

Al-Amanah Islamic Investment Bank of the Philippines (AAIIBP)

TERMS OF REFERENCE (TOR)

Project Title:

REFURBISHMENT OF SAN JUAN BRANCH

(CIVIL WORKS and FURNITURE, FIXTURE AND EQUIPMENT)

I. BACKGROUND

Al-Amanah Islamic Investment Bank of the Philippines (“AAIIBP”), a Government financial institution duly organized and existing under and by virtue of the laws of the Republic Act No. 6848, with principal office address at G/F PHIDCO Building A, Veterans Avenue, Zamboanga City, Philippines, and Makati Executive Office address at Ground Floor DBP Building, Sen. Gil Puyat Avenue corner Makati Avenue, Makati City, Philippines.

AAIIBP intends to refurbish the San Juan Branch at McKinley Arcade in Ortigas Avenue, San Juan City, herein referred to as the “PROJECT” to be implemented by the AAIIBP’s technical Working Group (TWG), the Bids and Awards Committee (BAC) and its Secretariat.,

The Management and the Board of Directors approved the relocation of the Branch from Makati to San Juan.

This project primarily aims to capture the market of the Muslim Traders in Greenhills.

II. OBJECTIVE

To relocate/transfer the Branch from Makati City to San Juan City.

To cater the banking and financial needs of the community, especially the Muslim Trades in Greenhills.

III. PROJECT SCOPE

The Project shall cover the design and the proposed refurbishing of Al-Amanah Islamic Investment Bank of the Philippines – San Juan branch located at McKinley Arcade, Ortigas Avenue, San Juan City, includes the following scope of works:

- A. Preparation of detailed architectural and engineering design to be approved by the Technical Working Group. The Bank’s TWG has prepared the floor plan for reference of all the prospective bidders.
- B. Complete Construction Methodology and Work Programs
- C. The design and specification of the project shall conform to, but not limited to the minimum standards set by the following:
 - National Building Code of the Philippines (NBCP)
 - Fire Code of the Philippines
 - Accessibility Law (BP 344)
 - Electrical Code of the Philippines
 - Mechanical Code of the Philippines
 - Sanitary/Plumbing Code of the Philippines
 - Applicable Local regulations and Ordinances
- D. A complete set of preliminary and engineering drawings on a 20” x 30” blue print paper minimum size shall be submitted by the proponent as part of its technical proposal.
- E. The winning bidder shall enter into a contract with the AAIIBP

- F. Upon approval of the Final Detailed
- G. with the refurbishing works under the terms and conditions set forth herein.
- H. Upon project completion in accordance with the terms and conditions set forth herein the proponent shall turnover the completed project.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved budget for the Refurbishment (Civil Works and FFE) **is Four Million Four Hundred Sixty Eight Thousand Thirty Three and 91/100 (P4,468,033.91)** with the following breakdown:

- Lot 1 (Civil Works): **Three Million Four Hundred Six Thousand Five Hundred Thirty Three and 91/100 (P3,406,533.91)**
This amount shall be inclusive of general requirements, permits, plans, layout, contractor's fee, labor, materials and equipment, contingencies, and twelve percent (12%) Value Added Tax (VAT) and other taxes imposed by the government.
- Lot 2 (FFE): **One Million Sixty One Thousand Five Hundred Pesos (P1,061,500.00).**
This amount shall be inclusive of hardware/software, materials, installation, contingencies, and twelve percent (12%) Value Added Tax (VAT) and other taxes imposed by the government.

V. DETAILED WORKS/SPECIFICATIONS – CIVIL WORKS

A. LOT 1 (CIVIL WORKS)

Scope of Works

1. Preliminaries
 - a. General Requirements, Permits, Etc.
 - b. Mobilization
 - c. Removal/Dismantling of Existing Finishes
 - d. Formworks and Scaffolding
2. Reinforcing Works and Concrete

Detailed/Specifications

- **Cement** for the concrete shall conform to the requirements of specifications for Portland cement (ASTMC-150)
- Water used in mixing concrete shall be clean and free from other injurious amounts of oils, acids, alkaline, organic materials or other substances that may be deleterious to concrete or steel.
- Fine aggregates shall consist of hard, tough durable, uncoated particles. The shape of particles shall be generally rounded or cubicle and reasonably free from flat or elongated particles. The stipulated percentages of fines in the sand shall be obtained either by processing of natural sand or by the production of a suitably graded manufactured sand. Coarse aggregate shall consist of gravel, crushed gravel or rock, or a combination of gravel and rock, coarse aggregates shall consist of hard, tough, durable, clean and uncoated particles. The sizes of coarse aggregates to be used in various parts of the work

shall be in accordance with the following:

Size: ¾" for all concreting works.

- **Reinforcing bars** shall conform to the requirements of ASTM standard specification for Billet Steel Bars for concrete reinforcement (A15-6250) and to the specification for minimum requirements for the deformed steel bars for concrete reinforcement (A-305-56)

3. Masonry Works

- **Concrete hollow blocks (CHB)** shall have a minimum face shell thickness of 1" (0.25). Nominal size shall be 6"x8"x16" minimum compressive strength shall be: CLASS A: 900psi
- **Wall reinforcement** shall be No. 3 (3/8") or 10mm steel bars.
- **Sand** shall be river sand, well screened, clean, hard, sharp siliceous, free from foam, silt or other impurities, composed of grains of varying sizes within the following limits:

Sieve No.		Percent
9	Passing	100
16	Retained	5
100	Retained	95

- Cement shall be standard Portland cement, ASTM C-150-68 Type I.
- Mortar. Mix mortar from 3 to 5 minutes in such quantities as needed for immediate use. Retampering will not be permitted if mortar stiffens because of premature setting. Discard such materials as well as those which have not been used within one hour after mixing.
- **Proportioning:** Cement mortar shall be one (1) part Portland cement and two (2) parts sand by volume but not more than one (1) part Portland cement and three (3) parts sand by volume.

4. Steel and Metal Works

5. Glass Fixtures and Doors

- **Entrance door** shall be 1/2" thick tempered glass door. **Interior doors** shall be H.D.F laminated doors made of high density fiber board and laminated with pvc and melanine. Built-in color shall not fade, peel or chip, resistant to shrinkage. All interior doors shall be equipped with high grade heavy duty (as required) cylindrical locksets. The mechanisms shall be heavy gauge, coiled rolled steel contained in sturdy cylindrical housing with all parts zinc plated and dichromated for maximum

resistance against rust and corrosion. **Aluminum doors** shall be powder coated aluminum frame with 3mm thick clear glass. **All toilet doors** shall be plasticized polyvinyl chloride (upvc) material. **Door keying and keys** shall be in sets and sub sets to provide maximum expansion. All sets shall be grand keyed; and all entrance locks shall be great grand master keyed per unit. **Door bumpers** are also required.

- **Glass** for stile less frame door shall be 12mm thick. Tempered glass, heat and glare absorbing grade "AA".

6. Tile Works

- **Countertop** for Tellers and New Accounts shall be granite countertop, jet black in color. Countertop for pantry shall also be granite countertop. Siding shall be 3/4"plyboard with upvc laminates, American brown oak.
- Ceramic Tiles (Glazed & Matted) shall in white, 200mm x 200mm x 6.3mm (8" x 8" x 1/4"), 400mm x 400mm x 10mm (16" x 16" x 3/16"), 300mm x 600mm x 10mm (12" x 16" x 3/16") "Roman", "Arte" or approved equal. Tiles shall be of first class quality, of uniform size, even surface free from warps, laminations, erected edges, chipped corners and imperfection or plans affecting their quality, appearance and strength. Color (substitute) shall subject to approval of the technical Working Group.
- Granite Tiles shall be in white, 600mm x 600mm x 10mm (24" x 24" x 3/16 ") "Roman", "Arte" or approved equal. Tiles shall be of first class quality, of uniform size, even surface free from warps, laminations, erected edges, chipped corners and imperfection or plans affecting their quality, appearance and strength. Color (substitute) shall subject to approval of the Technical Working Group.
- Tiles - may be set dry or pre-soaked depending on grouting methods to be used. Wall tile may be prepared by soaking in clear water for not less than 15 minutes. If pre-soaked method is used, drain excess water on tile before setting. Grouting - After floor on tile have been in place for not less than four hours, all joints shall be grouted and cleaned. Tile which becomes dry after setting shall be soaked at the joints with a wet sponge, or sprayed with water before grouting to prevent cracking of the grouting compound, grout used with floor tile must be kept moist until properly cured.
- Caulking - At completion of tile work, clean out joints between tile and other built-in fixtures and apply this bead of caulking compound tooled slightly below tile surface.
- Clearing - Upon completion, clean all tile surfaces with warm water and a good washing compound and stiff brushes as recommended by tile

7. Electrical Works

manufacturer.

- Protection - Before traffic is permitted over finished tile floor, cover floors with building paper. Lay board walkways on floor that are to be continuously used as passageway by workmen. Tile floor areas to be trucked over have suitably constructed continuous plank runaways of required width installed over building paper. Remove cracked, broken or damage tile and replace with new one.

- All works to be done under this consist of the fabrication, furnishing, delivery and installation, complete in all details of the Electrical System. All works shall be in accordance with the governing Codes and Regulations. The Contractor shall guarantee that the equipment, materials, accessories, methods of installation and workmanship supplied will be NEW, best class and that be erected in a practical and best manner. The Contractor shall furnish and install complete grounding system. The Contractor shall furnish and install power distribution system to include panel board, meter center, switches, etc.
- The materials are defined/specified as followed:
 - **PVC conduit** shall be PVC shed. 40. Fittings shall be slip-on type with threaded and adapter.
 - **Wires and cables** (including network cables) shall be soft drawn and annexed copper, stranded and plastic insulated for 600 volts, THHN as accredited by or in accordance with Philippine Electrical Code.
 - All switches shall furnish mounting type, wide series model and white color, single pole illuminated switch.
 - All convenience outlets must be wide series model and in white color, duplex, three-prong.
 - **Panels and Cabinets** shall be dead front construction surface mounted, gauge # 1. Enclosure shall be oven baked on enamel paint finish.
 - **Circuit breaker** shall be bolt on type with quick make, quick break trip free operating mechanism with contacts by "National or GE" in accordance with the Philippine Electrical Code.
 - **Utility Boxes** shall be hot dip galvanized steel, gauge #16, deep-tube with cover.
 - **Fluorescent fixture.** 2 x 36 watts recessed luminaries with mirrorized aluminum reflector and multilined satin finished aluminum louver 24" x 48" complete with tridonic
 - **Pinlight fixture.** 6" diameter recessed powder coated luminaire

with mirror sized aluminum reflector, with 2x2 receptacles, 21 watts. Halogen multi directional spotlight, white powder coated. 3-2 x 8 watts heavy duty twin head emergency lamp.

8. Plumbing Works

The plumbing works shall conform and in accordance with R.A. 1378 or the Plumbing Law, with the following highlights:

- Plumbing shall be designed and adjusted to use the minimum quantity of water consistent with proper performance and cleaning.
- Plumbing fixtures, devices and appearances shall be supplied with water in sufficient volume and at pressures adequate to enable them to function satisfactorily and without undue noise under all normal conditions of use.
- Plumbing fixtures shall be made of smooth non-absorbent materials, and shall be free from concealed fouling surface.
- The drainage system shall be designed, constructed, and maintained so as to guard against fouling, deposit of solids, and clogging and with adequate cleanouts so arranged that the pipes may be readily cleaned.
- The piping of the plumbing system shall be of durable materials, free from defective workmanship and so designed and constructed as to give satisfactory service for its reasonable expected life.
- Each fixture directly connected to the drainage system be equipped by a water-seal trap.

9. Carpentry Works

Quality of Lumber: Lumber shall be approved quality of the respective kinds of the various parts of the work, well seasoned, thorough dry, and free from large, loose or unsound knots, sups, shakes and other imperfections impairing its strength, durability or appearance. All finishing lumber shall be used shall be completely dried and shall not contain more than 14% moisture.

All concealed lumber shall be sprayed with anti-anay or bukbok liquid. Surface in contact with masonry and concrete coated with creosote or equivalent.

10. Painting Works

Consist or furnishing all items, articles, materials, tools and equipment, labor scaffoldings, ladders, methods and other incidental necessary and required for the satisfactory completion of the work. It shall cover complete painting and finishing of wood, plasters, concrete, metal or other surfaces exterior or interior of building.

General painting and surface painting shall be interpreted to mean and include sealers, primers, fillers, intermediate and finish coats, emulsions and enamels. All paint and

accessory materials incorporated in or forming a part thereof shall be subject to the prior approval and selection for color, tint, finish or shade by the Architect. In connection with the determination of color or tint of any particular surface, the depth of any color or tint selected or required shall in no instance be subject for additional cost of AAIBP. Painting of all surfaces, except as otherwise specified shall be three (3) coat work, one primer and a finish coat.

The materials are defined/specified as follows:

- All paint materials shall meet the requirement of paint materials under classification class "A"
- All paints shall be recommended by the manufacturer for the use intended and shall be delivered to the jobsite in original containers with seals unbroken and labels intact.
- Painting materials such as linseed oil, turpentine, thinners, shellac, lacquer, etc shall be pure of the highest quality obtainable and shall bear the manufacturer's label on each container or package.
- Except for ready mixed materials in original containers, all mixing shall be done in the jobsite. No materials are to be reduced, change or mixed except as specified by manufacturer or said materials.
- All interior walls shall be flat latex paint for first coat and glass latex for final coat, white in color. All exterior walls shall be prior to the approval of the Architect and/or a member/s of the TWG of AAIBP. All ceilings shall be flat latex paint, in white color. Corporate logo shall be elastomeric bright red (color). Steel grilles shall be flat wall enamel paint, in white color.
- The resident Architect and/or a member/s of the TWG of AAIBBP shall designate a place for the storage of paint materials whenever may be necessary to change this designated storage place, the Contractor shall promptly move to the new location. The storage space shall be adequate protected from damage and paint. Paint shall be covered at all times and safeguards taken to prevent fire.

B. LOT 2 (FFE)

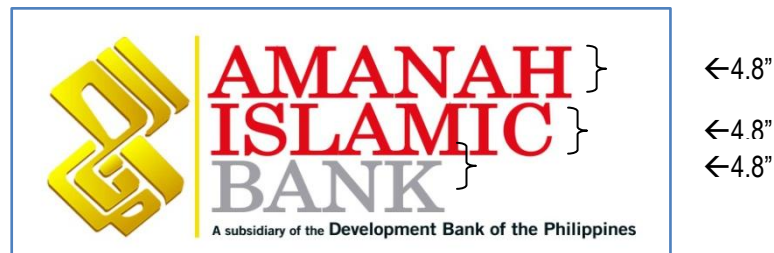
1. Airconditiong Units

2 units of 3Tr Floor Mounted and 3 units of 2.0 HP Split Type (wall) air conditioners, with the following minimum requirement:

Specifications	3Tr Floor Mounted	2.0 HP Split Type (wall mounted)
Cooling Capacity	37,980 kJ/Hr	18,900 kJ/Hr
System Power Input	3,530 watts	1,725 watts
Energy Efficiency Ratio	At least 10.8 kJ/W-Hr	At least 11.0 kJ/W-Hr
Unit Deminsions (wxhxd)	508 x 1,830 x 260 mm	958 x 302 x 213 mm
Sound Level (low)	52.0 dB (A)	-
Unit Weight	35.7 kg	10.5 kg
Others	INVERTER	Cooling area: 23-34 sqm INVERTER

2. Signages (double-faced lighted) and Stickers to the Glass

The sizes shall be provided once available (for confirmation with the Lease Provider)



3. CCTV/Equipment and Installation

- ❖ 1 complete set of CCT, equipment and installation, with the following minimum requirement:

PARTICULARS	QTY	UOM
8 Channel Digital Video Recorder / 4tb HDD / 19" Monitor	1	set
Dome Fixed HD 720P Camera -2.8mm lens -power supply	3	Units

Bullet Fixed HD 720P Camera -2.8mm lens -power supply	1	unit
Video Balun Connector (Heavy Duty)	4	pairs
Installation cost	1	Lot

- ❖ All wiring shall be enclosed with PVC pipe.

4. Fire and Burglar Alarm System

❖ Fire Alarm System

PARTICULARS/SPECIFICATIONS	Quantity	UOM
8 Zone Digital Control Panel w/ ATD & back up battery	1	Set
Smoke detector	3	Units
Emergency Breakglass	1	Unit
Fire alarm bell	1	Unit
Installation cost	1	Lot

• Security Alarm System

PARTICULARS/SPECIFICATIONS	Quantity	UOM
8 Zone Digital Control Panel w/ ATD & back up battery	1	set
Vibration Detector *vault walls	3	pcs
Magnetic Contact-Wide Gap *vault door *main and back door	3	pcs
Strobe Light & Siren Horn with Metal Casing *outside canopy	1	set
Motion Detector (PIR) *inside vault *foyer going to vault	2	Pcs
Hold-up Button *teller's cage *cashier table *officer/manager's table	5	pcs
Silent Signaling Device	1	pc
Emergency Button with piezo sounder	1	pc
Installation cost	1	Lot

All wiring shall be enclosed with PVC pipe.

• Modular Furniture

The Contractor shall deliver, install and guarantee all materials necessary to provide a complete modular office furniture system, including any measures that may be required to the end, notwithstanding any omissions of the drawing:

- ❖ Demountable partitions – shall be tile looked system/ fabric shall be of approved fabric finish, in bright red color. Partition system are interlocking gauge No. 22

steel panel separated by an impregnated honeycomb paper core, thickness shall be 50 mm to 60 mm and trimming shall be aluminum alloy in powdered coated finish, in black color. Panel raceway shall be hollow for telephone and electrical lines. Provide convenience outlet hole within the working area.

- ❖ Demountable worktables – shall be of melamine particle board with pvc edge band. Provide at least two (2) grommets on every workstation.
- ❖ Mobile pedestal – shall be made of steel/metal component (gauge no. 22), in oven baked on enamel or powder-coated finish, in black color.
- ❖ Chairs
 - Branch Head, Cashier, and Accountant – shall be mid back, pneumatic seat height adjustment (gas lift) and swivel tilt, molded foam cushion fully upholstered
 - Staff (back room) – shall be armrest, pneumatic seat height adjustment (gas lift) and swivel tilt, molded foam cushion fully upholstered
 - Visitors' chair – shall be metal framed of heavy tubular steel powdered coated in black finish, armrest, foam cushion fully upholstered.
 - Gang chair or sofa – shall be metal or fully upholstered.
- ❖ Keyboard tray – shall be made of hard plastic material with heavy duty drawer slider. Provide pencil holder and mouse pad.
- ❖ CPU holder- shall be made of steel/metal component (gauge no. 22), in oven baked on enamel or powdered-coated in gray finish. Provide rubber stopper inside and ball casters for mobility.

Attached to this Terms of Reference is the Bill of Materials

VI. SITE VISITATION/ TECHNICAL AND FUNCTIONAL VALIDATION

The AAIBP's TWG shall conduct at least three (3) site visitations on the whole duration of the contract.

- Pouring of the cement on the vault provision
- 80 % of the complete works
- Turnover/User Acceptance

VII. TERMS AND CONDITIONS

The Contractor/Bidder shall hold all the obligations, duties and responsibilities necessary to the successful completion of the contract assigned to or be undertaken by the Contractor, including all labor, materials, equipment and services, other incidentals and furnishing thereof in accordance with the drawings, specifications all addenda prepared by the AAIBP.

The Contractor shall finish all major works as stated in this Terms of reference (Project Scope and Detailed |Works/Specifications).

The Contractor shall secure and pay all require permit fees, licenses and taxes and comply with all laws and local ordinance and related government regulations in connection with this project.

The Contractor shall submit PERT/CPM; Construction Schedule reflecting all activities needed to complete the project, their sequence and duration.

The Contractor shall submit sample/s of materials/fixtures for approval of AAIBP (thru its Technical Working Group) before fabrication/installation.

Defective works and materials may be rejected by AAIBP at any time before the final acceptance of the work and rebuild/replace in accordance with the plan and specifications with the resulting expenses chargeable to the account of the Contractor.

The Contractor shall employ a supervising engineer and experienced foreman acceptable to AAIBP who will supervise the work on a full time basis.

The Contractor shall complete all works in Sixty (60) calendar days; reckoned from the date of signing of contract or as specified in the Notice of Award/to proceed in which case the latter shall govern.

Upon completion of works, the Contractor shall remove all temporary structures and surplus materials before leaving the premises. All old materials removed from the site shall be carefully piled up by the Contractor in an AAIBP designated area.

The Contractor shall be fully responsible for the safety of his men and clearly understands and agree that no employer-employee relationship shall exist between the Contractor's men and of the AAIBP. Any damage caused by the Contractor or his men to any property of the AAIBP or injury or death to a third party shall be the sole responsibility of the Contractor and the latter shall pay the cost or shoulder the burden thereof.

The AAIBP shall be free and made harmless from any and all kind of claims, damages, liabilities arising from the Contractor's non-compliance with the requirement of the workmen's compensation, Social Security and other labor laws.

Neither the final certificate nor the final payment, nor any provision of the Contract document shall relieve the Contractor of the responsibility for faulty materials and workmanship. It shall, moreover, remedy and defects thereof, and for any damages caused to other works resulting therefrom, within a period of one (1) year after the acceptance of works. The AAIBP shall give notice of any defects/s found with reasonable promptness.

VIII. PAYMENT SCHEDULE AND PAYMENT SCHEME

The AAIBP shall pay the Contractor in the following schedules/schemes:

	PARTICULARS	REMARKS/CONDITIONS
1 st Release	15% of the Bid Price	Representing mobilization fund. Contractor shall submit written request after the Contract is duly signed and notarized.
2 nd Release	Percentage of Accomplishment less amount of first release, less 10% retention fee, computed based on the released amount.	Percentage accomplishment must be at least 50%. The Contractor shall submit progress billing or a request for payment for work accomplished.
3 rd Release	Percentage of accomplishment	Percentage accomplishment must

	less amount of first and second release less 10% retention fee based on the contract price	be 100%. The Contractor shall submit a progress billing or a request for payment for the work accomplished.
4 th and Final Release	100% of the Bid Price	Represents retention fee to be released upon AAIBP's final acceptance of the project.

I. PERFORMANCE SECURITY

TO GUARANTEE THE FAITHFUL PERFORMANCE BY THE WINNING BIDDER OF ITS OBLIGATIONS UNDER THE CONTRACT, THE BIDDER SHALL SUBMIT A BID SECURING DECLARATION OR ANY FORM OF BID SECURITY IN THE AMOUNT STATED IN THE **BDS**, WHICH SHALL BE NOT LESS THAN THE PERCENTAGE OF THE ABC IN ACCORDANCE WITH THE FOLLOWING SCHEDULE:

- a) Cash, cashier's/manager's check.

IX. LIQUIDATED DAMAGES

The winning Bidder obligates itself to perform and complete all services within the specified period beginning from the starting date, exclusive of such extensions of time as may be mutually agreed upon. Should the winning Bidder fail to complete the services within the stipulated time, liquidated damages, not by way of penalty, shall be paid to AAIBP by the winning Bidder in an amount equal to one-tenth of one percent (1/10 of 1%) of the total contract price for each calendar day of delay until the services are completed.

I. NON-DISCLOSURE

Information about AAIBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of this Term of Reference (TOR). In the same manner, the responses to this TOR which shall be specified as confidential shall not be disclosed to any Third Party.

- a) Each party agrees to hold and maintain confidentiality on all materials and information which shall come into its possession or knowledge in connection with the project or its performance and incidental thereto, and not to make use thereof other than for the purpose of this project.
- b) After completion of the project, all materials, data, proprietary information and other related documents provided to the winning Bidder and which are hereby deemed owned and shall be returned to AAIBP.
- c) The winning Bidder shall undertake to give necessary directives and specific instructions to its employees who shall have or need to have access to any information and materials pertaining to the project to bind themselves with the confidential nature of said information and materials and to satisfy and comply with the obligation of their employer as set forth under this Section.
- d) This confidentiality obligation shall survive and subsist after the termination of the CONTRACT.

- e) The winning Bidder shall, likewise, oblige the supplier/service provider to be bound by this confidentiality terms and condition.
- f) The winning Bidder's breach of this confidentiality provision shall entitle AAIBP to legal and other equitable remedies, including but not limited to automatic cancellation of this Contract. Notwithstanding the continuity of the contract, such breach shall also entitle AAIBP to claim for damages and/or secure injunctive relief under the circumstances. In all instances, AAIBP may also terminate further access by the winning Bidder to any confidential data, information and material.
- g) A Non-Disclosure Agreement between AAIBP and the winning Bidder shall automatically form an integral part of the Contract between them specifically that which outlines confidential materials, knowledge, or information that both parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties.

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