



Republic of the Philippines

**OFFICE OF THE SOLICITOR GENERAL**

Technical Working Group  
for the Supply of Labor and Materials  
with the Installation of Fire Protection and  
Fire Detection and Alarm System (FDAS)  
for the OSG Relocated Offices at Convergys One Building

**TERMS OF REFERENCE**

*Supply of Labor and Materials for the Repair, Alteration and Relocation of Existing FDAS, and Installation of Additional Addressable FDAS at the OSG Relocated Offices at the Convergys One Building*

The OFFICE OF THE SOLICITOR GENERAL (OSG) intends to alter/relocate the existing FDAS and install additional units at the seventh (7<sup>th</sup>) floor and sixth (6<sup>th</sup>) floor of Convergys One Building located at 6796 Ayala Avenue, corner Salcedo Street, Legaspi Village, Makati City.

The OSG shall hire the services of a CONTRACTOR to provide labor and materials, supervision, and other consumables for the relocation of existing and installation of additional addressable FDAS at the OSG relocated offices at the Convergys One Building.

1. The Approved Budget for the Contract (ABC) is **Two Million Eight Hundred Thousand Pesos (₱2,800,000.00)**, inclusive of all government taxes, charges, and other standard fees, including, but not limited to, payment for bonds, permits, and insurances required for this purpose, which shall be applied for by the CONTRACTOR.

2. To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security before the signing of the contract. The performance security shall be in an amount not less than the required percentage of the total Contract Price in any of the following forms and under the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	5%

b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. <i>Provided, however,</i> that it shall be confirmed or authenticated by a Universal or Commercial Bank if issued by a foreign bank.	5%
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%

3. The OSG shall pay the CONTRACTOR pursuant to the following schemes/schedules:

	<b>Particulars</b>	<b>Remarks/Conditions</b>
First Release	20% of the Total Contract Price <i>less</i> the 5% warranty deposit, computed based on the progress billing.	The percentage of the accomplishment must be at least 20%. The CONTRACTOR shall submit a Statement of Work Accomplishment (SWA) subject to the verification and certification by the OSG.
Second Release	20% of the Total Contract Price <i>less</i> the 5% warranty deposit, computed based on the progress billing.	The percentage of the accomplishment must be at least 40%. The CONTRACTOR shall submit a Statement of Work Accomplishment (SWA) subject to the verification and certification by the OSG.
Third Release	20% of the Total Contract Price <i>less</i> the 5% warranty deposit, computed based on the progress billing	The percentage of the accomplishment must be at least 70%. The CONTRACTOR shall submit a Statement of Work Accomplishment (SWA) subject to the verification and certification by the OSG.
Fourth Release	35% of the Total Contract Price <i>less</i> the 5% warranty deposit, computed based on the progress billing	The percentage of the accomplishment must be at least 100%. The CONTRACTOR shall submit a Statement of Work Accomplishment (SWA) subject to the verification and certification by the OSG.
Fifth Release	Retention Fee is equivalent to 5% of the Total Contract Price.	For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the contractor, a warranty shall be required from the CONTRACTOR for a minimum period of <b>three (3) months</b> , in the case of <b>Expendable Supplies</b> , after acceptance by the Procuring Entity of delivered supplies.

4. The CONTRACTOR must submit a project design based on the approved layout of the OSG. Said project design must be presented to and approved by the OSG and the authorized representative of Convergys One Building Administrator.