



# CAMARINES SUR II ELECTRIC COOPERATIVE, INC. (CASURECO II)

Del Rosario, Naga City  
Contact #: 09175141199 - Globe 09189918512 - Smart Tel # 205-2900

## Invitation to Bid for Simplified Bidding

The CASURECO II ELECTRIC COOPERATIVE, INC. (CASURECO II) thru its Bids and Awards Committee invites eligible bidders to participate in the simplified bidding (sealed canvass) for goods/items/services as specified below:

PARTICULARS	ESTIMATED BUDGET COST	REFERENCE	
		RV No.	Date
Procurement of Supply of Labor, Materials, Supervision and other Consumables for the Repainting Works of Facades/Exterior and Interior Walls including fence and Guard House of CASURECO II Calabanga-Bombon Sub-Office at Brgy. Quipayo, Calabanga, Camarines Sur.	470,000.00	219499	September 11, 2023
<b>Source of Fund:</b> CASURECO II General Fund			

ACTIVITIES	SCHEDULE	VENUE
Advertisement/Publication	Wednesday, October 25, 2023	NEA Portal, CASURECO II Facebook Page and website
Submission of Sealed Quotation	Monday, October 30, 2023 until 5PM	CASURECO II Main Office
Opening of Sealed Quotation	Tuesday, October 31, 2023 9:00 AM	CASURECO II Main Office, Conference Room

### **Instruction to Eligible Bidders/Suppliers:**

1. Submission of sealed quotation shall be made either by courier or hand carried by the supplier or his duly authorized representative with label "RV No. 219499" on or before the stated date addressed to:

CASURECO II Bids and Awards Committee  
Secretariat CASURECO II Electric Cooperative, Inc.  
Del Rosario, Naga City

2. All interested bidder must submit signed quotation with complete details of information on the Terms and Conditions as contained herein:

3. CASURECO II reserves the right to accept or reject any bid, declare failure of bidding, or choose not to award all bids, any time prior to the contract award, without incurring any liability to the affected bidder.

4. For further queries and concern, you can contact us with the following contact details; BAC CP No. 09277725181, landline no. 054-205-2900-2002 or you may send an e-mail at [casureco2bac@yahoo.com](mailto:casureco2bac@yahoo.com)

  
**ENGR. MARY FRANCE D. MORALES**  
PBAC Chairman

  
**ENGR. EDGARDO R. PIAMONTE**  
Acting General Manager

# **Terms of Reference for the Procurement of Supply of Labor, Materials, Supervision and other Consumables for the Repainting Works of Facades/Exterior and Interior Walls including Fence and Guard House of CASURECO II Calabanga-Bombon Sub-Office.**

## **1. RATIONALE**

- 1.1. Paint goes a long way in keeping the exterior surfaces from suffering destruction. An excellent paint job can last a long time, and that will protect the surfaces from harmful exposure. Exterior walls tend to suffer damages from various elements, and painting them offers the protection they need. Using high-quality paint will also prevent walls from staining, and hiring a professional painter will help to achieve our objective.
- 1.2. To address this situation, it is highly recommended that in order to look attractive and remove the dullness of the facades/exterior walls and fence, the **CAMARINES SUR II ELECTRIC COOPERATIVE, INC. (CASURECO II)**, duly organized and existing under and by authority of the National Electrification Administration (NEA), pursuant to PD 269 as amended, with principal address at Brgy. Del Rosario, Naga City, Camarines Sur needs the services of a qualified/professional repainting service firm ("**CONTRACTOR**", for brevity) which can provide manpower, equipment, supplies, materials and technical expertise for the repainting works of **CASURECO II 's** Facades/Exterior and Interior Walls including Fence and Guard House.

## **2. APPROVED BUDGET FOR THE CONTRACT**

- 2.1. For and in consideration of the performance and accomplishment of the **REPAINTING SERVICES, CASURECO II** shall pay the **CONTRACTOR** the total amount **FOUR HUNDRED SEVENTY THOUSAND PESOS (Php 470,000.00)** for the contract price. Subject to COOPERATIVE'S accounting and auditing procedures.
- 2.2. The contract price is inclusive of all duties and taxes.
- 2.3. No changes shall be made on the Contract Price by reason of escalation in currency.

## **3. PROJECT DURATION**

- 3.1. The project duration covering the repainting works of facades/exterior walls, including fence and guard house, in **CASURECO II** shall be for a period of **twenty (20) days** from the issuance of Notice to Proceed (NTP).

The **CONTRACTOR's** proposed Work Plan shown in Gantt Chart, which is a mandatory part of the Technical Proposal, should provide a more detailed schedule of activities. Unless approved in writing by **CASURECO II** on the written request of the **CONTRACTOR**, the coverage – *from mobilization to demobilization*, should not extend beyond the derivable dates as indicated here below.

Work Clusters	Nth Cal-days from Contractor's Date of Receipt of Notice-to-Proceed	
	Start	Finish
1. Notice to Proceed	1 <sup>st</sup>	1 <sup>st</sup>
2. Mobilization of construction materials and consumables; deployment of manpower and equipment; provision of safety signage's and paraphernalia; and, submission of shop drawings and project Gantt Chart for CASURECO II's approval prior to project implementation.	2 <sup>nd</sup>	3 <sup>rd</sup>
3. Surface Preparation and Repainting Works on Facades/Exterior and Interior Walls including Fence and Guard House	4 <sup>th</sup>	15 <sup>th</sup>
4. Punch-listing, Rectification of Punch-list Items, Cleaning, Restoration of all affected facilities/areas/landscape, and other related-fixtures due to repainting works; and, Project Turn-Over including submission of as-built photos duly signed and other contract documents.	16 <sup>th</sup>	20 <sup>th</sup>

- 3.2. Exact dates of delivery and/or completion should be reckoned from the date of **CONTRACTOR's** receipt of NTP.
- 3.3. The liquidated damages shall be imposed for the inability of the **CONTRACTOR** to comply with the **Approved Construction Schedule**, unless a written request for time extension due to force majeure has been approved in writing by **CASURECO II**.

#### 4. QUALIFICATION OF THE CONTRACTOR

- 4.1. The **CONTRACTOR** must be competent and experienced in the field of repainting works with a minimum of three (3) years prior experience on similar projects.

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- 4.2. The **CONTRACTOR** is required to submit a company profile, list of present and previous clientele for three (3) years, and certifications issued by past/present clients indicating the Contractor's satisfactory performance.
  - 4.3. The Project-in-Charge who will administer the Painting Works must be well trained and experienced paint applicator with at least three (3) years of experience.

## 5. GENERAL REQUIREMENTS

- 5.1. The **CONTRACTOR** will provide technical supervision, skilled manpower, tools, equipment and suitable highest quality materials within the specified period to complete the project.
- 5.2. As-built Photographs are to be taken and submitted by the **CONTRACTOR**.
- 5.3. Provide coordination and collaborative works with **CASURECO II** to complete respective works in accordance with approved drawings, specifications and method of installation.
- 5.4. Provide all materials necessary to complete the works although not specifically mentioned in the Specifications, working drawings or in on other contract documents without extra cost to the **CASURECO II**.
- 5.5. Comply with all applicable Environmental, Health and Safety regulations required by law.
- 5.6. Submit on time, the required work schedule, delivery schedule, table of organization, manpower schedule, samples product data, safety plan, methodology and other requirements deemed necessary.
- 5.7. Ensure the quality of materials and workmanship needed to complete and render ready for acceptance by the owner.
- 5.8. Responsible for the safety requirements (safety shoes, vest, hard hat, safety harness, lifeline) and provision of fire extinguishers and all other fire protection provisions in working areas.
- 5.9. Compliance to provisions of safety provisions for warehousing/storage of their materials and equipment.
- 5.10. Medical Requirements of **CONTRACTOR** workers will be part of preliminaries of **CONTRACTORS**.
- 5.11. Hauling and disposal of garbage inside the building perimeter.

- 5.12. Protect and maintain in the required acceptable conditions of all repainting works and accessories during construction until hand over.
- 5.13. Ensure that the performance, appearance and proper functioning of the works are not affected by any movements, settlement or deflection in the building structure. Also take into account the construction accuracy of works by others to which the repainting works are attached.
- 5.14. Coverage of the repainting works is approximately **814 square meters and 119 meters** covering areas such as but not limited to the following:

Location	Area (sqm)
CBSO Main Building	759
Guard House	35
Old power house	20
<b>Total</b>	<b>814</b>

Location	Length (m)
CBSO Front and Fence	84
10MVA power substation Fence	35
<b>Total</b>	<b>119</b>

## 6. SCOPE OF WORK

- 6.1. The **CONTRACTOR** shall undertake the works implementation of the **“Supply of Labor, Materials, Supervision and other Consumables for the Repainting Works of Facades/Exterior and Interior Walls, including Fence and Guard House, of CASURECO II Calabanga-Bombon Sub-Office Building”**, all in accordance with the specifications and subject to the terms and conditions of the contract.

### 6.1.1. Mobilization and Provision of Temporary Facilities

- 6.1.1.1. The **CONTRACTOR** shall provide safety signage/early warning signs visible at the jobsite.
- 6.1.1.2. The **CONTRACTOR** shall make available Protective Gears for the workers.
- 6.1.1.3. The **CONTRACTOR** shall provide such other temporary building as maybe required for use of his/her workers and safe storage of tools and materials. Such structures shall be located only where previously approved.
- 6.1.1.4. **CASURECO II** shall provide for temporary power facility required for the entire repainting works phase. The **CONTRACTOR** shall provide conduits, wires, connections and accessories and labor.

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- 6.1.1.5. **CASURECO II** shall provide temporary water facility that will be used during the entire repainting works stage.
  - 6.1.1.6. The **CONTRACTOR** shall install, operate and maintain adequate number of temporary hoists, scaffolds, runways, ladders, and the like as required for the proper execution of the work. Safety precautions shall at all times be observed.
  - 6.1.1.7. All temporary services and facilities installed by the **CONTRACTOR** shall be removed by the **CONTRACTOR** on completion of this Contract or as directed by **CASURECO II**. The **CONTRACTOR** shall restore any damage, alteration, caused by such removal and during the project implementation.

#### 6.1.2. Surface Preparation

- 6.1.2.1. Prepare surfaces in a skillful manner to produce finished work of first-class appearance and durability.
- 6.1.2.2. Clean surfaces free from rust, dirt, oil, grease and other foreign matter prior to primer coat. Be sure surface is clean and dry.
- 6.1.2.3. Repair all voids, cracks, nicks, dents, etc. with suitable patching material.
- 6.1.2.4. 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.
- 6.1.2.5. Primer should be applied on the treated surface after a few hours after application of etching solution to ensure that the new rust does not set in.
- 6.1.2.6. Apply at least a coat of anti-corrosive paint on ferrous metal. Effectiveness is directly related to film thickness. Use appropriate metal primer. Remove all foreign matter. For very smooth metal surfaces, lightly sand and clean area to provide paint film anchorage.
- 6.1.2.7. 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.
- 6.1.2.8. 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.
- 6.1.2.9. For chalking paint – use masonry surface conditioner as primer.

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- 6.1.2.10. For removal of mildew infestation – use fungicidal wash solution, by swabbing or brushing.
  - 6.1.2.11. 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.
  - 6.1.2.12. Haul and dispose debris properly and to be placed to designated areas provided by **CASURECO II**.

### 6.1.3. Painting

- 6.1.3.1. Mix paint with proper consistency. Stir paint thoroughly to keep pigment in even suspension when paint is being applied.
- 6.1.3.2. 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 48 hours between application of coats). Let **CASURECO II** representative inspect each coat before proceeding work.
- 6.1.3.3. 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 **CASURECO II** end user.
- 6.1.3.4. Touch up knots, pitch streaks, etc. where finish calls for interior enamel. Use approved sealer for exterior surfaces.
- 6.1.3.5. Sand smooth surfaces to be finished with enamel or varnish. Use fine sandpaper between coats to produce even, smooth surface.
- 6.1.3.6. Do not paint exterior surfaces while still damp or during rainy or damp weather.

### 6.1.4. Paint Schedule

- 6.1.4.1. Always start at top of the surface and work downwards.
- 6.1.4.2. Finish surfaces in accordance with the manufacturer's recommendation.
- 6.1.4.3. Do not remix paints of different types.

## 6.2. Punch List, Cleaning, Clearing and Turn-Over

- 6.2.1. Correct all noted punch lists, defects and/or needed replacements identified and observed.
- 6.2.2. Restore to its original condition any facilities and fixtures that has been damaged due to repainting works and accidents arising during implementation, if any.

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6.2.3. Clean, clearing of the area, and hauling and disposal of debris properly before turn-over.

6.2.4. Demobilize and turn-over the entire project for acceptance of **CASURECO II** or its authorized representative.

## 7. MATERIALS REQUIREMENTS & SPECIFICATIONS

7.1. Use **CASURECO II-approved** one brand only all throughout. All exposed finish hardware, lighting fixtures and accessories, plumbing fixtures and accessories, glasses and the like shall be adequately protected that these are not stained with paint and other painting materials prior to painting works. All other surfaces which would be endangered by stains and paint marks should be taped and covered with craft paper or equal.

7.2. Delivery of the materials must be supported by an official receipt or delivery receipt duly signed by the authorized representative of the manufacturer attesting that the paint was sourced from the manufacturer, which will be subject to inspection and documents validation by the **CASURECO II** or its authorized representative.

7.3. For concrete surface, use 100% acrylic water based elastomeric wall paint type.

7.4. For metal surface, use acrylic solvent-based coating type.

## 8. WARRANTY

8.1. The **CONTRACTOR** shall guarantee the work done to be free from defects for a period of **one (1) year reckoned** from acceptance of the project.

## 9. RESPONSIBILITIES OF THE CONTRACTOR

9.1. 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.

9.2. 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.

9.3. 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 its workers with Personal Protective Equipment (PPE) during the course of construction/installation. He/she shall observe the **CASURECO II's** house regulations to be issued together with the Work Permit.



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- 9.4. The **CONTRACTOR** shall be responsible for securing **CASURECO II** issued work permits and compliance with other **CASURECO II** rules and regulations related to the painting works. All workers working at site are required to wear company uniforms indicating their company name.
  - 9.5. The **CONTRACTOR** is not allowed to erect quarters for workers within **CASURECO II** premises; sleeping is also not allowed. **CONTRACTOR's** workers are limited to the designated working area only. Loitering around and inside the **CASURECO II** premises is not allowed.
  - 9.6. The **CONTRACTOR** shall be responsible for clearing and cleaning of the designated project site of unused materials, left over and other debris at the site and disposal of the same outside of the **CASURECO II** premises. A daily inspection of the work area shall be conducted by the **CONTRACTOR** and **CASURECO II** or its authorized representative to ensure that the working area and storage area assigned to the **CONTRACTOR** is clean and in order at all times.
  - 9.7. 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 own expense, without additional compensation beyond the contract.
  - 9.8. 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 **CASURECO II** upon project completion.
  - 9.9. The **CONTRACTOR** shall assign a Project-In- Charge (PIC) for the project to supervise the works mentioned herein. 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 **CASURECO II** or its authorized representative.
  - 9.10. 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 **CASURECO II**.

## 10. SUBMITTALS

- 10.1. Before commencing any work or providing any materials at the jobsite for this project, the **CONTRACTOR** shall submit the following upon receipt of Notice to Proceed **withing three (3) calendar days**.
  - A. Samples
  - B. Gantt Chart

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- C. List of proposed delivery of materials, tools, and equipment, and manpower schedules
  - D. Technical brochures of all materials to be used
    - i. Painting materials/brochures with technical specifications
    - ii. Manufacturer's printed product installation instructions.
- 10.2. Prior to issuance of the Certificate of Completion (COC) the following shall be submitted to **CASURECO II**. **CASURECO II** reserves the right not to issue a Certificate of Satisfactory Performance on the basis of the non-submission of any of the items below:
- 10.2.1. 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.
  - 10.2.2. Warranty Certificate of at least one (1) year against poor workmanship and defects traceable to materials.
- 10.3. The **CONTRACTOR** is required to have 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 program shall state the following:
- 10.3.1. Composition of Construction Safety and Health Committee.
  - 10.3.2. Specific safety policies which the **CONTRACTOR** shall observe at the area of construction which include but not limited to Fall Protection, Chemical Hazards, and Materials Handling and Storage.
  - 10.3.3. Penalties and sanctions for violations of the program.
  - 10.3.4. The manner of disposing waste arising from the construction.
  - 10.3.5. The safety program shall also include the appointment of a full-time safety officer-in-charge of the implementation of the said program.

## 11. PAYMENTS

11.1. Payments to the **CONTRACTOR** will be made only for the actual accomplishment and/or material utilized, certified by the **CASURECO II** as performed by the **CONTRACTOR** in accordance with the plans, specifications and program of works/construction schedule. The following payment procedure shall apply:

**15%** mobilization fund upon receipt of Notice to Proceed

**75%** upon completion as inspected and certified by **CASURECO II**.

**10%** retention fund to be released upon issuance of Certificate of Final Inspection and Acceptance.

11.2. Payments in accordance with the above paragraph shall be considered full compensation for furnishing materials, labor, tools and equipment, and for performing all work contemplated and embraced under the Contract.

11.3. Payment shall be made upon complete submission of all documents required by **CASURECO II** as indicated in this Terms of Reference and other contract documents.

## 12. LIQUIDATED DAMAGES

12.1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, **CASURECO II** shall rescind the contract, without prejudice to other courses of action and remedies open to it.

TECHNICAL WORKING GROUP

MR. GIL EDDIE SERRANO JR.

Member

*Alberto*  
ENGR. ALBERTO REVILLA

Member

*[Signature]*  
MR. IVAN CHRISTIAN T. CARIÑO

Member

*[Signature]*  
ENGR. RICHARD L. PRECONCILLO

Co-Chairman

*[Signature]*  
ENGR. WENDYL P. BORROMEO

Chairman

*[Signature]*  
ENGR MARY FRANCE D. MORALES

PBAC Chairman