / payment schedule shall be in accordance with the Bank's accounting guidelines. Once a month, the contractor may submit a Statement of Work Accomplished (SWA) or progress billing and corresponding request for progress payment of work accomplished.

Prepared by:

Approved by:


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