



Republic of the Philippines

**DEPARTMENT OF SCIENCE AND TECHNOLOGY  
ADVANCED SCIENCE AND TECHNOLOGY INSTITUTE**



AD1024-09-0028  
CR57074-09-000049

ASTI – FM 03-16  
REV 2 / 22 November 2023

**WORK ORDER**

<b>Contractor:</b>	<b>FERMINDOZA BUILDERS AND CONSTRUCTION ENTERPRISES</b>	<b>WO No.:</b>	<b>24-09-001</b>
<b>Address:</b>	<b>Lot 6 Blk. 13 Ph. 1, St. Monique Valais, Darangan, Binangonan, Rizal 1940</b>	<b>WO Date:</b>	<b>September 26, 2024</b>
<b>TIN:</b>	<b>239-634-109-000</b>	<b>Mode of Procurement:</b>	<b>Competitive Bidding</b>

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

DESCRIPTION	Quantity	Unit	Unit Cost	Amount
<p><b>Replacement and Repair of Roofing and Insulation of the DOST-ASTI Building</b></p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. The Advanced Science and Technology Institute is seeking qualified and competent bidders for the replacement of DOST-ASTI Roof and application of waterproof on the parapet and ceiling slab above the CSD area, to repair and prevent water leaks that exist in the roofing of the building.</p> <p>1.2. Work shall include supervision, supply, delivery, installation, and services necessary to properly conduct and implement the works.</p> <p>1.3. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. LOCATION</p> <p>2.1. DOST-ASTI Building, ASTI Entrance Rd, Diliman, Quezon City, 1800 Metro Manila.</p> <p>3. DELIVERY AND PROJECT DURATION</p> <p>3.1. The project duration covering the replacement of roof and application of waterproofing on DOST-ASTI roof shall be for a period of sixty (60) calendar days upon the issuance of Notice to Proceed.</p> <p>3.2. The contractor shall provide a work plan shown in the Gantt Chart for a detailed schedule of activities and deliveries.</p> <p>3.3. Any request for delivery and time extension shall be for valid reasons or of unforeseen circumstances subject to approval, in writing, by DOST-ASTI.</p> <p>4. GENERAL REQUIREMENTS</p> <p>4.1. The Contractor will provide technical supervision, skilled manpower, tools, equipment, and suitable highest quality materials within the specified period to complete the project.</p> <p>4.2. Provide coordination and collaborative</p>	1	Lot	₱1,289,808.00	₱1,289,808.00

**Postal Address** : ASTI Bldg., U.P. Technology Park Complex,  
CP Garcia Ave., Diliman, Quezon City 1101

**Website** : [www.asti.dost.gov.ph](http://www.asti.dost.gov.ph)

**Email** : [info@asti.dost.gov.ph](mailto:info@asti.dost.gov.ph)

**Tel No.** : +632 8249-8500  
+632 8426-9755

works with DOST-ASTI to complete respective works in accordance with approved specifications and method of installation.

4.3. Provide all materials necessary to complete the work although not specifically mentioned in the specifications, working drawings or in other contract documents without extra cost the DOST-ASTI.

4.4. Comply with all applicable Environmental, Health and Safety requirements and regulations required by law. 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.

4.5. Ensure the materials of high quality and workmanship needed to complete and render ready for acceptance by DOST-ASTI.

4.6. Temporary facilities/barracks shall be of the expense of the service provider at the approved location of the end-user required for use of his/her workers and storage of tools and materials and shall maintain sanitary operable conditions, all in conformity of the local regulations, if necessary. Ensure all materials are stored in a secure, weatherproof area on-site and off the ground to prevent moisture damage.

4.7. Protect and maintain in the required acceptable conditions of all repairs works and accessories during construction until hand over.

4.8. Ensure that the performance, appearance, and proper functioning of the works are not affected by any movements, structural integrity, settlement, or deflection in the building structure.

4.9. Properly manage all packaging materials and waste generated during the project in accordance with local regulations and locations specified by the end-user.

## 5. SCOPE OF WORKS

5.1. Mobilization/Demobilization. Scaffolding, PPE and Caution Signages; Roofing sheets and Bended roofing materials, Roofing Insulation materials.

5.2. Waterproofing of parapet and ceiling slabs above CSD area.

5.2.1. Cleaning of surface areas on the ceiling slab above CSD area.

5.2.2. Chipping of loose concrete and grinding of linear cracks, cleaning and drying of the surface.

5.2.3. Application of Industrial Concrete Epoxy Cement on cracks by injection of waterproofing materials.

5.2.4. Application of Crack Filler on linear cracks and window gaps.

- 5.2.5. Drying and Sanding the surface to prepare for the Waterproof Paint with an approximate area of 40 square meters.
- 5.2.6. Applying Waterproof Paint on all concrete surface above CSD Area (Parapet Wall and Ceiling Slabs – Positive and Negative side) with an approximate area of 40 square meters.
- 5.2.7. Application of final coating of Elastomeric paint.

### 5.3. Roof, Insulation and Gutters

- 5.3.1. Removal of existing Roofing Sheets and Bended Roofing Materials (Ridge Roll, Valley Gutter, Box End Flashing and Wall Flashing) by segment with an approximate area of 650 square meters.
- 5.3.2. Removal of exposed Insulation Materials with an approximate length of 650 linear meters and place them in black garbage bags.
- 5.3.3. Installation of new 10mm Double-sided Bubble Insulation.
- 5.3.4. Rehabilitation of Roofing Gutters (Stainless Roof Gutters - Ga.# 0.60mm x 8").
- 5.3.5. Installation of new Roofing Sheets (Rib Type Ga.# 0.60mm x 1m Color Green) and Bended Roofing Materials (Ridge Roll Ga # 0.60mm x 24" x 8' Color Green, Valley Gutter Ga.# 0.60mm Color Green, Box End Flashing Ga.# 0.60mm x 30" x 8' Color Green and Wall Flashing Ga# 0.60 mm x 16" x 8' Color Green).
- 5.3.6. Application of Roofing Silicon Sealant and cleaning of Downspout

5.4. Dimensions given above may vary depending on the size and design. Minimum variations (+/- 10%) shall be accepted by the end-user.

5.5. All the materials needed for this project shall be able to cover the total area of the roof of the DOST-ASTI building.

5.6. Technical Specification are indicated in the BOQ/BOM.

5.7. Program of Work and Construction Safety and Health Program are indicated as reference and attachment to this project.

5.8. All accessories, equipment, tools and machines needed in removal/dismantling, installation, and completion of the new roof shall be of the expense of the contractor.

## 6. PROJECT CONDITIONS

6.1. Site Access: The contractor shall provide a list of service personnel and tools needed for the project. Any personnel not listed shall not gain access to the site.

6.2. Occupied Premises: The building undergoing inside Roof replacement and Parapet waterproofing is occupied. Take necessary precautions to ensure the safety and

comfort of the occupants throughout the project.

6.3. Weather Considerations: Prepare for potential weather-related delays and take appropriate measures to protect materials from adverse weather conditions.

## 7. WARRANTY

7.1. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contractor further guarantees that if, during a period of one (1) year from the date of the certificate of completion and acceptance of the work, any workmanship defects will be repaired by the contractor at his expense.

7.2. Exclusions: This warranty does not cover damages or defects resulting from improper maintenance, misuse, natural disasters, or any modifications or alterations made by parties other than the supplier.

## 8. RESPONSIBILITIES OF THE CONTRACTOR

8.1. 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.

8.2. 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.

8.3. The Contractor shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks.

8.4. The Contractor is not allowed to erect quarters for workers within the DOST-ASTI premises; sleeping is also not allowed. Contractor's workers are limited to the designated working area only. Loitering around and inside the premises is not allowed.

8.5. The Contractor shall be responsible for clearing and cleaning of the designated project site of unused materials, leftovers, wastes and other debris at the site outside the premises. A daily inspection of the work area shall be conducted by DOST-ASTI's authorized representative to ensure that the working area and storage area assigned to the Contractor is always clean and in order.

8.6. The Contractor shall protect adjacent area 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 employees shall be repaired at his own expense, without additional compensation beyond the contract.

8.7. 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 for the account of the Contractor. Said requirements shall be turned over to DOST-ASTI upon project completion.

8.8. The Contractor shall assign full-time Engineer/Architect as Project-In-Charge (PIC) for the project to supervise the works mentioned herein. The PIC shall be a certified registered Civil Engineer or Architect designated for the project by the Contractor.

8.9. All other items of work not specifically mentioned but are necessary to complete the work in accordance with the plans and specifications and other related documents shall be provided by the Contractor at no additional cost to DOST-ASTI.

## 9. SUBMITTALS

9.1. The Contractor's All-Risk Insurance (CARI) shall be submitted to DOST-ASTI within ten (10) calendar days upon receipt of Notice of Award (NOA) to be issued by the BAC Secretariat.

9.2. Contractors must provide a comprehensive Bill of Materials that outlines all materials, products, and equipment required for the successful execution of the project. The BOM/BOQ should include the following details:

9.2.1. Item descriptions and specifications

9.2.2. Quantities required

9.2.3. Brand names (if applicable)

9.2.4. Prices

9.2.5. Total cost breakdown

9.3. Contractors are required to submit a detailed construction schedule that outlines the timeline for project completion, including key milestones and deadlines. This schedule should include the following:

9.3.1. Start and end dates for each phase of the project

9.3.2. Sequence of tasks and activities

9.3.3. Contingency plans for potential delays or disruptions

9.4. Contractors must provide evidence of their commitment to maintaining a safe and healthy work environment throughout the project. This includes compliance with all relevant construction safety and health regulations and

guidelines. Submission should encompass:

- 9.4.1. Safety policies and procedures specific to the project
- 9.4.2. Training records for workers on safety protocols
- 9.4.3. Hazard assessments and mitigation strategies
- 9.4.4. Emergency response plans
- 9.4.5. Safety equipment and Personal Protective Equipment (PPE) protocols

9.5. Prior to issuance of the Certificate of Completion (COC), the following shall be submitted to DOST-ASTI. DOST-ASTI reserves the right not to issue a Certificate of Satisfactory Performance based on non-submission of any of the items below:

- 9.5.1. Test results/Report for leak test/s
- 9.5.2. Final Project Report including photo documentation before, during and after implementation works. Each photo-documentation should have the date and time stamps in jpg-format.
- 9.5.3. Warranty Certificate of Five (5) years against poor workmanship and defects traceable to materials.

## 10. PROGRESS PAYMENT

- 10.1. Advance Payment for Mobilization
  - 10.1.1. DOST-ASTI may allow advance payment not to exceed fifteen percent (15%) of the contract amount as mobilization cost, subject to the submission of irrevocable standby letter of credit or bank guarantee or surety bond.
- 10.2. The Contractor may submit a request for payment of work accomplished. Such request for payment shall be verified and certified by DOST-ASTI's Representative. Except as otherwise stipulated in the Contract, materials and equipment delivered on site but not completely put in place shall not be included for payment

## 11. SUSPENSION OF WORK

- 11.1. DOST-ASTI shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary due to force majeure of any fortuitous events or for failure on the part of Contractor to correct bad conditions which are unsafe for workers or for general public, to carry out valid orders given by DOST-ASTI or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly. In light of the suspension, the contractor shall provide a

revised timeline for the remaining tasks, considering potential delays. Additionally, include a brief impact analysis on milestones.

**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 everyday delay. Once the cumulative number of liquidated damages reaches 10% of the amount of the contract, DOST-ASTI shall rescind the contract, without prejudice to other courses of action and remedies open to it.

(Please see attached offer.)

	<b>TOTAL:</b>	<b>₱1,289,808.00</b>
<b>(Total Amount in Words)</b>	<b>One Million Two Hundred Eighty Nine Thousand Eight Hundred Eight Pesos Only</b>	

**Terms and Conditions:**

1. Work or Performance of Services shall be completed within sixty (60) calendar days upon the issuance of Notice to Proceed upon issuance / receipt of Notice to Proceed.
2. A Penalty of one-tenth (1/10) of one percent of the contract amount shall be imposed for every day of delay, unless the cause of delay is beyond the control of the contractor(s) or consultant(s).
3. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.
4. The total contract price is inclusive of taxes and other fees or charges.
5. Terms of payment is Government Terms.
6. Warranty under the IRR of RA 9184 applies.


Conforme:

Very Truly Yours,

\_\_\_\_\_  
 (Signature over Printed Name of Supplier)  
 \_\_\_\_\_  
 (Date)

  
**FRANZ A. DE LEON, Ph.D.**  
 Director, DOST-ASTI

Digitally  
 signed by  
 Benjamin  
 Lara

<b>Fund Cluster:</b> <u>01</u>	<b>ORS / BURS No.:</b> <u>021021012024-09-000049</u>
<b>Funds Available:</b> <u>₱1,289,808.00</u>	<b>ORS / BURS Date:</b> <u>SEPTEMBER 26, 2024</u>
	<b>Amount:</b> <u>₱ 1,289,808.00</u>
  <b>GAY CONCEPCION S. BUGAGAO</b> Accountant III	



26 September 2024

**NOTICE TO PROCEED**  
**PUBLIC BIDDING**

**Mr. MARK N. FERMINDOZA**  
 Authorized Managing Officer  
**FERMINDOZA BUILDER AND CONSTRUCTION ENTERPRISES**  
 Lot 6 Blk 13 Ph 1 St. Monique Valais  
 Darangan Binangonan, Rizal 1940

Dear Mr. Fermindoza,

Notice is hereby given to **FERMINDOZA BUILDER AND CONSTRUCTION ENTERPRISES** that work/delivery may proceed for the following procurement details:

Contract Name	: <b>Replacement and Repair of Roofing and Insulation of DOST-ASTI Building</b>
Purchase Request No.	: <b>GAA-24-01-18610</b>
Purchase / Work Order No.	: <b>WO-24-09-001</b>
Total Contract Price	: <b>Php 1,289,808.00</b>
(inclusive of taxes, import duties and all other charges or fees)	
Total Contract Price in Words	: <b>One Million Two Hundred Eighty Nine Thousand Eight Hundred Eight Pesos</b>

Upon signing receipt of this Notice, you are responsible for performing the services under the terms and conditions of the Agreement/Purchase Order/Work Order and in accordance with the schedule of requirements/delivery schedule.

You are also hereby required to file a Warranty Security for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. It shall be either retention money in an amount equivalent to at least five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, That the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

Note that failure to comply with the above requirements and failure to perform the services under the terms and conditions of the Agreement/Purchase Order/Work Order may constitute grounds for its forfeiture.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,

**FRANZ A. DE LEON, Ph.D.** Digitally signed by Bayani Benjamin R. Lara  
 Director

<b>DATE OF ISSUANCE:</b>	<b>RECEIVED BY:</b>	<b>WARRANTY SECURITY</b>
_____	_____	_____
	Signature over Printed Name	Type of Warranty Security: _____
	_____	Amount of Warranty Security: <u>Php</u> _____
	Date and Time	O.R. No.: _____

Postal Address : ASTI Bldg. UP Technology Park Complex  
 CP Garcia Ave., Diliman, Quezon City 1101  
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