

TERMS OF REFERENCE**I. Project Description:**

One (1) Lot – Supply, Delivery and Installation including structural design, technical expertise/supervision, labor, materials and equipment for the Proposed Replacement of LANDBANK Two (2) Logos and Two (2) Signage including existing steel supports at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.

II. Objective:

To replace the four (4) existing LANDBANK's Logos/Signage, including the structural steel framing supports and aluminum composite cladding at the 34th and 35th floors of LANDBANK Plaza to ensure safety while providing aesthetics and corporate identity for the building.

III. Project Details:**1. Scope of Works**

- a. Perform thorough ocular inspection survey to verify actual site condition for the needed details required in the implementation of the project.
- b. Perform and prepare structural analysis, plan and design of the steel supports for the signage/logos in compliance to latest edition of National Structural Code of the Philippines (Design and analysis to be signed and sealed by of Civil/Structural Engineer).

Note: The Electrical design will be provided by the Electrical Engineer of FMD-EMT.

- c. Mobilization
- d. Installation, but not limited to the following, of board-up or enclosures, safety nets, riggings and cordoning.

Note: Minimum requirement for installation of safety nets - Safety nets should be installed underneath the gondola using B.I pipes, detachable clamp and construction safety nets with a maximum mesh size of 60mm per industry practice.

- e. Dismantling/Demolition Works:
 - i. Removal of existing wooden enclosure at 34th floor for the signage facing Mabini St.
 - ii. Dismantling of existing LBP logos, signage, and aluminum composite panels using FMD's gondola equipment which shall be

CLASS D

operated only by a certified operator of the service provider under the supervision of its safety officer at all times.

- iii. Dismantling and removal of existing rough-ins of electrical lighting, wirings, conduits and breakers.
- iv. Dismantling of existing claddings (Aluminum Composite Panels and wooden structure) and the structural supports (wide flanges, base plates and square tubular steel frames).
- v. Removal of PVC Thermoplastic Waterproofing in the affected areas of works.

f. Steel Works :

- i. Installation of new stainless steel I-Beam frames and stainless square tubular frames, for the supports of the LBP logos/signage.
- ii. Installation of new LANDBANK's signage/logos, two sets each, with stainless hair lined steel face, steel sidings and with heavy duty sticker (LBP Green) – see attached architectural plans.
- iii. Installation of catwalk for the Logos/Signage facing M.H Del Pilar Dr. J. Quintos Sts.side and beside Marina Residential Suite.
- iv. Installation of new aluminum composite material cladding and new dry wall partition for the signage facing Mabini St. side.
- v. Installation of new aluminum composite material cladding for the signage/logos facing M.H Del Pilar St. side, Dr. J. Quintos St. side and beside Marina Residential Suite.

g. Electrical Lighting Works

- i. Installation of white LED module lights at the back edges of the logos/signage – see attached electrical layout/plans.

h. Specialty Works/Fabrication:

Logo

- i. GA 20 stainless steel cut-out logo with heavy duty sticker (LBP Green), with water resistant/weather proof white LED module backlit and 4mm acrylic cover.
- ii. Aluminum Composite Panel (ACP) backing 6mm thk with 5mm diameter perforation.

Signage

- i. Cut-out letter signage, extruded 30cm (thk) (hollow) with heavy duty sticker (LBP Green), with water resistant/weather proof white LED module backlit and 4mm back acrylic cover.
- ii. Aluminum Composite Panel (ACP) backing 6mm thk with 5mm diameter perforation.

CLASS D

i. Paint Works:

- i. Application of one (1) coat of epoxy primer or equivalent on the steel wide flange frames.
- ii. Application of two (2) coats of quick dry enamel paint finish (color – LBP green) on the Galvanized hot-dip steel wide flange frames.
- j. Restoration/Application of PVC Thermoplastic Waterproofing on all affected areas.
- k. Cleaning/hauling works
- l. Disposal of debris/waste pre-cleared by FMD shall be at the expense of the contractor.
- m. Inspection and punch listing/rectification on completed works.
- n. Turn-over and acceptance of project.
- o. Demobilization

2. Project Duration

- a. The project duration covering the implementation, delivery and fabrication of materials shall be Two Hundred Forty (240) calendar days to commence seven (7) calendar days after receipt of the Notice to Proceed (NTP).
- b. The actual work activities shall only start upon release of approved building permit from Office of the Building Official (OBO)

IV. Submittals:

Particulars	Description	Submission Date
Contractor's General Liability Insurance (CGLI) and Contractor's All Risk Insurance (CARI)	Full CGLI and CARI coverage for the entire duration of the project including Gondola.	Upon receipt of Notice to Proceed or before actual implementation of project.
Building Management Unit (BMU) Certificate of Fitness	Certificate of Fitness for the use of BMU from accredited/authorized Government Agency.	Prior to scheduled use of BMU.

CLASS D

<p>List of Contractor's Key Equipment:</p> <ul style="list-style-type: none"> - Portable Generator set - Welding Machine - Drilling Machine - Lifting Equipment/Building Management Unit (BMU) <p>List of Contractor's Key Personnel:</p>		<p>Prior to implementation of the project.</p>																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position</th> <th style="width: 70%;">Years of Experience</th> </tr> <tr> <th></th> <th>Relative Experience</th> </tr> </thead> <tbody> <tr> <td>Project Engineer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Civil/Structural Engineer</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Civil Engineer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Electrical Engineer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Safety and Health Officer</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Gondola Operator</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Foreman</td> <td style="text-align: center;">8</td> </tr> <tr> <td>Welder</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Electrician</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Rebar Detector Technician</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Scaffold Erector</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Carpenter</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>	Position	Years of Experience		Relative Experience	Project Engineer	5	Civil/Structural Engineer	10	Civil Engineer	5	Electrical Engineer	5	Safety and Health Officer	5	Gondola Operator	5	Foreman	8	Welder	5	Electrician	5	Rebar Detector Technician	5	Scaffold Erector	5	Carpenter	5		
Position	Years of Experience																													
	Relative Experience																													
Project Engineer	5																													
Civil/Structural Engineer	10																													
Civil Engineer	5																													
Electrical Engineer	5																													
Safety and Health Officer	5																													
Gondola Operator	5																													
Foreman	8																													
Welder	5																													
Electrician	5																													
Rebar Detector Technician	5																													
Scaffold Erector	5																													
Carpenter	5																													
<p>Warranty Certificate</p>	<p>One (1) year on supplied materials and ten (10) years against overall workmanship effective upon turn-over & final acceptance.</p>	<p>Upon project turn-over and acceptance</p>																												
<p>As-built Plans</p>	<p>Duly signed and sealed as-built plans in hard (blueprint or A3) and digitized copy. With certification that the plans is in compliance with present Building Code requirements</p>	<p>Upon project turn-over and acceptance.</p>																												

Supply, Delivery and Installation (SDI) including the supply of technical supervision, labor, materials, and equipment for the Proposed Replacement of Landbank Logos and Signages at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.

CLASS D

Clearances / Permits	<p>Clearances / permits as may be required by government agencies relative to the project.</p> <p>A</p> <p>Permits:</p> <ul style="list-style-type: none"> -Building Permit -Barangay Clearance -Zoning Permit -BFP Clearance -Signed and sealed Plans including structural analysis if required <p>Occupancy Permit:</p> <ul style="list-style-type: none"> -Certificate of Occupancy -Fire Safety Inspection Certificate -Signed and sealed as built plans 	Prior to implementation of the project.

V. Contractor Qualification Requirement:

Qualification requirement	Documentary requirement
<p>1. Must be a registered contractor engage in the installation of exterior signage of high rise building (min. of 15-storey building) with a minimum of five (5) years active experience.</p>	<p>Submission of at least two (2) related project documents (e.g. previous/present contracts, Purchase Orders, Official receipt, etc within the last five (5) years.</p>
<p>2. Must have PCAB License (Medium A) size range and Category B with classification and specializations category listed below:</p> <ul style="list-style-type: none"> • GB-1 Category B • SP-PN Category B • SP-SS Category B 	<p>PCAB license valid (not expired) within the project duration of the project and by the time of submission of bid/proposal to Procurement Department.</p>

Supply, Delivery and Installation (SDI) including the supply of technical supervision, labor, materials, and equipment for the Proposed Replacement of Landbank Logos and Signages at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.

D-5
Revised 10.19.22

CLASS D

3. Must employ the following:

Position	Years of Relative Experience
Project Engineer	5
Civil/Structural Engineer	10
Electrical Engineer	5
Safety and Health Officer	5
Gondola Operator and Two (2) Assistants	5
Foreman	8
Welder	5
Electrician	5
Rebar Detector Technician	5
Scaffold Erector	5
Carpenter	5

- (Civil and Electrical) with the following documents:

- Curriculum Vitae
- Certified copy of Professional Regulation Commission (PRC) ID or PRC Board Certificate
- Employment Certificate
- Certificate of Membership from ASEP/PICE Specialty Division as structural specialist

- Safety and Health Officer- Certificate of training in BOSH and COSH

- Gondola unit must have one (1) operator and (2) highly trained technicians (Submit the required certification under Construction Heavy Equipment (CHE) from the accredited agency by Department of Labor and Employment (DOLE) for the Gondola Unit.

- NC II certificate and certificate of employment (Foreman, Welder, Electrician, Scaffold Erector and Carpenter)

- Rebar Detector Technician - NC II or certificate of training for the use of Rebar Detector from supplier or distributor (e.g. Hilti, CIFRA, Bosch, Fischer, etc.).

4. Must be satisfactorily rated by at least two (2) previous clients/customers.

Certificates of Satisfactory Performance from two (2) previous clients/customers.

5. Must conduct pre-inspection, verification and over-all project assessment seven (7) calendar days prior to opening of bid.	Certificate of Inspection issued by LANDBANK-FMD
---	--

VI. Manner of Payment:

1. Mobilization Cost - 15% of the project cost
2. Progress billing.

Note: Progress billing report submitted to FMD will be evaluated by engineer in charge of the project. FMD's validated progress report/billing shall be the basis of the payment.

3. A retention fee of Ten Percent (10%) of the total contract price shall be payable/release after the warranty period.
4. All payments shall be subject to LANDBANK's standard accounting and auditing rules and regulation.

VII. Terms and Conditions:

1. A pre-construction meeting shall be conducted prior to the start of the project.
2. All installations shall be based on the FMD-provided plan and specifications/details. Any changes in the plan shall be coordinated with FMD for approval prior to any implementation.
3. The Electrical design will be provided by the Electrical Engineer of FMD-EMT.
4. Minimum requirement for installation of safety nets – Safety nets should be installed underneath the BMU using B.I. pipes, detachable clamp and construction safety nets with a maximum mesh size of 60mm per industry practice (see attached plan).
5. No old steel frame materials, aluminum composite panel backing, logos and signages shall be re-used for the project.
6. The contractor/supplier/service provider shall:
 - a. Coordinate with FMD for schedules and project briefing. Work authorization permit must be secured from FMD at least one week prior to any mobilization. Work schedule is from 8:00 AM to 5:00PM from Monday to Sunday (including holiday),

Supply, Delivery and Installation (SDI) including the supply of technical supervision, labor, materials, and equipment for the Proposed Replacement of Landbank Logos and Signages at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.

Page 7 of 10

CLASS D

provided it will not cause any disruption in the operation of the Bank, otherwise, work schedules shall be adjusted accordingly.

- b. Deploy only competent technicians/workers (with prior approval from FMD) with vast experience and expertise in the entire undertaking and implementation of the project.
- c. Provide its workers with the required personal protective equipment (PPE) and appropriate tools in the implementation of the project in compliance with the Environmental Management System (EMS) Program of the Bank in accordance with the requirement of ISO 14000.
- d. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any person during implementation of the project and to any damage to the Bank's property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.
- e. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the Bank premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the Bank's Environmental Management System (EMS) Program and the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).
- f. Be bounded by and shall strictly observe the existing rules and regulations with regards to the standard security policies and procedures while inside the Bank's premises.
- g. Provide, but not limited to the following, sturdy safety protections/nets or equivalent along the perimeter of the building at all times to ensure safety of passersby and avoid damage to adjacent properties using applicable protection per industry practice.
- h. For portable BMU use, the following must be strictly observed or complied with by the service provider:
 - Obtain Certificate of Fitness of the BMU from competent or accredited individual or institution before any usage.
 - Employ BMU operator with at least two (2) assistants to be charged to the contractor's account
 - Shall inspect the site including existing conditions of anchors in all parts of the equipment such as but not limited to the following, parts subject to wear, counterweights, mountings, motor brakes safety locks working platform, wire ropes, bearings, harnesses and anchors incorporating control frameworks

Supply, Delivery and Installation (SDI) including the supply of technical supervision, labor, materials, and equipment for the Proposed Replacement of Landbank Logos and Signages at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.

Page 8 of 10

CLASS D

and test same per manufacturer's/suppliers specifications. The certification & inspection record shall incorporate the date of the inspection, the signature of the individual who performed the certification, and the number, or other identifier, of the building structure and equipment which was inspected per OSHA standards. This inspection record/certification needs be kept promptly accessible for audit & review.

- Posting of safety working load capacity of the cradle.
- Workers shall only embark from the BMU at the ground floor.
- All moving parts of the BMU shall be replaced to the account of the contractor once the project is completed.


Note:

- (a) If the existing LBP BMU shall be used, same shall be inspected and certified by a registered/ authorized preventive maintenance supplier for BMU.
 - (b) Replacement of all moving parts of the BMU shall be for the account of the contractor upon completion of the project including but not limited to:
 - Limit Switches
 - Guide Rollers
 - Front and Rear wheels
 - Pulleys with clip
 - Wedge lock with bolt
 - (c) The unit cost of using equivalent lifting equipment shall be deducted from the total cost once the existing BMU gondola of LBP is used for the project.
- i. Provide a storage/barracks/office area at designated area approved by FMD.
 - j. Fabricate needed steel works at contractor's warehouse. No fabrication of steel works shall be undertaken on site unless it is approved by FMD.
 - k. Coordinate with the barangay of the area for assistance of all works concerning Public Safety.
7. All waste materials shall be pulled out and dispose by the service provider. FMD Property Supply Officer, with the recommendation of FMD Engineer-in-Charge, shall certify all waste material/debris to be pulled out once proper documents are approved (i.e. PTS, waste material report, etc.). Further, materials with value and possible usage for the Bank shall be turned over to FMD-PSO for safekeeping.

VIII. Contacts Persons:


For further information, you may get in touch with any of the undersigned at Tel Nos. (02) 522-000 locals 7360, 2323, 2196 and 8442.

Prepared by:



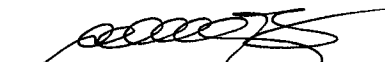
CHARLOTTE D. GUMARU
Engineer, FAD, FMD-FSU

Reviewed by:



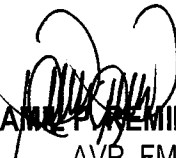
EDGARDO V. CALDERON
DC, FAD, FMD-FSU

Endorsed by:



RODRIGO P. OLBES, JR.
ADM, FMD-FSU

Approved by:



RAMON P. REMILLANO
AVP, FMD

Supply, Delivery and Installation (SDI) including the supply of technical supervision, labor, materials, and equipment for the Proposed Replacement of Landbank Logos and Signages at the 34th and 35th floor, LANDBANK Plaza Headquarters, Malate, Manila.