



SCOPE OF WORK

BACKGROUND:

The National Electrification Administration has to engage the services of a qualified construction company to re-paint the facade/exterior walls and lobby ground of the NEA Building including the repair of its stairs of entrance and fire exit.

I. CONTRACT DESCRIPTION

Name of Project : **Supply of Labor, Materials and Other Consumables for the Repainting of Facade/Exterior Walls and Lobby Ground of NEA Building Including Repair of Stairs of the Entrance and Fire Exit**

Location : **NEA Building, #57 NIA Road, Diliman, Quezon City**

ABC : **Six Million Two Hundred Fifty Thousand Pesos (P6,250,000.00) Chargeable against the MOOE of FY2024 APP under the Repairs and Maintenance**

Contract Duration : **The project, including the issuance of the required permits, shall be completed within four (4) months from the issuance of Notice to Proceed (NTP)**

Area Coverage :

LOCATION
Repainting
NEA Main Building
Ground Floor Lobby
Penthouse
Powerhouse
Main Electrical Room
Fire Exit Wall (Ground to 8 th Floors - L/R Wings)
Handrails and Stair Steps (Ground to 8 th Floors - L/R Wings)
Repair Works
Fire Exit Handrails and Stair Steps
Entrance Stair
<ul style="list-style-type: none"> • Replacement of Wash Stone • Tiling rough floor (lobby entrance)

II. SCOPE OF WORK

A. MOBILIZATION, PROVISION AND REMOVAL OF TEMPORARY FACILITIES

1. Submit design of temporary facilities and materials to be used for approval of NEA. The temporary facilities will be used only for the storage of tools and materials.
2. Install, operate, and maintain adequate required number of temporary hoists, scaffolds, runways, ladders, safety precautions and the like.
3. All temporary services and installed facilities shall be removed by the **CONTRACTOR** upon completion of the project and as directed by **NEA**. Any damages and alteration caused by such installation and removal are responsibility and shall be restored by the **CONTRACTOR**

B. CIVIL WORKS

1. Surface Preparation

- 1.1. Prepare surfaces in a skillful manner to produce finished work of first-class appearance and durability.
- 1.2. Clean surfaces free from rust, dirt, oil, grease, and other foreign matter prior to primer coat. Be sure that surfaces are sanding free, clean, and dry
- 1.3. Repair all voids, cracks, nicks, dents, etc. with suitable patching material and for water proofing.
- 1.4. Sand, wire brush or scrap all rusty metal surfaces and apply metal etching solution to remove all rust, letting solution stay on the affected surface for 10 – 15 minutes. Wash off surface thoroughly with mineral spirits, letting dry before applying paint.
- 1.5. Primer should be applied on the treated surface for a few hours after application of etching solution to avoid the early onset of rust.
- 1.6. Apply at least a coat of anti-corrosive paint on ferrous metal. Effectiveness is directly related to film thickness. Use appropriate metal primer and remove all foreign matter. For very smooth metal surfaces, lightly sand and clean area to provide paint film anchorage.
- 1.7. For galvanized metals - clean entire surface with paint thinner or soap and water. Rinse thoroughly and let dry. Apply suitable paint on the same day.
- 1.8. For concrete - remove scaling, flaking, blistering, and peeling of paint either with the use of paint remover, wire brushing, scraping or water-blasting. Let surface dry.

- 1.9. For chalking paint – use masonry surface conditioner as primer.
- 1.10. For removal of mildew infestation – use fungicidal wash solution by swabbing or brushing.
- 1.11. To ensure proper treatment, allow applied treatments to remain on the surface for twenty-four (24) hours. Brush off excess, rinse with water and let dry thoroughly before applying new coat of paint.
- 1.12. Haul and dispose debris properly and to be placed to designated areas provided by **NEA**.

2. Repainting

- 2.1. Do not remix paints of different types.
- 2.2. Mix paint with proper consistency. Stir paint thoroughly to keep pigment in even suspension when paint is being applied.
- 2.3. Unless otherwise indicated, apply paint in three coats (priming, body and finish) and allow each coat to dry thoroughly before next coat is applied (at least 24 hours between application of coats). **NEA** representative shall inspect each coat before proceeding to other area.
- 2.4. If at three coats the surface has not been satisfactorily finished, the **CONTRACTOR** shall apply the necessary number of coats to obtain desired evenness at no extra cost to **NEA** end user.
- 2.5. Touch up knots, pitch streaks, etc. where finish calls for interior enamel. Use approved sealer for exterior surfaces.
- 2.6. Sand smooth surfaces to be finished with enamel or varnish. Use fine sandpaper between coats to produce even, smooth surface.
- 2.7. Do not paint exterior surfaces while still damp or during rainy or damp weather.

C. REPAIR

1. Fire Exit Stairs

- 1.1. Remove all debris and clean the area of the stair steps crack to ensure that the new material can properly bond to the damaged area.
- 1.2. Tighten the loose screws on the handrails and replace the screw and pipe base support if rusty.

- 1.3. If pipe handrails had a hole due to rust it shall be replaced.
- 1.4. The rusted stair nosing shall be replaced into aluminum stair nosing.

2. Entrance Lobby and Stairs

- 2.1. Properly remove the existing wash stone at the NEA entrance stairs.
- 2.2. Make sure the surface is free of debris or dust before installing the new whitewash stone.

D. PUNCH LIST, CLEANING, CLEARING AND TURN-OVER

1. Correct all noted punch lists, defects and/or needed replacements identified and observed.
2. Restore to its original condition any facility and fixture that has been damaged due to repainting works, repairing works and accidents arising during implementation, if any.
3. Cleaning, clearing of the area, and hauling/ disposal of debris should be done properly before turn-over.
4. Demobilize and turn-over the entire project for acceptance of **NEA** or its authorized representative.

III. SPECIFICATIONS

1. Use 100% acrylic elastomeric wall paint type for concrete surface.
2. Use acrylic solvent-based coating type for metal surface.
3. Use non-skid paint for steps/landing.
4. Use aluminum 5mm high max for stair nosing.

IV. BILL OF MATERIALS

Item no.	Description	Unit	Qty
1.0	CIVIL WORKS		
1.1	Painting Works (Repainting)		
1.1.1	NEA Main Building	sq.m.	6,952.30
1.1.2	Ground Floor Lobby	sq.m.	482.40
1.1.3	Penthouse	sq.m.	490.52
1.1.4	Power House	sq.m.	220.80
1.1.5	Main Electrical Room	sq.m.	58.89
1.1.6	Fire Exit Wall	sq.m.	1,065.60
1.1.7	Stair Steps and Landing	sq.m.	287.90

1.1.8	Fire Exit Handrails	sq.m.	106.96
1.2	Repair Works		
1.2.1	Fire Exit Handrails and Stair Steps	lot	1
1.2.2	Entrance Stair		
	• Replacement of Wash Stone	cum	4.70
	• Tiling of Rough Floor (Lobby Entrance)	Sq.m	50

V. RESPONSIBILITIES OF THE CONTRACTOR

1. Provide technical supervision, skilled manpower, tools, equipment and suitable highest quality materials.
2. Make sure that the materials and paint to be used all throughout the area shall be of highest quality and approved brand and passed in the inspection by NEA representative prior to its usage or application. Same shall be supported by valid documents, i.e. invoice, delivery receipt, etc. from the source suppliers.
3. Ensure compliance to all applicable Environmental, Health and Safety regulations required by law as well as the safety provisions for warehousing/storage of materials and equipment.
4. Ensure that all exposed finish hardware, lighting fixtures and accessories, plumbing fixtures and accessories, glasses and the like shall be adequately protected prior to painting works so that these will not be stained with paint and other painting materials. All other surfaces which would be endangered by stains and paint marks should be taped and covered with craft paper or similar materials.
5. Ensure that all safety requirements (safety signage, shoes, vest, hard hat, safety harness, lifeline), fire extinguishers and all other fire protected equipment in the working areas are provided.
6. Ensure that the performance, appearance and proper functioning of the NEA building and its facilities shall not be affected by the contracted works.
7. Secure and submit all bonds, permits, insurances and other requirements necessary under the law and in the implementation of the project.
8. Ensure the conduct of hauling and disposal of garbage/waste materials.

VI. RESPONSIBILITIES OF THE NEA

1. Provide for temporary power facility required for the entire repainting works phase. The **CONTRACTOR** shall provide conduits, wires, connections and accessories and labor.
2. Provide a temporary water facility that will be used during the entire repainting work stage. The **CONTRACTOR** shall provide a water meter, pipes, hoses, and accessories for tapping in the existing water pipeline of

NEA. The water consumed will be paid by the **CONTRACTOR** on a monthly basis in the amount to be agreed upon by both parties.

3. Issue the necessary working permit and/or gate pass to the **CONTRACTOR**.

VII. GENERAL REQUIREMENTS

1. The principal features of the work do not, in any way, limit the responsibilities of the **CONTRACTOR** to the general description of his/her scope of work. He/she shall perform all the work fully and make operational to the intent of the project.
2. The **CONTRACTOR** shall be responsible for the proper execution and coordination of his/her work. He/she shall schedule and program all necessary work activities according to the specified completion period.
3. The **CONTRACTOR** shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks. He/she shall provide/equip his/her workers with Personal Protective Equipment (PPE) during the course of construction/installation. He/she shall observe the **NEA's** house regulations to be issued together with the Work Permit.
4. The **CONTRACTOR** shall be responsible for securing **NEA** issued work permits and compliance with other **NEA** rules and regulations related to the construction works. All workers/engineers working at the site are required to wear company uniforms indicating their company name.
5. The **CONTRACTOR** is not allowed to erect quarters for workers within **NEA** premises; sleeping is also not allowed. **CONTRACTOR's** workers are limited to the designated working area only. Loitering around and inside the **NEA** premises is not allowed.
6. The **CONTRACTOR** shall be responsible for clearing and cleaning of the designated project site for unused materials, left over, and other debris at the site and disposal of the same outside of the **NEA** premises. A daily inspection of the working area shall be conducted by the **CONTRACTOR** and **NEA** or its authorized representative, to ensure that the working and storage area assigned to the **CONTRACTOR** is clean and in order at all times.
7. The **CONTRACTOR** shall protect adjacent areas against any damage by his/her employees, or by his/her materials, equipment and tools during the execution of the work. Any damage done by him/her or his/her employees shall be repaired at his/her own expense, without additional compensation beyond the contract.
8. Permits, Laws, Ordinances and Standards – the installation provided for and specified herein shall comply with laws and regulations of the local

government unit and any government agency having jurisdiction. All necessary permits and other requirements shall be secured and for the account of the **CONTRACTOR**. Said requirements shall be turned-over to **NEA** upon project completion.

9. The **CONTRACTOR** shall assign a fulltime Engineer/Architect as Project-In-Charge (PIC) for the project to supervise the works mentioned herein. The PIC shall be a certified registered Civil Engineer or Architect designated for the project by the **CONTRACTOR**. Said PIC must be the one to report on a weekly/monthly basis of the status/progress of the project as agreed during the kick-off meeting and who shall be the one responsible for all coordination works with the **NEA** or its authorized representative.
10. The project should not be subcontracted by the other contractors.
11. The execution of work should be within 6:00 A.M. to 6:00 P.M.
12. All other items of work not specifically mentioned but are necessary to complete the works in accordance with the plans and specifications and other related documents shall be provided by the **CONTRACTOR** at no additional cost to the **NEA**.
13. The **CONTRACTOR** should take full responsibility for any liability or damages that may arise on any accidents and/or damage to person(s) and/or **NEA** property due to acts of negligence or fault of **CONTRACTOR**.

VIII. WARRANTY

1. The **CONTRACTOR** shall guarantee that the work done is free from defects for a period of **two (2) years** reckoned from acceptance of the project.
2. The **CONTRACTOR** should warrant that any defects that will arise during the warranty period, such as but not limited to fading of colors, peeling, blistering, inter-coat peeling, and cracking shall be repaired immediately upon receipt of notice from **NEA**.
3. THE **CONTRACTOR** warrants that all materials that will be used shall be of high quality and in accordance with the ASTM standard.

IX. SUBMITTALS

A. **BIDDER/S:** (To Be Included in the Submission of Bids)

1. List of Manpower.
2. Company profile, list of present and previous clientele, and certifications issued by past/present clients indicating the Contractor's satisfactory performance.

3. List of materials and equipment to be used.
4. Accomplished form of Bill of Quantities/Bid form (ANNEX A).

B. CONTRACTOR:

1. Before Commencing Any Work or Providing Any Material at the Jobsite

- 1.1. The Contractor's All-Risk Insurance (CARI) shall be submitted to **NEA within ten (10) calendar days** upon receipt of Notice of Award (NOA).
- 1.2. Samples, Project Bar Chart/S-Curve for the **NEA's** approval **within five (5) calendar days** upon receipt of Notice to Proceed
- 1.3. Submit at least three (3) Perspective Drawing with the color combination that include shades of green for NEA approval.
- 1.4. The **CONTRACTOR's** proposed Work Plan shown in Gantt Chart, a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities.
- 1.5. Samples and/or technical brochures of all materials to be used in the project **within ten (10) calendar days** upon receipt of Notice to Proceed which include but may not be limited to the following for **NEA's** approval:
 - 1.5.1. Painting Materials/Brochures with technical specifications.
 - 1.5.2. Manufacturer's printed Product Installation Instructions.
- 1.6. The proposed delivery of materials, tools and equipment, and manpower schedules for proper monitoring **five (5) calendar days** after the pre-construction/kick-off meeting.
- 1.7. A suitable Construction Safety and Health Program, which must be in accordance with Occupation Safety and Health (OSH) Standard, rules and issuances by the DOLE. The safety program shall state the following:
 - 1.7.1. Composition of Construction Safety and Health Committee.
 - 1.7.2. Specific safety policies which shall be observed at the area of construction which include but not limited to Fall Protection, Chemical Hazards, and Materials Handling and Storage.
 - 1.7.3. Penalties and sanctions for violations of the safety program.

1.7.4. The manner of disposing of waste arising from the construction.

1.7.5. Includes the appointment of a full-time safety officer-in-charge of the implementation of the said program.

1.7.6. The design of temporary facilities and materials to be used for approval of **NEA**. The temporary facilities will be used only for the storage of tools and materials.

2. Prior to the issuance of Certificate of Completion (COC)

The Agency reserves the right not to issue a Certificate of Satisfactory Performance on the basis of the non-submission of any of the items below:

2.1. Original Copy of "**Record Drawing/Plan**" complete with legend, technical specifications, and measurements.

2.2. **Final Project Report** including photo documentations before, during and after implementation works. Each photo-documentation should have the date and time stamps in jpg-format.

2.3. **As-built Plan** – Plans should be approved by **NEA**. The **CONTRACTOR** shall submit shop drawings as required by **NEA**. A complete set of As-Built Drawings in printed form (20" x 30") and/or A3 whichever is required by **NEA** and an electronic copy in AutoCAD.

2.4. **Warranty Certificate** of at least two (2) years against poor workmanship and defects traceable to materials. The form shall be in accordance with the provision stated in Section 62 of the Revised Implementing Rules and Regulations IRR of R.A. 9184.

X. PAYMENTS

NEA shall pay the **CONTRACTOR** based on the following payment schedule:

1. Fifteen Percent (15%) upon signing of the contract and issuance of Notice to Proceed (NTP).
2. Seventy-Five Percent (75%) progress billing, as follows:

First Progress Billing (20% of the contract cost)	30% of the repainting works accomplished
Second Progress Billing (20% of the contract cost)	60% of the repainting works accomplished

Third Progress Billing (20% of the contract cost)	90% of the repainting works accomplished
Fourth Progress Billing (15% of the contract cost)	100% of the repainting works accomplished and submission of close out documents.

3. Ten Percent (10%) retention upon issuance of Certificate of Final Inspection and Acceptance.
4. All payments made shall be subject to the usual government accounting and auditing rules and regulations.

XI. QUALIFICATIONS OF THE BIDDER/S

1. The **BIDDER** must be competent and experienced in the field of repainting works with a minimum of five (5) years prior experience on similar projects and should have a valid and current Philippine Contractors Accreditation Board (PCAB) License, Category "C" or "D", with a classification General Engineering (GE-1) or Specialty – Painting Work (SP-PN).
2. The Project-in-Charge, an engineer/architect, who will administer the painting works must be well-trained and experienced paint applicator with at least three (3) years experience and at least three (3) years of experience as general contractor.

Bill of Quantities/Bid Form

Supply of Labor, Materials, Supervision and other Consumables for the Repainting Works of Facade/Exterior Walls, Including Lobby Ground of NEA Building Including Repair of Stairs of the Entrance and Fire Exit

PROJECT: Supply of Labor, Materials, Supervision and other Consumables for the Repainting Works of Facade/Exterior Walls, Including Lobby Ground of NEA Building Including Repair of Stairs of the Entrance and Fire Exit

LOCATION: NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City

SUBJECT: Bill of Quantities / Bid Form

ITEM NO.	DESCRIPTION	MATERIALS				LABOR	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UPS		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
		QTY	UNIT MEASURE	UNIT COST	AMOUNT			OCM	PROFIT	%	VALUE				
		(1)		(2)	(3)	(4)	(5) (3 + 4)	(6)	(7)	(8) (6 + 7)	(9) (5 X 8)	(10) 5%(5 + 9)	(11) (9 + 10)	(12) (5 + 11)	(13) (12 / 1)
1.0.	GENERAL REQUIREMENTS														
1.1	Mobilization and demobilization.	1.00	lot												
1.2	Bonds, Permits and Insurances.	1.00	lot												
2.0.	CIVIL WORK														
2.1	Painting Works (Repainting)														
2.1.1	NEA Main Building	sq.m.	6,952.30												
2.1.2	Ground Floor Lobby	sq.m.	482.40												
2.1.3	Penthouse	sq.m.	490.52												
2.1.4	Power House	sq.m.	220.80												
2.1.5	Main Electrical Room	sq.m.	58.89												
2.1.6	Fire Exit Wall	sq.m.	1,065.60												
2.1.7	Stair Steps and Landing	sq.m.	287.90												
2.1.8	Fire Exit Handrails	sq.m.	106.96												
2.2	Repair Works														
2.2.1	Fire Exit Handrail and Stair Steps	lot	1												
	Entrance Stairs														
	• Replacement of Wash Stone	Cum	4.70												
	• Tiling Rough Floor (lobby Entrance)	sq.m.	50.00												
	TOTAL PROJECT COST														

CONTRACTOR: _____
 Complete Address: _____
 Name of Authorized Representative and Signature: _____
 Telephone No.: _____
 Email Account: _____

BILL OF MATERIALS

Item No./Description		: Painting Works (Masonry/Concrete)			
Unit Measurement		: m ²			
Output per hour		:			
	Designation	No. of Person	No. of Hour/s	Hourly Rate	Amount (Php)
	LABOR				
A.1	Engineer				
	Safety Officer				
	Foreman				
	Skilled Labor				
	Unskilled Labor				
	Sub-Total for A.1				
B.1	Name and Capacity	No. of Units	No. of Hour/s	Hourly Rate	Amount (Php)
	EQUIPMENT				
	Minor Tools (10% of Labor)				
	Sub-Total for B.1				
C.1	Total (A.1 +B.1)				
D.1	Output per day				
E.1	Direct Cost (C.1 / D.1)				
	Name and Specification	Unit	Quantity	Unit Cost	Amount (Php)
	MATERIALS				
F.1	Paint Latex Semi-Gloss/ Elastomeric	Gal			
	Concrete Neutralizer	Ltr			
	Lacquer Putty	Kg			
	Brush Roller (152mm)	Pc			
	Consumables (5% of Materials)				
	Scaffolding Rental (10% of Material Cost)				
	Sub-Total for F.1				
G.1	Direct Cost				

Item No./Description		Painting Works (Steel)			
Unit Measurement		m ²			
Output per hour					
	Designation	No. of Person	No. of Hour/s	Hourly Rate	Amount (Php)
	LABOR				
A.1	Foreman				
	Skilled Labor				
	Unskilled Labor				
	Sub-Total for A.1				
B.1	Name and Capacity	No. of Units	No. of Hour/s	Hourly Rate	Amount (Php)
	EQUIPMENT				
	Minor Tools (10% of Labor)				
	Sub-Total for B.1				
C.1	Total (A.1 +B.1)				
D.1	Output per day				
E.1	Direct Cost (C.1 / D.1)				
F.1	Name and Specification	Unit	Quantity	Unit Cost	Amount (Php)
	MATERIALS				
	Paint Metal Epoxy	Gal			
	Paint Aluminum	Gal			
	Scaffolding Rental (10% of Material Cost)				
	Consumables (5% of Materials)				
	Sub-Total for F.1				
G.1	Direct Cost				

Item No./Description		Unglazed Tiles (Ceramic)			
Unit Measurement		m ²			
Output per hour		1.95m ²			
	Designation	No. of Person	No. of Hour/s	Hourly Rate	Amount (Php)
	LABOR				
A.1	Foreman				
	Skilled Labor				
	Unskilled Labor				
	Sub-Total for A.1				
B.1	Name and Capacity	No. of Units	No. of Hour/s	Hourly Rate	Amount (Php)
	EQUIPMENT				
	Minor Tools (10% of Labor)				
	Sub-Total for B.1				
C.1	Total (A.1 +B.1)				
D.1	Output per day				
E.1	Direct Cost (C.1 / D.1)				
F.1	Name and Specification	Unit	Quantity	Unit Cost	Amount (Php)
	MATERIALS				
	Ceramic Unglazed Tile	sq.m.			
	Portland Cement	sq.m.			
	Fine Aggregate (Sand)	sq.m.			
	Tile Grout	sq.m.			
	Sub-Total for F.1				
G.1	Direct Cost				

Item No./Description		Aggregate Subbase Course			
Unit Measurement		m ³			
Output per hour		50.00m ³ /hr			
	Designation	No. of Person	No. of Hour/s	Hourly Rate	Amount (Php)
	LABOR				
A.1	Foreman				
	Unskilled Labor				
	Sub-Total for A.1				
B.1	Name and Capacity	No. of Units	No. of Hour/s	Hourly Rate	Amount (Php)
	EQUIPMENT				
	Minor Tools (10% of Labor)				
	Sub-Total for B.1				
C.1	Total (A.1 +B.1)				
D.1	Output per day				
E.1	Direct Cost (C.1 / D.1)				
F.1	Name and Specification	Unit	Quantity	Unit Cost	Amount (Php)
	MATERIALS				
	Crushed Grading Word	cum			
	Sub-Total for F.1				
G.1	Direct Cost				

THE TECHNICAL WORKING GROUP:

ERIC B. CAMPOTO
Member


MARK LYNDON G. CORPUZ
Member

HERNANDO N. GABOTERO
Member

CYNTHIA E. LISONDRA
Member


MA. YVETTE V. MUYARGAS-PALLOGAN
Member


JOEL C. SOMERA
End-User


GEVERGLO S. SOTTO
End-User


MA. CHONA O. DELA CRUZ
Vice-Chairperson


Atty. BRYAN C. MERZA
Chairperson