



Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**LUZON CENTRAL 2 DIVISION**  
SSS Bldg. Diosdado Macapagal Government Center  
Brgy. Maimpis, City of San Fernando, Pampanga

Project : **RETILING OF SSS SAN JOSE DEL MONTE BRANCH**  
Location : **Starmall, SJDM, Quirino Highway cor. Kaypian Road, Brgy. Kaypian, San Jose Del Monte, Bulacan**  
Subject : **SCOPE OF WORKS and MATERIAL SPECIFICATIONS**

## I. SCOPE OF WORKS

The work contemplated under this contract shall consist of furnishing of all materials, labor, tools and equipment, permits including the satisfactory performance of all work necessary for the complete execution of the plans, specification and other contract documents. The following are the scope of works.

1. SITE PREPARATION
  - 1.1 Installation of Temporary Barrier and Signage for the affected areas.
  - 1.2 Movement of Tables, Steel Drawer, Steel Shelves and other furniture/equipment.
  - 1.3 Disconnection of Electrical Devices for the affected furniture's.
  - 1.4 Removal and chipping of existing 600mmX600mm Polished Synthetic Granite Tiles.
  - 1.5 Removal and chipping of existing 300mmX300mm Ceramic Tiles at the comfort rooms.
  - 1.6 Cleaning all dust to all areas and other waste materials before leaving the SSS premises.
  - 1.7 Hauling and Disposal of Debris and Waste Materials.
2. ARCHITECTURAL FINISHES
  - 2.1 Levelling and Grouting of uneven floor finished using Portland cement and sand mixture.
  - 2.2 Installation of 600mmX600mm Polished Synthetic Granite Tiles using Tile Adhesive. (see plans for details)
  - 2.3 Installation of 300mmX600mm Non-Skid Synthetic Granite Tiles using Tile Adhesive for the comfort rooms floor. (see plans for details)
  - 2.4 Application of tile grout to all gap between the tiles.
3. GLASS DOORS, GLASS PANELS and DRYWALL PARTITION
  - 3.1 Removal, Repairs and Reinstallation of Glass Doors - Main Door and Self-Service Express terminal Door.
  - 3.2 Replacement defective necessary fitting, lockset and accessories to complete the reinstallation of glass doors.
4. PAINTING WORKS
  - 4.1 Painting of the baseboard using semi-gloss latex paint. (verify color)
  - 4.2 Re-painting of affected wall from the retiling.
5. ELECTRICAL WORKS
  - 5.1 Installation of UPS two gang convenience outlet on modular furniture's.
  - 5.2 Relocation of affected Electrical Wires and Devices if needed.
  - 5.3 Complete of Testing and commissioning.

## II. MATERIAL SPECIFICATION

PARTICULARS	DESCRIPTION	REMARKS
<b>1. ARCHITECTURAL WORKS</b>		
a. Polished Synthetic Granite Tiles	- 600mmX600mm, Polished Synthetic Granite Tiles	- submit sample for approval
b. Non-Skid Synthetic Granite Tiles	- 300mmX600mm, Non-Skid Synthetic Granite Tiles	- submit sample for approval
b. Tile Adhesive	- 25kgs./bag	- ABC Tile Adhesive or approved equivalent
c. Tile Grout	- 2kgs./bag	- ABC Tile Grout or approved equivalent
d. Portland Cement	- ASTM C 150 type 1 normal Portland cement in 40 kg	- Holcim or approved equivalent
<b>3. PAINTING WORKS</b>		
a. Semi-Gloss Latex	- apply 1-2 coats semi-gloss latex for final coating of desired sheen by brush or roller	- Davies MCS Semi-gloss Latex Ready Mix) or approved equivalent
<b>5. ELECTRICAL WORKS</b>		
a. Convenience Outlets	- Two gang Flush type complete with plate and cover (3 prong ground type)	- Panasonic or approved equivalent

Materials and work deemed necessary to complete the project but not specifically mentioned in the Specification, working drawings or in the other contract documents are inferred and shall be supplied, installed and rendered by the contractor without extra cost to the owner. Such materials shall be of the highest quality available, installed and applied in workmanlike manner at prescribe or appropriate locations.

**A. WORKMANSHIP**

The work throughout shall be executed in the best and most thorough manner under the direction of and the satisfaction of the SSS Engineer or Representative who will interpret the meaning of the drawings and shall have the authority to reject any works and materials, which in their judgement, are not in full accordance therewith.

**B. SITE EXAMINATION**

Prospective bidders are required to conduct site inspection to determine all incidental, materials and activities that are necessary to be furnished and executed to complete the project. Examine the site premises and all condition apparent and visible therein. Consider all such conditions that may affect work. Measure every existing work/structure at site. Verify all given dimensions and deviations in the plans/drawings and Bill of Quantities. It shall be understood that the work covers all exposed external surfaces regardless of measurements made.

**C. PROTECTION OF WORK AND PROPERTY**

The contractor shall ensure the protection of existing structures from damage. Should damage be done, the contractor shall have full responsibility on the restoration or replacement of the same. Place warning signs where work is being undertaken. Remove work materials damaged by failure to provide protection. Replace with new work materials at no extra cost to the Owner.

**D. SUBMITTALS**

The Contractor shall submit samples of finishes, furnished materials and equivalent materials for approval by the Engineering and Maintenance Department prior to installation/application.


**E. CLEANING**

Leave premises clean, neat and orderly. Remove all stains, spots, blemishes, soil dirt from all finished work. Remove all excess materials, tools, equipment and supplies out of the SSS premises during the progress of work and upon completion of work.

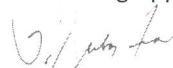
**F. WARRANTY**

The liability period of the Project shall be one (1) year from the Contract Completion up to the Final Acceptance by the SSS. During this period, the Contractor shall, at his own expense, undertake the repair works of any damage to the project on account of the use of materials of inferior quality within ninety (90) days from the time the SSS has issued an order to undertake repair.

Prepared by:

  
**ROLLY P. GONZALES**  
Bldg. Administrator

Recommending Approval:

  
**DELIA E. SEBASTIAN**  
Acting Branch Head

Approved by:

  
**GLORIA CORAZON M. ANDRADA**  
Vice President