

Republic of the Philippines  
SOCIAL SECURITY SYSTEM  
**OFFICE OF THE VICE PRESIDENT**  
Mezzanine Level, SSS, Kumintang Ilaya, Batangas City  
Tel.:(043)723-0766 Trunkline:(02)920-6401 loc. 4041



Project : **SUPPLY, DELIVERY AND INSTALLATION  
OF COUNTER BARRIERS FOR SSS BATANGAS**

Location : **SSS BUILDING, KUMINTANG ILAYA, BATANGAS CITY, BATANGAS**

Subject : **TERMS OF REFERENCE / SCOPE OF WORKS**

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**GENERAL PARAGRAPHS:**


- I. **Work Included:** The work contemplated under this contract shall consist of furnishing all materials, labor, tools and equipment, including satisfactory performance of all work necessary for the complete execution of all the work as shown on the plans, specifications and other contract documents.
- II. **Site Inspection:** Examine the site premises and all conditions apparent and visible therein. Consider all such conditions that may affect work. Measure every existing work/ structure on site. **Verify all given dimensions and deviations.** It shall be understood that the work covers all surfaces regardless of measurements made.
- III. **Performance of Work:** All works shall be performed in accordance with these General Paragraphs and all stated in the scope of works.
- IV. **Contract Completion Time:** The Contractor shall complete all work and cleanup within **thirty (30) calendar days** after award of contract. Any work which would entail the inconvenience of the transacting SSS members and/or employees should be done either after office hours or during weekends (with proper working permits).
- V. **Dumping:** All trash and rubbish generated from the project shall be discarded off-site in an approved and lawful manner. Unless otherwise stated, all material scheduled for removal or disposal becomes the property of the Contractor.
- VI. **Workmanship:** All works shall be performed by skilled glass installers that are regularly engaged in work to be performed. All works shall be crafted in a professional manner. Any deficiencies shall be corrected by the Contractor at no additional cost to the owner. All workers should wear Contractor's uniform for easy identification of Security Guards on duty.

*Conforme by:*



- VII. Products: All materials shall be of best quality for purpose intended.
- VIII. Warranty: Contractor warrants the security and stability of the **framing installation for one (1) year** from date of acceptance and agrees to do repair works free of charge should the installation exhibit signs of failure.
- IX. Protection of Work and Property: Provide adequate protection on the existing structures, equipment, furniture and other areas not affected by the work specified.
- X. Scope of Works:
- A. Verification of all counter dimensions to account for any discrepancies
  - B. Fabrication of twenty-one (21) sets 6mm thk. ordinary clear glass panels as per attached drawings
  - C. Anchorage of black metal brackets onto the transaction counters of the branch
  - D. Installation of glass panels and inspection of their proper and secure attachments

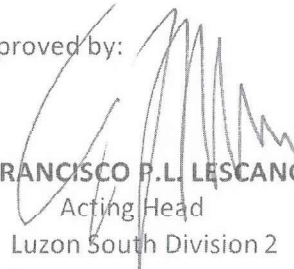
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Luzon South Division 2

Conforme by:

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*Signature Over Printed Name  
of Company's Representative*