



REPUBLIC OF THE PHILIPPINES  
**COMMISSION ON HUMAN RIGHTS**

GSD-TOR CONTROL NO. 14J2022- \_\_\_\_\_

## **TERMS OF REFERENCE**

### **SUPPLY, DELIVERY AND INSTALLATION OF TOILET PARTITIONS FOR CHR NEW CENTRAL OFFICE BUILDING**

#### **I. BACKGROUND**

The Commission on Human Rights (CHR) is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution, established on 05 May 1987 by virtue of Executive Order No. 163. The Commission is primarily mandated to conduct investigations on human rights violations especially against the marginalized and vulnerable sectors of the society. This generally aims to promote, defend and protect human rights of all Filipinos.

As part of the continual improvement of its services, the CHR will be completing its New Central Office Building, which will also house the Commission's regional offices for NCR and IV-B. The building is a legacy of its former Chairperson Jose Luis Martin C. Gascon who have been painstakingly involved in the design and planning of the new edifice as well as the entire CHR Complex. Chairperson Gascon died last October 2021 and was short to finish his term together with the 5th Commission, which should have been concluded on May 5, 2022. Thus, seeks to avail for a suitable supplier for the supply, delivery and installation of Toilet Partitions in the CHR New Central Office Building - Chito Gascon Building, CHR, U.P. Complex, Diliman, Quezon City.

## **II. OBJECTIVE**

The objective of this project is to obtain the services of a qualified supplier who can supply, deliver and install Toilet Partitions as required in the Scope of Work and Technical Specifications/Bill of Quantities.

## **III. SCOPE OF WORK**

The services shall involve the following activities:

### **A. GENERAL REQUIREMENTS**

1. The Supplier shall submit in detail the bill of quantities or any documents pertaining to the quantified items of the project with the corresponding unit cost per item including labor cost.
2. The Supplier shall provide all materials, equipment, tools, apparatus, appliances, accessories, transportation, labor, and supervision necessary for the entire installation of this project as specified in the Technical Specifications/Bill of Quantities.
3. The Supplier shall conduct an inspection prior to installation of the project. Any works that are specified in the plans but not included in the Scope of Work and Technical Specifications/Bill of Quantities, or vice versa, must be brought to the attention of the End-user for clarification. Any work or materials that do not conform in Scope of Work and Technical Specifications/Bill of Quantities must be replaced at the Supplier's expense.
4. To ensure proper phasing in conformity with the approved schedule of works, the Supplier must coordinate all activities with the End-user. The Supplier shall also provide at least one (1) personnel to monitor and supervise the project and he/she must be in the building site at all times.
5. The Supplier shall submit a Work Permit addressed to End-user with names of those who will be physically working at the site for approval prior to installation of toilet partitions.

6. No changes or extra works that would result in an additive or deductive cost change from the Contract will be permitted without the approval of the End-user.
7. Prior to the installation of any items/materials in the project site, the Supplier must present the approved swatches with complete specifications and product photo of all items specified in the technical specifications and bill of quantities, for approval of End-user.
8. To ensure that the site is in good working order, the Supplier must document the present state of the site and take photographs before starting to work. Any damage to the areas caused by the Supplier's on-going works must be repaired at the Supplier's expense.

## **B. SITE PREPARATION**

1. The Supplier should provide barricades, temporary facilities, temporary fences, warning lights, and other similar safeguards as needed for the security of its workforce throughout the project duration.
2. The Supplier shall clean and restore affected areas that were damaged in installation activities subject for approval of the End-user.

## **C. STANDARD PROCEDURES**

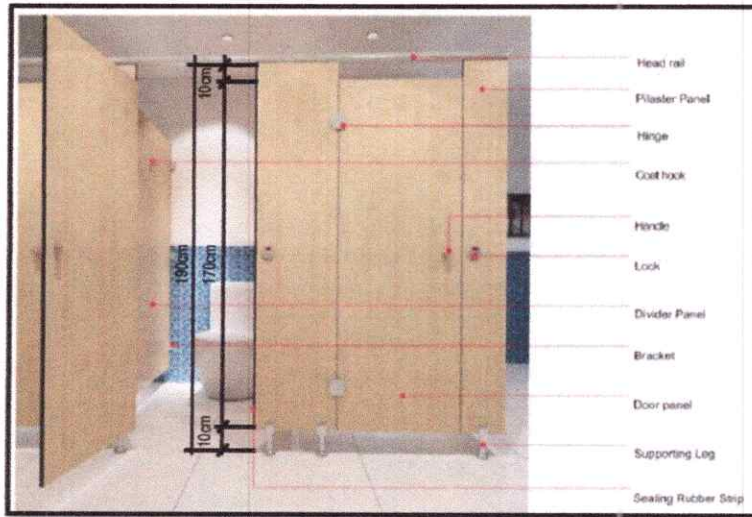
1. Always conduct actual measurement of the toilet rooms included in the project. Verification of any discrepancies to End-user is a must.
2. Proposed methodology, shop drawings, and other relevant drawings by the Supplier in contrast with the original design must be submitted for assessment and evaluation of the End-user.
3. Submission of approved swatches for validation of the End-user. As a general requirement, availability to produce swatches must be followed accordingly, this is to compare the actual from the proposed items.
4. Delivery of materials in coordination with the End-user personnel for the work permit preparation. Each delivery should be checked for documentation purposes and for checking the timeline of the project.



5. Coordination with the End-user for onsite installation with approved Technical Specifications of the material.
6. All materials and parts used for the completion of project shall be new and of good quality.
7. The following scope of works will be observed during onsite installation but not limited to:
  - a) Drilling works
  - b) Hardware installation
  - c) Installation of brackets and other supports
  - d) Installation of main and side panels
  - e) Rectification works
8. The Supplier must submit a Certificate of Warranty on services, parts and other accessories of toilet partitions.

#### **IV. TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES**

1. 12mm Thk Phenolic Board Compact w/ Back-to-Back High-Pressure Laminate Tiza Code Swatches
2. Powder coated framing and supports
3. Accessories:
  - Handle in Stainless Steel Toilet Partition Lever Lock ( w/ Indicator Latch) And Knob handle for both Interior and Exterior Face of the Door
  - Adjustable Foot
  - Rising Hinges (heavy duty)
  - Coat Hook
  - Indicator
  - Bag Shelves
4. Strong and Durable
5. Resistant to Vandalism and Corrosion
6. Resistant to Moisture and Humidity

**DESIGN MODEL:** Floor-Mounted, Overhead-Braced Type**BILL OF QUANTITIES:**

Total No. of Cubicles (MALE) : 20  
 Total No. of Urinals : 14  
 Total No. of Cubicles (FEMALE) : 24

FLOOR	MALE	FEMALE
Ground	5 cubicles 2 urinals	7 cubicles
Third (3 <sup>rd</sup> )	5 cubicles 5 urinals	5 cubicles
Fourth (4 <sup>th</sup> )	5 cubicles 2 urinals	7 cubicles
Fifth (5 <sup>th</sup> )	5 cubicles 5 urinals	5 cubicles

**1. GROUND FLOOR**

MALE : 5 cubicles and 2 urinals  
 FEMALE : 7 cubicles

AREA	COMPONENTS	QTY
<b>MALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set

CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H	1 set
	<b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H	1 set
	<b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set
CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H	1 set
	<b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H	1 set
	<b>SIDE PANELS</b> 40cm L x 120cm H	2 sets

AREA	COMPONENTS	QTY
<b>FEMALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H	1 set
	<b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H	1 set
	<b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set



CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set



CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 6	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 7	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H	1 set  1 set

## 2. THIRD FLOOR

MALE : 5 cubicles and 5 urinals

FEMALE : 5 cubicles

AREA	COMPONENTS	QTY
<b>MALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set 1 set 1 set
CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set 1 set 1 set
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H <b>SIDE PANEL WITH WALL BRACKET</b>	1 set 1 set 1 set

	140cm L x 180cm H	
CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H	1 set  1 set
URINAL PARTITIONS	<b>SIDE PANELS</b> 40cm L x 120cm H	6 sets

AREA	COMPONENTS	QTY
<b>FEMALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H	1 set  1 set  1 set

	<b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	
CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b>	1 set  1 set  1 set



	140cm L x 180cm H	
CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H	1 set  1 set

## 3. FOURTH FLOOR

MALE : 5 cubicles and 2 urinals  
 FEMALE : 7 cubicles

AREA	COMPONENTS	QTY
<b>MALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H	1 set  1 set  1 set

	<b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H	1 set  1 set
URINAL PARTITIONS	<b>SIDE PANELS</b>	2 sets

	40cm L x 120cm H	
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AREA	COMPONENTS	QTY
<b>FEMALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H	1 set  1 set  1 set

	<b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	
CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 6	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b>	1 set  1 set  1 set



	140cm L x 180cm H	
CUBICLE 7	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 27.5cm L x 180cm H 15cm L x 180cm H	1 set  1 set

## 3. FIFTH FLOOR

MALE : 5 cubicles and 5 urinals  
 FEMALE : 5 cubicles

AREA	COMPONENTS	QTY
<b>MALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b>	1 set  1 set

	25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 20cm L x 180cm H 15cm L x 180cm H	1 set  1 set

URINAL PARTITIONS	<b>SIDE PANELS</b> 40cm L x 120cm H	6 sets
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AREA	COMPONENTS	QTY
<b>FEMALE TOILET</b>		
CUBICLE 1	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set 1 set 1 set
CUBICLE 2	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set 1 set 1 set
CUBICLE 3	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H	1 set 1 set 1 set

	<b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	
CUBICLE 4	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H  <b>SIDE PANEL WITH WALL BRACKET</b> 140cm L x 180cm H	1 set  1 set  1 set
CUBICLE 5	<b>FRONT PANEL WITH DOOR</b> 60cm L X 170cm H  <b>PILASTER PANEL WITH POST</b> 25cm L x 180cm H 15cm L x 180cm H	1 set  1 set

**V. DELIVERY PERIOD**

The project must be completed within forty-five (45) calendar days from the receipt of Notice to Proceed (NTP). Any delay beyond the delivery period shall be subject to penalties and charges in accordance with Government Accounting Manual (GAM).

**VI. MODE OF PROCUREMENT**

Section 10 of RA 9184. Competitive Bidding

**A. QUALIFICATION REQUIREMENTS**

Engaged in the business of office modular or toilet partition/cubicles for at least two (2) years.



**B. FINANCIAL OFFER**

The financial bid offer shall be inclusive of all applicable government taxes and charges within the ABC.

**C. ELIGIBILITY REQUIREMENTS**

Interested Suppliers are required to submit all legal, technical and financial documents as required under R.A. 9184.

**VII. TERMS AND CONDITIONS**

1. The Purchase Order (P.O.) and Contract shall be accepted and signed by the supplier prior to the delivery of goods/services.
2. The Commission shall have the right to reject the goods and/or cancel the P.O./Contract and request for improvements/replacement if they are found to be non-compliant with the specifications.
3. Supplier may submit a request for an extension of delivery within the period specified in the contract for the approval of the Head of Procuring Entity (HoPE).
4. This document shall form an integral part of the PO/Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA).
5. Any interlineations, erasures, or, overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
6. Any modifications in the contract implementation must be approved by the Commission.
7. No subcontracting shall be allowed for the entire project.
8. Upon the completion of the project, a Certificate of Completion must be submitted by the Supplier together with the [Warranty Security in accordance with Section 62.1 of the Revised IRR of RA 9184.](#)

**VIII. WARRANTY AND COVERAGE**

Warranty – One (1) year warranty on all tools and equipment items from the date of issuance of the COCA.

Request for repair under the warranty period must be acted upon within ten (10) days from notice of defect.

**IX. TERMS OF PAYMENT**

Payment shall be processed within fifteen to thirty (15-30) calendar days from issuance of the Certificate of Completion and Acceptance (COCA). If the Supplier opted the payment to be deposited in their bank account, the corresponding Bank Transfer Fee shall be charged against them, whenever applicable.

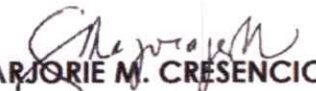
**X. APPROVED BUDGET FOR THE CONTRACT (ABC):**

Two Million One Hundred Four Thousand One Hundred Ten Pesos Only –  
Php P2,104,110.00

**XI. CONTRACT IMPLEMENTATION AND TERMINATION**

Shall be governed by Section 42.1 and Section 42.4 of the Revised Implementing Rules and Regulations of Republic Act 9184

Prepared by:

  
**MARJORIE M. CRESENCIO**  
BMU, General Services Division

Reviewed by:

  
**JOSEFINA G. GREFALDA**  
BMU, General Services Division

Recommending Approval:

  
**MARIA NARITA GARCIA SIO**  
Chief, General Services Division (GSD)

Approved by:

  
**ONESIMO L. CUYCO**  
Director, General Administration Office (GAO)