



LANDBANK

**SERVING
THE NATION**

**SUPPLEMENTAL/BID BULLETIN NO. 1
For LBP-HOBAC-ITB-CW-20230116-01**

PROJECT : Lot 1 - **LANDBANK San Isidro (Nueva Ecija) Branch
Renovation with Office Furnishing and Equipment**

Lot 2 - **LANDBANK WMSU (Zamboanga del Sur) Branch
Renovation/Expansion**

IMPLEMENTOR : **HOBAC Secretariat Unit**

DATE : **February 23, 2023**

This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Technical Specifications (Section VI and Annexes D-1 to D-12 and E1 to E-9) and Checklist of Bidding Documents (Item 10 of Technical Documents and Item 15 of Other Documents to Support Compliance with Technical Specifications) have been revised. Please see attached revised Annexes D-1 to D-12 and E-1 to E-9, and specific sections of the Bidding Documents.


ATTY. HONORIO T. DIAZ, JR.
Head, HOBAC Secretariat

Section VI. Specifications

Name of Projects	Work Completion (Number of calendar days to start within seven [7] calendar days after receipt of Notice to Proceed)																										
<p>Building Renovation of the following LANDBANK Branches:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot No.</th> <th style="text-align: center;">Branch/Office</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>LANDBANK San Isidro (Nueva Ecija) Branch Renovation with Office Furnishing and Equipment</td> </tr> <tr> <td style="text-align: center;">2</td> <td>LANDBANK WMSU (Zamboanga del Sur) Branch Renovation/Expansion</td> </tr> </tbody> </table> <p>Scope of works, working drawings and other requirements are stated in the following annexes:</p> <p>Lot 1: LANDBANK San Isidro (Nueva Ecija) Branch Renovation with Office Furnishing and Equipment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Annexes D-1 to D-12</th> <th style="text-align: center;">Revised Terms of Reference</th> </tr> </thead> <tbody> <tr> <td>Annexes D-13 to D-15</td> <td>Pictures of Site</td> </tr> <tr> <td>Annex D-16</td> <td>Work Experience and Equipment Requirements</td> </tr> <tr> <td>Annexes D-17 to D-25</td> <td>Bill of Quantities</td> </tr> <tr> <td>Annex D-26 to D-138</td> <td>Electronic File of Working Drawings/ Blue Prints</td> </tr> </tbody> </table> <p>Lot 2: LANDBANK WMSU (Zamboanga del Sur) Branch Renovation/Expansion</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Annexes E-1 to E-9</th> <th style="text-align: center;">Revised Terms of Reference</th> </tr> </thead> <tbody> <tr> <td>Annexes E-10 to E-13</td> <td>Pictures of Site</td> </tr> <tr> <td>Annex E-14</td> <td>Work Experience and Equipment Requirements</td> </tr> <tr> <td>Annexes E-15 to E-24</td> <td>Bill of Quantities</td> </tr> <tr> <td>Annex E-25 to E-124</td> <td>Electronic File of Working Drawings/ Blue Prints</td> </tr> </tbody> </table>	Lot No.	Branch/Office	1	LANDBANK San Isidro (Nueva Ecija) Branch Renovation with Office Furnishing and Equipment	2	LANDBANK WMSU (Zamboanga del Sur) Branch Renovation/Expansion	Annexes D-1 to D-12	Revised Terms of Reference	Annexes D-13 to D-15	Pictures of Site	Annex D-16	Work Experience and Equipment Requirements	Annexes D-17 to D-25	Bill of Quantities	Annex D-26 to D-138	Electronic File of Working Drawings/ Blue Prints	Annexes E-1 to E-9	Revised Terms of Reference	Annexes E-10 to E-13	Pictures of Site	Annex E-14	Work Experience and Equipment Requirements	Annexes E-15 to E-24	Bill of Quantities	Annex E-25 to E-124	Electronic File of Working Drawings/ Blue Prints	<p>Lot 1 – One Hundred Ninety Five (195) calendar days</p> <p>Lot 2 – One Hundred Sixty Five (165) calendar days</p>
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The documentary requirements enumerated in **Section II (Qualifications) of the Revised Terms of Reference in Annexes D and E** shall be submitted in support of the compliance of the Bid to the technical specifications and other requirements.

Non-submission of the above documents may result in the post-disqualification of the bidder.

Conforme:

Name of Bidder

Signature Over Printed Name of
Authorized Representative

Position

Checklist of Bidding Documents for Procurement of Infrastructure Projects

The documents for each component should be arranged as per this Checklist. Kindly provide guides or dividers with appropriate labels.

Eligibility and Technical Component (PDF)

- The Eligibility and Technical Component shall contain documents sequentially arranged as follows:

- Eligibility Documents – Class “A”

- Legal Eligibility Documents

- 1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)

- Technical Eligibility Documents

- 2. Duly notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder (sample form No. 7).
 3. Statement of the prospective bidder of all its ongoing government and private contract, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form – Form No. 3).
 4. Statement of the prospective bidder identifying its Single Largest Completed Contract (SLCC) similar to the contract to be bid. The statement shall include all information required in the PBDs prescribed by the GPPB (sample form – Form No. 4)
 - include all information required in the PBDs prescribed by the GPPB;
 - the statement shall be supported by the Owner's Certificate of Acceptance (OCA) issued by the owner other than the contractor (refer to the Note in Form No. 4 for the required information to be indicated in OCA) or Contractors Performance Evaluation System (CPES) Rating, which must be satisfactory. For contracts with the private sector, an equivalent document shall be submitted.
 5. Valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Venture and registration for the type and cost of the contract for this Project

Financial Eligibility Documents

6. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
7. The prospective bidder's computation for its Net Financial Contracting Capacity (sample form No. 5)

o **Eligibility Documents - Class "B"**

8. Duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance, provided, that the partner responsible to submit the NFCC shall likewise submit the statement of all its ongoing contracts and Audited Financial Statements.

o **Technical Documents**

9. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).

10. Section VI – Revised Specifications with conformity of bidder.

11. Section VII – Drawings with conformity of bidder.

12. Section VIII – Bill of Quantities with conformity of bidder.

13. Project Requirements, which shall include the following:

- a. Organizational chart for the contract to be bid.
- b. List of contractor's key personnel to be assigned to the contract to be bid with the following supporting documents:
 - o Curriculum Vitae
 - o Certified photo copy of Professional Regulation Commission (PRC) ID of PRC Board Certificate
 - o Employment Certificate
- c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment

lessor/vendor for the duration of the project, as the case may be (Annexes D-16 and E-14).

14. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).

Note: During the opening of the first bid envelope (Eligibility and Technical Component), only the above documents will be checked by the BAC if they are all present using a non-discretionary "pass/fail" criterion to determine each bidder's compliance with the documents required to be submitted for eligibility and the technical requirements.

- **Other Documents to Support Compliance with Technical Specifications [must be submitted inside the first bid envelope (Eligibility and Technical Component)].**

- 15. For Corporation: Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC).**

For Single Proprietorship: DTI Certificate or equivalent documents.

16. 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 Acceptance or Completion for the said project, with the following details:
- Name of project
 - Location of project
 - Type of project
 - Duration of the project
 - Contact persons and number
- **Post-Qualification Documents/Requirements – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
 1. Business Tax Returns per Revenue Regulations 3-2005 (BiR No. 2550 Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through eFPS.
 2. Latest Income Tax Return filed manually or through eFPS
 3. Manpower Schedule
 4. Construction Method
 5. Equipment Utilization Schedule
 6. PERT/CPM or other acceptable tools of project scheduling
 7. Construction Schedule and S-curve

8. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commissioner).
9. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.6).
10. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding.

Financial Component (PDF File)

- o **The Financial Component shall contain documents sequentially arranged as follows:**
 1. Duly filled out Financial Bid Form signed by the bidder's authorized representative (sample form – Form No. 1)
 2. Duly signed Bid Prices in the Bill of Quantities
 3. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid
 4. Cash flow by quarter or payment schedule

Note: The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.

**TERMS OF REFERENCE
FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH
OFFICE FURNISHINGS & EQUIPMENT**

I. PROJECT BACKGROUND

As part of LANDBANK's program of increasing the Bank's touchpoint and improving the Bank's Corporate Image, LANDBANK thru the Project Management and Engineering Department (PMED) is renovating a Single Storey Office Building with a 401 sq.m total floor area located at LANDBANK Bldg., Poblacion, San Isidro, Nueva Ecija. Major scope of work includes the following: Site Works; Concrete Works; Masonry Works; Metal/Steel Works; Carpentry Works; Finishing Works; Aluminum and Glass Works; Doors and Door Jambs; Painting Works; Plumbing Works; Electrical Works; and Site Development Works. Also supply, delivery, installation, testing and commissioning of the following office equipment and furnishing: Systems Furniture; Office Furniture; Sunscreen/Roller Blinds; Various Steel Cabinets; Various Chairs; Various Signages & Branch Merchandising; Air-conditioning Units; Generator Set; and Uninterruptible Power Supply are also included in the contractor's scope of works. The Project has a contract duration of 195 calendar days.

II. QUALIFICATIONS

REQUIREMENTS	DOCUMENTATIONS
1. Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives).	<ul style="list-style-type: none"> • Certified copy of DTI, SEC or CDA Registration Certificate.
2. Must have a Philippine Contractors Accreditation Board (PCAB) License with at least Category "C & D" and size range of Small B (PCAB Classification: General Building/GB-1).	<ul style="list-style-type: none"> • Certified copy of PCAB Registration Certificate.
3. At least sixty percent (60%) of the interest/outstanding capital stocks belong to citizens of the Philippines.	<ul style="list-style-type: none"> • <i>For Corporation:</i> Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission (SEC). • <i>For Single Proprietorship:</i> DTI Certificate or equivalent documents.

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH OFFICE FURNISHINGS &
EQUIPMENT**

<p>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></p>	<ul style="list-style-type: none"> • 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 Acceptance or Completion for the said 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
<p>5. Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit:</p> <ul style="list-style-type: none"> 5.1. Architect 5.2. Civil Engineer 5.3. Electrical Engineer 5.4. Sanitary Engineer or Master Plumber 	<ul style="list-style-type: none"> • List of key personnel assigned for the project with the following supporting documents: <ul style="list-style-type: none"> ○ Curriculum Vitæ ○ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate ○ Employment Certification
<p>6. The contractor/s are not required to inspect the project site and may refer to the plans and photos provided. However, if the contractor/s opt to inspect the project, they must coordinate the schedule to PMED's representative in the following contact numbers.</p> <ul style="list-style-type: none"> • Kenneth B. Barrientos – CE, NCRBG-South <i>Cp No. 0930-804-5500</i> <i>Tel No. (02) 522-0000 loc. 2256</i> • Renerrio D. Fronda – Acting PDS III, NCRBG-South <i>Cp No. 0995-071-8485</i> <i>Tel No. (02) 522-0000 loc. 7722</i> 	<ul style="list-style-type: none"> • Attached are the latest pictures of the project site (Annex B).

III. SCOPE OF SERVICES

The contractor shall:

1. Undertake all the necessary works (Architectural, Structural, Electrical, Sanitary, etc.) as indicated in the plans, specifications and scope of works prepared & issued by the Project Management

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH OFFICE FURNISHINGS &
EQUIPMENT**

- and Engineering Department (PMED) for the proposed renovation of the **LANDBANK SAN ISIDRO (NE) BRANCH**;
2. Renovate the proposed **LANDBANK SAN ISIDRO (NE) BRANCH** within **195 c.d.**, upon receipt of the 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.
 11. The contractor shall conduct the renovation works from 8:00 PM – 5:00 AM (of the following day) during weekdays and 8:00 AM – 5:00 PM or onwards (as the need arises) during weekends.
 12. The contractor shall submit Construction Safety and Health Program (CSHP) prior to contract implementation.
 13. 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	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 	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 4. Clean and re-tighten battery/ies terminals, replace if necessary

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH REMOVATION WITH OFFICE FURNISHINGS &
EQUIPMENT**

		<ol style="list-style-type: none"> 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 4. Check and record full load current readings 5. Check leaks (Repair and reprocess system if necessary) 6. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities 	<ol style="list-style-type: none"> 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 wirings, terminals and accessories 13. Check battery trickle charger status/performance 14. Check Starting system 15. Exercise/Test run without load for minimum ten (10) minutes 16. Check condition of turbo charger accessories 17. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities
2. 2 nd Quarter	All scope indicated in the 1 st Quarter including : <ol style="list-style-type: none"> 1. Grease/repack motor/pilow block bearing (Replace if necessary) 2. Check unit vibration (Replace if necessary) 3. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities 	All scope indicated in the 1 st Quarter including : <ol style="list-style-type: none"> 1. Check the enclosure 2. Check the drive belts 3. Check the coolant heater 4. Check coolant lines and connections 5. Check for oil leaks and lubrication system hoses and connectors 6. Check the exhaust system, muffler and exhaust pipe 7. Check and clean air filter/cleaner units, replace if necessary 8. Check air induction piping and connections 	

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH OFFICE FURNISHINGS &
EQUIPMENT**

		9. Submit Service report and discuss to the Field Units 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

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

Item	Warranty
1. Systems Furniture (see attached specification – 35 pages)	- 1 year
2. Office Furniture (see attached specs – 19 pages)	- 1 year
3. Steel Cabinets (see attached specs – 7 pages)	- 1 year
4. Chairs (see attached specs – 7 pages)	- 1 year
5. Rollerblinds (see attached specs – 1 page)	- 1 year
6. Signages (Horizontal and Vertical) (see attached specs – 42 pages)	- 3 years on flexible substrate against mildew - 5 years on translucent sticker - 3 years on workmanship
7. Airconditioning Units (see attached specs – 11 pages)	- 1 year for the unit and 5 years for the compressor against defects
8. Generator Set (see attached specs – 7 pages)	- 1 year against factory/ manufacturing defects on equipment, components and parts supplied and against

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH OFFICE FURNISHINGS &
EQUIPMENT**

	faulty workmanship
9. Uninterruptible Power Supply (see attached specs – 1 page)	- 3 years for the unit & workmanship and 2 years for battery

15. Submission of the following technical documents

Document	Description	Due Date of Submission
Air-conditioning Unit		
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 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	Upon Completion
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	Upon Completion

TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH OFFICE FURNISHINGS & EQUIPMENT

	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.	
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 Maintenance/Monitoring Activities	The Genset 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.	Upon Completion
Guarantee Certificate	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 be available in the next five (5) years from the date of commissioning.	Upon Completion
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

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH OFFICE FURNISHINGS &
EQUIPMENT**

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 gerset 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
Uninterruptible Power Supply		
Warranty Certificate	<p>Warranty Certificate with inclusive date:</p> <ul style="list-style-type: none"> a. Workmanship & Unit - Three (3) year warranty against factory/manufacturing defects on equipment, components and parts supplied and against faulty workmanship to commence upon receipt of final turn-over and acceptance documents. b. Battery - Two (2) years warranty against factory/manufacturing defects on equipment, components and parts supplied to commence upon receipt of final turn-over and acceptance documents. b.1 All equipment, parts and components found defective during and within the warranty period shall be immediately replaced without additional cost to the bank. b.2 Within the warranty period, a service unit must be provided if the installed UPS will be pulled out for repair/check-up. 	Upon Completion

TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE PROPOSED LANDBANK SAN ISIDRO (NE) BRANCH RENOVATION WITH OFFICE FURNISHINGS & EQUIPMENT

Manuals	Operation and Preventive Maintenance Manual.	Operation and Preventive Maintenance Manual.
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.		
Steel Cabinets & Shelves, 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.		

IV. MANNER OF PAYMENT

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

Prepared by:

Approved by:

rdfronda
RENERRIO D. FRONDA
 Acting PDS III, NCRBG-South

Enrico D. Samaniego
ENRICO D. SAMANIEGO
 Head, PMED

“ANNEX A”

GENERAL CONDITIONS OF THE PROJECT

1. PROJECT OBJECTIVE

- a) To start and finish the project as stated in the contract including punchlisting and rectification of defective works.
- b) To complete the project with good quality/workmanship and in compliance with the Bank's specifications.

2. COMMUNICATION ROUTE

- a) Correspondence/Letters of Contractor and the end-user shall be coursed thru PMED.

3. OFFICE & HOUSING FACILITIES/UTILITIES

- a) The Contractor shall construct temporary facilities (*tempfacil*) for the project (*e.g. barracks/ warehouse with field office and comfort rooms*), and properly maintain the same.
- b) The Contractor shall post the project information plotted in an 8' x 8' tarpaulin in accordance with the Commission on Audit (COA) format.
- c) The Contractor shall coordinate with the service providers concerned for the temporary electric and water line connections needed for the project.
- d) Monthly electricity and water consumptions during the project implementation shall be for the account of Contractor.

4. SITE RULES & REGULATIONS

- a) Any worker or staff of the contractor or its suppliers who are under the influence of liquor or prohibited drugs shall not be allowed to enter the site. Drinking of liquor, gambling, smoking and illegal activities are strictly prohibited at the site.
- b) Wearing of proper uniform, ID and Personal Protective Equipment (PPE) shall be observed during working hours. The Contractor shall be responsible for the safety and welfare of its workers.
- c) Strict compliance/observance to the DOLE Occupational Safety and Health Standards of 1989, as amended, particularly "*Rule 1410 (Construction Safety) and Department Order No. 13, s. of 1998*".
- d) LANDBANK is an ISO Certified institution, hence, Guidelines for Environmental Management System (EMS) shall likewise be observed/adopted by both Contractor and End-user (*e.g. waste segregation and proper disposal*).
- e) The Contractor shall not employ minor workers and shall hire qualified and competent workers/ equipment operators for the project.

ANNEX A

5. MATERIALS & EQUIPMENT STORAGE

- a) All materials to be used in the project shall conform to the Bank's specifications.
- b) The Contractor is not allowed to stock pile their construction material (e.g. CHB/sand/ gravel) along the road side.
- c) The Contractor shall be responsible for the safety and security of the construction materials delivered on the site.

6. PERIODIC INSPECTION & CONSTRUCTION MEETING

- a) The Contractor shall prepare an inspection report at least twice a month, or as the need arises, indicating the accomplishment of the project and must be readily available within 1 day upon request.
- b) The Contractor, or his authorized representative as well as the project engineer-on-site shall be made available should construction meetings be requested by PMED in the resolution of matters relative to the project.

7. QUALITY CONTROL

- a) Samples for tiles, electrical fixtures, final color for painting, angle bar/plate, etc., must be submitted to PMED for approval prior to procurement and installation
- b) Material testing of reinforcing bars to be used, poured concrete, pipes pressure test, flood test for the applied waterproofing system, etc. shall be undertaken together with the representative of PMED and for the account of the Contractor.
- c) All Test Results, Certifications and Warranties must be submitted to PMED by the Contractor, if applicable.
- d) PMED, with the assistance of the end-user's point person/Technical Representative for the project shall ensure that the workmanship is in good quality and in accordance with the Bank's standard specifications.

8. SITE PROBLEMS/SOLUTIONS

- a) Variation/Change Orders (Additional and Deductive Works). All Change Orders must be supported with justification/s as to the necessity of the subject work/s. The Contractor shall submit quotation for the change order for PMED's evaluation. Cumulative amount of the positive or additive Variation Order should not exceed ten percent (10%) of the original contract price. Any cumulative positive Variation Order beyond ten percent (10%) of the contract price shall be subject of another contract to be bid out if the works are separable from the original contract.
- b) Contract time extension (CTE). Request for CTE must be supported with documents (e.g. weather chart/s, etc.) as basis for the evaluation and approval of same.

ATTACHMENT TO THE TERMS OF REFERENCE FOR THE SAN ISIDRO (NE) BRANCH RENOVATION WITH
OFFICE FURNISHINGS & EQUIPMENT

- c) Hold Orders (HO) & Work Resumption Orders. Request for HO must be properly justified. A Work Resumption Order will be issued only upon resolution of concerns/ issues/matters involved.
- d) All issues concerning the project (e.g. Change Order, CTE, HO, etc.) that requires approval of the Building Committee (BC) shall be immediately endorsed to PMED for evaluation and presentation to the BC. Endorsement must be within the contract period or at least a month prior to the end of contract, for appropriate action. No Change Orders shall be implemented or HO/CTE shall be issued without prior clearance/approval from the BC.

9. JOINT PUNCHLISTING

- a) Joint punchlisting shall be conducted by Contractor, PMED and end-user at 90-95% accomplishment of the project. The agreed punchlisted items are final and shall be rectified/completed by the Contractor within the contract period.
- b) Final inspection shall be conducted by the same group (Contractor, PMED & End-user). Other punchlists that may arise and not previously included in the final punchlisted items shall be considered part of the warranty.

10. TURN-OVER AND ACCEPTANCE OF THE PROJECT

- a) The Contractor shall submit the signed and sealed As-built plans prior to the completion of the project.

11. OTHER MATTERS

- a) The Contractor shall provide logbook at the site to monitor the day to day activities and project condition, such as but not limited to the following: weather condition, manpower complement, delivery of construction materials, construction activities, equipment utilization, etc.

Prepared by:

PROJECT MANAGEMENT AND ENGINEERING DEPARTMENT

I shall abide by the provisions of this General Conditions of the Project

Contractor or Authorized Representative

**TERMS OF REFERENCE
FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH
RENOVATION/EXPANSION**

I. PROJECT BACKGROUND

As part of LANDBANK's program of increasing the Bank's touchpoint and improving the Bank's Corporate Image, LANDBANK thru the Project Management and Engineering Services (PMED) is renovating LANDBANK WMSU BRANCH at WESTERN MINDANAO STATE UNIV. CAMPUS, SAN JOSE ROAD, BALIWASAN, ZAMBOANGA CITY, ZAMBOANGA DEL SUR. Major scope of works includes the following: Site Works; Structural Works including Concrete, Rebar & Formworks; Masonry Works; Carpentry Works; Finishing Works; Metal/Steel Works; Aluminum & Glass Works; Doors & Door Jambs; Painting Works; Structural Steel Works; Roofing Works; Water Proofing Works; Plumbing Works; Electrical Works. Likewise, supply, delivery, installation, testing and commissioning of the following office furnishing and equipment: (i) systems furniture; (ii) office furniture; (iii) sunscreen roller blinds; (iv) cabinets; (v) chairs; (vi) signages and branch merchandising; (vii) UPS; (viii) ACU; (ix) genset; (x) vault items; and (xi) closed circuit television (CCTV) are also included in the contractor's scope of works. The Project has a contract duration of 165 calendar days.

II. QUALIFICATIONS

REQUIREMENTS	DOCUMENTATIONS
1. Must be a recognized local engineering construction entity, duly organized under the laws of the Philippines (Corporation, Partnership and Cooperatives).	<ul style="list-style-type: none"> • 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).	<ul style="list-style-type: none"> • Certified copy of PCAB Registration Certificate.
3. At least sixty percent (60%) of the interest/outstanding capital stocks belong to citizens of the Philippines.	<ul style="list-style-type: none"> • For Corporation: Certified copy of current General Information Sheet with Documentary Stamp Tax (DST) from the Securities and Exchange Commission. • For Single Proprietorship: DTI Certificate or equivalent document.

TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH RENOVATION/EXPANSION

<p>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></p>	<ul style="list-style-type: none"> • 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 Acceptance or Completion 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
<p>5. Currently employing experienced professionals with valid Professional Regulation Commission (PRC) registrations, to wit:</p> <p>5.1. Project-in-charge (Architect or Civil Engineer)</p> <p>5.2. Electrical Engineer or Master Electrician</p> <p>5.3. Sanitary Engineer or Master Plumber</p> <p>5.4. Mechanical Engineer</p> <p>5.5. Electronics and Communication Engineer</p>	<ul style="list-style-type: none"> • List of key personnel assigned for the project with the following supporting documents: <ul style="list-style-type: none"> ○ Curriculum Vitæ ○ Certified photocopy of Professional Regulation Commission (PRC) ID or PRC Board Certificate ○ Employment Certification

III. SCOPE OF SERVICES

The contractor shall:

1. Undertake all the necessary works (Architectural, Structural, Electrical, Sanitary, 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 renovation of the **LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH;**
2. Construction of the proposed **LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH** within **165 c.d.** upon receipt of Notice to Proceed (NTP);
3. Facilitate and secure all necessary government permits and clearances required for the implementation and completion of the project;
4. Assign a full time and competent project manager/ engineer at the site until project completion and turn-over;

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH RENOVATION/EXPANSION**

5. Abide by the attached General Conditions of the Project (**Annex A**);
6. Provide monthly periodic reports on the status/ accomplishments of the project to be submitted to LANDBANK-PMED;
7. Attend all meetings as may be required during the implementation stage until the completion of the project;
8. Upon formal request, represent the Bank before any authorized body as expert witness in the resolution of any related investigation and controversies;
9. Exercise extreme caution and be responsible in the hauling/transfer, installation, testing and commissioning of the equipment to prevent damage to Bank properties;
10. The contractor shall conduct the renovation from 8:00 PM – 5:00 AM or onwards (as the need arises).
11. The contractor shall submit Construction Safety and Health Program (CSHP) prior to contract implementation
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 	<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 re-tighten 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

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH RENOVATION/EXPANSION**

	<p>controllers, pressure switches, gages, etc)</p> <p>3. Check / adjust & record refrigerant charge to standard operating pressure</p> <ul style="list-style-type: none"> ▪ Suction pressure ▪ Discharge pressure <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>air filters</p> <p>9. Check for any unusual sound</p> <p>10. Check the DC electrical system, control panel and accessories</p> <p>11. Check and adjust the Automatic Voltage Regulator</p> <p>12. Check the AC 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>
2. 2 nd Quarter	<p>All scope indicated in the 1st Quarter including :</p> <ol style="list-style-type: none"> 1. Grease/repack motor/pillow block bearing (Replace if necessary) 2. Check unit vibration (Replace if necessary) 3. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities 	<p>All scope indicated in the 1st Quarter including :</p> <ol style="list-style-type: none"> 1. Check the enclosure 2. Check the drive belts 3. Check the coolant heater 4. Check coolant lines and connections 5. Check for oil leaks and lubrication system hoses and connectors 6. Check the exhaust system, muffler and exhaust pipe 7. Check and clean air filter/cleaner units, replace if necessary 8. Check air induction piping and connections 9. Submit Service report and discuss to the Field Units authorized personnel immediately after the activities
3. 3 rd Quarter	<p>All scope indicated in the 1st Quarter</p>	<p>All scope indicated in the 1st Quarter</p>
4. 4 th Quarter	<p>All scope in the 1st Quarter</p>	<p>All scope in the 1st Quarter</p>

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH RENOVATION/EXPANSION**

	<p>and 2nd Quarter including :</p> <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 	<p>and 2nd Quarter including :</p> <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
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13. The table below states the warranty for the office furnishings and equipment:

Item	Warranty
1. Systems Furniture	- 1 year
2. Office Furniture	- 1 year
3. Steel Cabinets	- 1 year
4. Chairs	- 1 year
5. Rollerblinds	- 1 year
6. Signages	- 3 years on flexible substrate against mildew - 5 years on translucent sticker - 3 years on workmanship
7. Vault Items	- 1 year
8. Airconditioning Units	- 1 year for the unit and 5 years for the compressor against defects
9. Generator Set	- 1 year against factory/ manufacturing defects on equipment, components and parts supplied and

**TERMS OF REFERENCE FOR THE SERVICES OF A GENERAL CONTRACTOR FOR THE
PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH RENOVATION/EXPANSION**

	against faulty workmanship
10. Closed Circuit TV System (see attached specs)	- 1 year
11. Uninterruptible Power Supply	- 3 years for the unit and workmanship - 2 years for the battery

IV. MANNER OF PAYMENT

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

Prepared by:

JESSE DOMINIQUE A. GO
Civil Engineer, PMED MBG

Approved by:

ENRICO DJ. SAMANIEGO
Head, PMED

“ANNEX A”

GENERAL CONDITIONS OF THE PROJECT

1. PROJECT OBJECTIVE

- a) To start and finish the project as stated in the contract including punchlisting and rectification of defective works.
- b) To complete the project with good quality/workmanship and in compliance with the Bank's specifications.

2. COMMUNICATION ROUTE

- a) Correspondence/Letters of Contractor and the end-user shall be coursed thru PMED.

3. OFFICE & HOUSING FACILITIES/UTILITIES

- a) The Contractor shall construct temporary facilities (tempfacil) for the project (e.g. barracks/ warehouse with field office and comfort rooms), and properly maintain the same.
- b) The Contractor shall post the project information plotted in an 8' x 8' tarpaulin in accordance with the Commission on Audit (COA) format.
- c) The Contractor shall coordinate with the service providers concerned for the temporary electric and water line connections needed for the project.
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**ATTACHMENT TO THE TERMS OF REFERENCE FOR THE CONSTRUCTION AND FIT-OUT WORKS OF THE
PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH RENOVATION/EXPANSION**

- e) The Contractor shall not employ minor workers and shall hire qualified and competent workers/ equipment operators for the project.

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PROPOSED LANDBANK WMSU (ZAMBOANGA DEL SUR) BRANCH RENOVATION/EXPANSION**

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Prepared by:

PROJECT MANAGEMENT AND ENGINEERING DEPARTMENT

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Contractor or Authorized Representative