



Republic of the Philippines
KALINGA STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: <https://ksu.edu.ph> Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Annex “C”: Terms of Reference including Scope of Works

TERMS OF REFERENCE

BACKGROUND:

The Kalinga State University is to engage a qualified company's construction services for the following project as described below:

I. CONTRACT DESCRIPTION

Name of Project	: NEGOTIATED PROCUREMENT FOR CONSTRUCTION OF BAMBOO NURSERY IN RIZAL CAMPUS
Location of Project	: KSU-Rizal Campus, Sitio Bagbag, Barangay Bulbol, Rizal, Kalinga
Floor Area	: 1 Lot (Coverage of the scope of works)
End-Users	: VICTORINO D. BAYED, MSF- Dean, College of Forestry : EHROL C. BAYED, MSIT- Campus Administrator, Rizal Campus : DR. EDUARDO T. BAGTANG- President, Kalinga State University

II. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

- 2.1** To provide a piece of background information regarding the preparation and submission of bid proposal to the Kalinga State University;
- 2.2** To provide a piece of background information regarding the proposed Project which should be handled at the lowest possible cost, acceptable quality and performance, and in the shortest possible time the bidder has to offer;
- 2.3** To outline and summarize the “Scope of Work” of the Contractor that has to be performed under the terms of its Contract with the Kalinga State University
- 2.4** To provide penalties in case of breach of the Contractor’s obligations

III. ROLE OF THE CONTRACTOR

- 3.1** For which this TOR applies, the Contractor shall furnish necessary equipment, labor, tools, facilities, and instruments for the construction of the Architectural, Structural, Electrical and Sanitary (if applicable) related to the Project sufficient enough to perform construction services that is covered in the Contract.

In this regard, the Contractor or the key personnel to be assigned must have professional experience compatible with the undertaking as stipulated in Item Clause 12.1(b)(ii.2) of the Bid Data Sheet.

- 3.2** The Contractor at all times should refer to the KSU Infrastructure Unit regarding corrections, plans and specifications, Variation orders and Quality control requirements of the Project;
- 3.3** The Contractor shall assign to its designated project engineer to prepare daily construction logbook and pouring permits, which has to be approved by the KSU Infrastructure unit before pouring.



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3.4 The Contractor shall also implement the construction activities to complete the Project following the approved construction drawings and specifications and the scope of work as specified in the Contract;

3.5 Construction Phase should be completed within **One Hundred Six (106) calendar days from the receipt of Notice to Proceed.**

IV. GENERAL CONDITIONS

4.1 The Contractor shall supply labor, materials, and equipment necessary for the **Negotiated Procurement for Construction of Bamboo Nursery in Rizal Campus.**

The activities of the Contractor for the construction would include but will not be limited to the following:

4.1.1 Designate one (1) Project Engineer who shall work full time during the Contract's construction period/duration. He shall be in charge of the construction work and is expected to perform the following:

- a. Document, schedule, oversee and monitor the day-to-day construction works.
- b. Coordinate, address, and resolve all concern/s of nearby buildings and structures relative to the construction and related services required by LGU and other regulating agencies.
- c. **Keep close coordination with the KSU Infrastructure Unit during project implementation and submit a progress report as required.**

V. PROJECT IMPLEMENTATION/CONSTRUCTION

5.1 The Contractor shall carry out and complete all items of work following the approved plans and specifications.

5.1.1 ENGINEERING SUPPORT SERVICES

The Contractor shall prepare the revised major modifications/changes in the design after the proponent's approval during the construction implementation if any.

5.1.2. PROGRESS REPORTS

The Contractor shall prepare weekly and monthly accomplishment reports supported with progress photographs and S-Curves to monitor actual progress to be used as a basis for progress billing to be submitted to the KSU Infrastructure Unit.

5.1.3 TURN-OVER OF THE COMPLETED PROJECT

The Contractor shall adequately address and comply with the final punchlist issued by the KSU Infrastructure unit before the Turn-over and Acceptance of the completed Project.

5.1.4 WATER AND ELECTRICITY

The Contractor shall install an electric meter and water meter in their construction sites and pay the actual amount of water and electricity bills based on their usage at the prevailing rate. During concrete pouring, the contractor shall bring his water.



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VI. PROVISIONS FOR STORAGE & MATERIAL HANDLING

6.1 The Contractor shall store his materials, equipment, and tools in one place of the construction site during construction. The area shall be coordinated with the KSU Infrastructure Unit. It shall be kept neat and clean at all times. Any damage to that or the surrounding area arising from any accident, paint spills, etc. shall be repaired and/or restored to its original condition. Likewise, extra care shall be taken in the storage of hazardous chemicals (paints, thinners, lacquers, oils, solvents, etc.) to avoid accidents, explosions and/or fires. Oily rags, solvent-soaked foams, paintbrushes, and rollers shall be kept in metal containers tightly sealed and shall be cleaned and/or removed from the job site at the end of every working day.

6.2 Provisions for securing and safekeeping of stored materials, tools, and equipment during the construction project shall be for the Contractor's account.

VII. CLEARING OF SITE

The Contractor shall clean the whole area by removing debris, discards, paint spots, excesses, and spillage and shall leave the entire premises free from rubbish caused by their work to the satisfaction of the KSU at no extra cost.

VIII. WARRANTIES OF THE BUILDER

- 8.1** The Contractor warrants that it shall conform strictly to the terms and conditions of these Terms of Reference.
- 8.2** The Contractor warrants represent and undertake the service's reliability and that their workforce complements are hardworking, qualified/reliable, and dedicated to doing the service required to the satisfaction of the KSU. It shall employ well-behaved and honest employees.
- 8.3** The Contractor shall comply with the laws governing employees' compensation, Philhealth, Social Security and/or labor standards, and other laws, rules, and regulations applicable to its personnel employed by the Contractor on account of contracted services. The Builder shall pay its personnel not less than the minimum wage and other benefits mandated by law.
- 8.4** The Contractor in its services' performance shall secure, maintain at its own expense all registration, licenses, or permits required by National or Local Laws and comply with the rules, regulations, and directives of Regulatory Authorities and Commissions. The Contractor undertakes to pay all fees or charges payable to any instrumentality of government or any other duly constituted authority relating to the construction project.
- 8.5** The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
- 8.6** The Contractor shall coordinate with the KSU Infrastructure unit in the performance of their jobs.
- 8.7** The Contractor shall be liable for any loss, damage, or injury due directly through its personnel's fault or negligence. It shall assume responsibility thereof, and the Contractor shall be individually liable from any liability arising from that place.

IX. TERMS OF PAYMENT

- 9.1** The Contractor, upon request, may be granted an advance payment in an amount equivalent to fifteen percent (15%) of the total contract price, net of VAT and applicable withholding taxes, upon the submission of the performance bond in the form of cash or irrevocable Standby Letter of Credit issued by a reputable commercial bank or Surety



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Bond issued by a bonding company duly certified by the Insurance Commission to be of good standing.

- 9.2 The Contractor shall repay advance Payment through deduction by BIR RR7 of fifteen percent (15%) from the Contractor's periodic progress billing.
- 9.3 The Contractor shall collect payment on progress billings based on the percentage of work accomplished, within a reasonable time from submission of all the required documents, subject to the required Expanded Withholding Tax (EWT) of two percent (2%) and Final Withholding VAT of five percent (5%), reduction based on Section 10.2, if any, and ten percent (10%) retention fund.
- 9.4 The retention fund shall be released only upon issuing Certification of Final Acceptance issued by the Head of the Procuring Entity and submission by Contractor of Post-Construction Documentation.
- 9.5 Progress Billing shall be based on the following:

PROGRESS BILLING	PERCENT OF WORK COMPLETED	PERCENTAGE TERMS OF PAYMENT
First Billing	Thirty (30%) of the work accomplished	Thirty percent (30%) of the Contract Price less advance payment (Sec. 13.2), applicable withholding taxes, and retention fund of ten percent (10%) of the contract price (Sec. 13.3)
Second up to the next progress billing and Final billing	Above or equal to (15%) of work accomplished.	Above or equal to (15%) of the Contract Price less advance payment (Sec. 10.2), applicable withholding taxes, and retention fund of ten percent (10%) of the contract price (Sec. 10.4)

The percentage of completion of work shall be subject to review and evaluation by the KSU Infrastructure Unit.

- 9.6 Payments shall be made within a reasonable time from the submission of the required documents based on existing applicable laws.

X. PRE-TERMINATION OF CONTRACT

10.1 The Contract of the **Negotiated Procurement for Construction of Bamboo Nursery in Rizal Campus** may be pre-terminated by the **Kalinga State University** upon notice of any violation of the Contract's terms. In the case of pre-termination, the Contractor shall be informed by the **KSU** within thirty (30) calendar days before such termination.

10.2 In the pre-termination case, the Contractor shall be liable to additional liquidated damages equivalent to five percent (5%) of the contract price provided by the Government Accounting and Auditing Manual (GAAM) and forfeiture of the Performance Security.

10.3 The **KALINGA STATE UNIVERSITY (KSU)** shall have the right to blacklist the Contractor in case of pre-termination.

XI. SCOPE AND COVERAGE OF THE PROJECT WITH SPECIFICATION

(See Scope of Works in the next pages)



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SCOPE OF WORKS WITH SPECIFICATIONS

ITEM NO.	ITEM OF WORK	QTY	UNIT	SCOPE OF WORK
B.5	PROJECT BILLBOARD/SIGNBOARD	1.00	set	covers project signboard of the building construction (4'x 8') -specs are as follows: 1/4" x 4' x 8' Marine plywood good lumber tarpaulin (4'x8') CWN (assorted) -refer to the Infra Office for the design and format
B.7	OCCUPATIONAL SAFETY AND HEALTH PROGRAM	1.00	Ls	- covers safety personal protective equipment to be used during the construction until the project is done -specs are as follows: safety gloves safety shoes safety helmets caution tape, 3" x 300m First Aid Kit Note: Refer to INFRA personnel for inquiries
801	CLEARING GRUBBING AND LAYOUT	184.00	Sq.m.	covers the clearing and cleaning of the project site before and after the project removal of construction debris, cleaning of project site -specs are as follows: minor tools (10% of Labor) -refer to plans for details Note: Refer to INFRA personnel for inquiries
803(1)a	STRUCTURE EXCAVATION (COMMON SOIL)	40.94	cu. m.	--covers all excavation works in the project Equipment: minor tools (10% of Labor) -refer to plans for details NOTE: -refer to INFRA for Inquiry
804(1)a	EMBANKMENT FROM STRUCTURE EXCAVATION	17.58	cu. m.	--covers all embankment works in the project -must be compacted -specs are as follows: Backhoe (0.8 cu.m) Plate Compactor (5hp) -refer to plans for details NOTE: -refer to INFRA for Inquiry
804(4)	GRAVEL FILL (GRAVEL BEDDING)	5.29	cu. m.	covers all the gravel filling specified in the plan -specs are as follows: Minor Tools (10% of Labor) Plate Compactor (5hp) Gravel bedding (G1) -refer to plans for details NOTE: -refer to INFRA for Inquiry
900(1)c1	STRUCTURAL CONCRETE (CLASS A)	17.76	cu. m.	all concrete shall be class A = $f_c' \geq 21$ Mpa -covers all the concrete works specified in the plan. -specs are as follows: Minor Tools (10% of Labor) 1 bagger Concrete Mixer Portable concrete vibrator



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				<p>portland cement washed sand crushed gravel, G1</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
902(1)a1	REINFORCING STEEL BARS (GRADE 40, DEFORMED)	1802.09	kgs.	<p>- all reinforcing steel bars shall be grade 40, fy≥275 Mpa</p> <p>-covers all the RSB item specified in the plan -specs are as follows: bar cutter/speed cutter bar bender RSB grade 40, Deformed bars no.16 tie wire</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
1001(8)	SEWER LINE WORKS	1.00	lumpsum	<p>-covers installation of sewer line for CR -specs are as follows: 2pcs uPVC Pipe, 100mm Ø x 3m, S-1000 1pc uPVC Pipe, 75mm Ø x 3m, S-1000 1pc uPVC Elbow 90 deg. X 100mm dia. 3pcs uPVC Elbow 90 deg. X 75mm dia. 3pcs Wye Reducer 100mm x 75mm 1pc P-Trap Seal 76mm dia. 1pc Cleanout w/ cover 50mm dia. 2pcs Solvent Cement (500cc)</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
1002(8)	PLUMBING FIXTURES AND FITTINGS	1.00	lumpsum	<p>-covers installation of plumbing fixtures for T&B -specs are as follows: Set of plumbing tools 5pcs Hose Bibb Faucet 1set Water closet including fittings and accessories (round) 1pc Floor drain 4' x 4" ,Heavy Duty</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
1002(28)	COLD WATER LINES	1.00	lumpsum	<p>item covers the installation of cold water lines as specified in the plans -specs are as follows: Set of Plumbing tools Fusing Machine 4pcs PPR-Pipe 1/2" dia. x 4m, PN20 2pcs PPR-Pipe Elbow 1/2" dia. 2pcs PPR-Pipe TEE 1/2" dia. 1pc CAP 1/2" dia. 8pcs 25mmdia x GI Pipe 6m</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
1005(6)	STEEL WINDOW	5.28	sq.m.	<p>covers installation of steel windows as specified in the plans -specs are as follows: Minor Tools (10% of Labor) Welding Machine W1-Steel Casement Window (1.2m x 2.4m) W2-Steel Casement Window (1.2m x 0.5m)</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
1010(2)a	FLUSH DOOR	1.00	set	<p>-covers the installation of flush door as specified in the plan</p>



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				<p>-specs are as follows: Minor Tools (10% of Labor) D3 - PVC Flush Door with door jamb (0.7m x 2.1m)</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
1010(2) b	WOOD PANEL DOORS	3.00	sets	<p>covers the installation of panel doors as specified in the plan</p> <p>-specs are as follows: Minor Tools (10% of Labor) D1 - Solid Panel Door with Door Jamb (1m x 2.1m)</p> <p>4pcs Lever Type Stainless Steel Lockset Door Knob 12pcs Heavy Duty Hinge</p> <p>-refer to plans for details NOTE: -refer to INFRA for Inquiry</p>
1013(2)a	FABRICATED METAL ROOFING ACCESSORY (RIDGE ROLL)	16.00	ln.m.	<p>covers the installation of ridge roll as specified in the plan</p> <p>-specs are as follows: Minor tools (10% of Labor) Power Tools H-Frame/ Scaffolds</p> <p>7pcs Pre-painted Ridge Roll GA 24 (0.701mm) x 2.44m (Verify Color) 2box Blind rivets, 1/8" x 3/8"</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
1014(1)b1	PRE-PAINTED METAL SHEETS (CORRUGATED TYPE, LONG SPAN)	150.18	sq.m.	<p>covers the installation of pre painted corrugated metal sheets as specified in the plan</p> <p>-specs are as follows: Minor tools (10% of Labor) Power Tools H-Frame/ Scaffolds Pre-painted Corrugated Type (Gauge 26, 1060mm Width) Tekscrew (1 1/2" - 2") 5mm thk. Double sided Aluminum foam insulation Chicken Wire Mesh no. 16 GI Tie wire</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
1027(1)	CEMENT PLASTER FINISH	299.53	sq.m.	<p>-covers all plastering as specified in the plan</p> <p>-specs are as follows: H-frame/ GI Pipe scaffolds washed sand portland cement</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
1046(2)	CHB NON LOAD BEARING 4" (RSB INCLUDED)	154.56	sq.m.	<p>covers the laying of CHB as specified in the plan</p> <p>-specs are as follows: Minor tools (10% of Labor) 4" thk. CHB washed sand portland cement 10mmØ RSB grade 40, deformed no. 16 GI tie wire</p> <p>please refer to plan</p>



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1047(1)	STRUCTURAL STEEL	1.00	lumpsum	<p>NOTE: -refer to INFRA for Inquiry</p> <p>item covers the fabrication and installation of the following steel structures as specified in the plans: -specs are as follows: minor tools (10% of labor) Disk Grinder/ Speed Cutter Welding Machine H-Frame/ Scaffolds Welding rod Cutting Disc Metal Primer Paint Brush x 100</p> <p>Truss: L - 50mm x 50mm x 5mm THK 16mm diameter Plain Round Bar Cross Bracing 16mm Turn Buckle 12mm x 6m Plain Round Bar Sag Rod with Nuts and Washers</p> <p>Purlin: C 75mm x 50mm x 1.5mm x 6m LC Purlins L - 38mm x 38mm x 5mm THK-clip</p> <p>Girt 2: G.I. Pipe, 25mmØ , Schedule 40 x 6m</p> <p>Fence and Nursery cover: 4" G.I. PIPE SCHED 40 X 6M 2" G.I. PIPE SCHED 40 x 6m L - 25mm x 25mm x 3.5mm THK</p> <p>Nursery beds: 12mm Round bar</p> <p>Steel Matting Wire: Steel matting wire mesh</p> <p>Door 2: 2" G.I. PIPE SCHED 40 x 6m L - 25mm x 25mm x 3.5mm THK x 6m</p> <p>-please refer to plan</p>
1100	CONDUITS, BOXES & FITTINGS	1.00	lumpsum	<p>NOTE: -refer to INFRA for Inquiry</p> <p>-item covers the installation of conduits, boxes and fittings as specified in the plans -specs are as follows: minor tools (10% of labor) 20pcs Polyvinyl Chloride Pipes (PVC/uPVC) 25 mm dia x 3m 1roll Rigid Type Flexible Non-Metallic Conduit 25 mm dia- 100m 30pcs Conduit Clamp Metal 25mm ida 14pcs PVC/uPVC Utility Boxes 25pcs PVC/uPVC Octagonal Junction Boxes 1pc PVC/uPVC Adapter w/ Locknut 32 mm dia. 1pc Service Entrance Cap Threaded 32mm 2pcs Polyvinyl Chloride Pipes (PVC/uPVC) 32 mm dia x 3m</p> <p>-please refer to the plan</p> <p>Note: All materials must be approved by the Architect/Infra personnel before installation.</p>
1101	WIRES AND WIRING DEVICES	1.00	lumpsum	<p>item covers the installation of wires and wiring devices as specified in the plans -specs are as follows: minor tools (10% of labor) 14mm² THHN Cu wire stranded 1box 5.5mm² THHN Cu wire stranded- 150m 3boxes 3.5mm² THHN Cu wire stranded- 150m</p>



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				<p>3pcs Single Pole Wall Switch on one switch plate (wide series)</p> <p>7pcs Duplex (2 Single Pole Wall Switches on one switch plate)- wide series</p> <p>12pcs Duplex Convenience Outlets/Receptacles, 3prong (grounding type)</p> <p>1set Duplex Convenience Outlet with GFCI</p> <p>1set Special Purpose Outlet/Receptacle, (GT) for ACU</p> <p>1set Grounding Rod Copper clad & Connector 16mm dia x 3m</p> <p>Service Drop Wire Duplex #4 Aluminum</p> <p>1pc Solderless Connector Copper #4</p> <p>-please refer to the plan Note: All materials must be approved by the Architect/Infra personnel before installation.</p>
1102(27)	POWER LOAD CENTERS, SWITCH GEAR & PANEL BOARD	1.00	lumpsum	<p>covers panelboard installation as specified in the plan</p> <p>-specs are as follows: minor tools (10% of labor)</p> <p>MDP: Main: 60AT, 2P, 230V, 15KAIC MCCB, Bolt-On Branches: 4-20 AT, 4-30 AT all 2P, Bolt-on, 230V, 15KAIC in NEMA1 Enclosure, Flush Mount, Powder Coated, Grounding Lugs Ready.</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
1103	LIGHTING FIXTURES	1.00	lumpsum	<p>-item covers the installation of lighting fixtures as specified in the plans</p> <p>-specs are as follows: minor tools (10% of labor)</p> <p>4set Industrial Housing Powdered Coated Reflector 2X4FT, Metal Sheet Housing, Powder Coated Reflector, G13, Medium Bi-pin, Surface Mount, Double End</p> <p>8pcs "T8 LED Glass Tube 18W, 6500K, Daylight, 1700 lumens 30,000 hrs, 220-240VAC 50/60Hz, 120 1199mm x 30mm"</p> <p>6set 2-T8 LED Tube Light 4FT Industrial Daylight, 2,100 lm, 5500 – 6500 K / Daylight, Aluminum Housing + PC Cover , Frosted / Clear , 120° Degrees, Double Ended, AC 85V – 265V 50/60 Hz. Complete w/ Weatherproof Housing 2x1200mm 4ft, Poly carbonate Housing, Surface Mount, Suspended, Plastic/Metal Clip, IP 67</p> <p>2set LED Ceiling lights ,18 Watts, Ø 220mm or 8.6 inches, Daylights, Surface Mount,</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
1201(1)	WATER PUMPING SYSTEM	1.00	Lumpsum	<p>item covers the installation of water pumping system as specified in the plans</p> <p>-specs are as follows: Water Pumping System Submersible Pump, 1.5HP, with complete control panel and accessories, 3c royal chord wire and other electrical components</p> <p>HDPE Pipe, 32mm, SDR 11, 100m Compression Elbow, 32mm, 90deg Compression Coupling, 32mm</p>



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				<p>Compression Tee, 32mm Compression Valve, 32mm Solvent</p> <p>Drilling Items 100mmØ, G.I. Pipe, Schedule 80 (well casing) x 6m 50mmØ, G.I. Pipe, Schedule 40 Gasoline</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
SPL 1	WATER SPRINKLER SYSTEM	1.00	lumpsum	<p>it includes the installation of sprinkler system -specs are as follows: Water Sprinkler System for Nursery with Complete Accessories (Panel Board, Controller, Mainlines & Submains, Laterals, Sprinkler Heads, Backflow preventer)</p> <p>NOTE: Refer to End User or Infra Personnel for Inquiry</p>
SPL-II	SEPTIC TANK	1.00	each	<p>covers the construction of septic tank as specified in the plan -specs are as follows: minor tools (10% of labor) bar cutter portable concrete vibrator 12mm Grade 40 RSB no. 16 GI Tie wire 1/2" thk. Marine plywood 1.2m x 2.4m form lumbers common wire nails (assorted) Portland Cement Washed Sand Crushed Gravel 1" 6" THK Non Load Bearing CHB Washed Sand</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
SPL III	PLASTIC CORRUGATED ROOF	1.00	Lumpsum	<p>covers the installation of plastic roof as specified in the plan -specs are as follows: minor tools (10% of labor) Plastic Corrugated Roof Transparent</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
311(1)b SPL IV	GREENHOUSE COVERING	1.00	Lumpsum	<p>- covers the installation of super fine shade of nursery -specs are as follows: minor tools (10% of labor) Super Fine Silk mesh Insect net</p> <p>-please refer to plan NOTE: -refer to INFRA for Inquiry</p>
<p>NOTE: 1. ALL EQUIPMENTS INCLUDED IN THE PROGRAM MUST BE USED DURING SITE CONSTRUCTION. 2. ALL MATERIALS MUST BE APPROVED/CHECKED BY THE INFRA PERSONNEL BEFORE INSTALLATION. 3. PLEASE REFER TO THE PLAN FOR OTHER SPECIFICATIONS.</p>				

Prepared by:

Noted by:



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