

TERMS OF REFERENCE

Project Information	Details
Procuring Entity	Plaridel Water District (PLAWD)
Project Title	Construction of Handwashing Stations for Public Schools and Multipurpose/Evacuation Centers – 2026
Project Location	Municipality of Plaridel, Bulacan
Number of Facilities	Twenty-one (21) handwashing stations
Beneficiary Sites	Sixteen (16) public schools and five (5) multipurpose/evacuation centers
Project Duration	90 calendar days after the date in the Notice to Proceed
Approved Budget for the Contract	Eight Hundred Forty Thousand Pesos (₱840,000.00)
Funding/Program	PLAWD CY 2026 Gender and Development (GAD) Program

1. BACKGROUND

Plaridel Water District (PLAWD) intends to construct handwashing facilities in selected public schools and multipurpose/evacuation centers within the Municipality of Plaridel, Bulacan. The project forms part of PLAWD's CY 2026 Gender and Development (GAD) program and supports Water, Sanitation and Hygiene (WASH) objectives by improving access to safe water and handwashing facilities for students and the general public.

The project covers twenty-one (21) handwashing stations, consisting of sixteen (16) units for public schools and five (5) units for multipurpose/evacuation centers. The project is intended to promote proper hygiene, reduce health risks associated with inadequate handwashing facilities, and provide functional facilities that may be used during regular school activities, public gatherings, and emergency evacuation.

The twenty-one (21) locations identified in the project are as follows:

No.	Location
1	Plaridel Central Elementary School (Poblacion)
2	Banga Elementary School
3	Dampol Elementary School
4	Culianin Elementary School
5	Bintog Elementary School
6	Don Nemencio Clemena Memorial School (Bulihan)
7	Sto. Nino Elementary School
8	Tabang Elementary School
9	Parulan Elementary School
10	Lagundi Elementary School
11	Bulihan High School
12	Banga High School
13	Jose J. Mariano High School (Bintog)
14	Dr. Felipe de Jesus National High School (Agnaya)
15	Dampol 1st National High School
16	Jaime Jacob Vistan High School (Tabang)
17	San Jose Multipurpose Bldg.
18	Rocka Phase 4,5,6 Multipurpose Bldg.
19	Rocka Phase 1,2,3 Multipurpose Bldg.
20	Maria Lourdes Subdivision Multipurpose Bldg.
21	Sipat Multipurpose Bldg.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved Budget for the Contract (ABC) is Php 840,000.00 inclusive of all taxes, labor, materials, equipment, permits, overhead, contractor's profit and all incidental expenses necessary to complete the project.

3. PROJECT OBJECTIVES

- To provide functional, durable, sanitary, and accessible handwashing facilities to identified public schools and multipurpose/evacuation centers.
- To support the implementation of WASH and public health initiatives through improved access to handwashing facilities.
- To promote proper hand hygiene among school children, personnel, evacuees, and the general public.

4. SCOPE OF WORK

The Contractor shall furnish all labor, supervision, tools, equipment, consumables, temporary works, and incidentals necessary for the complete and satisfactory execution of the project, including but not limited to the following:

- Coordination and site verification with PLAWD, school officials, and the concerned Local Government Unit (LGU).
- Mobilization and delivery of construction materials, tools, and equipment to each project site.
- Site preparation, layout, excavation, and preparation of the foundation/base as required by the approved design.
- Construction of the concrete/CHB handwashing station structure, including masonry, plastering, finishing, and other architectural works.
- Installation of ceramic tiles and grout in accordance with the approved drawing and required finish.
- Installation of water supply piping, fittings, bibb-type faucets, and associated accessories.
- Installation of wastewater/drain piping and connection to an appropriate drainage or disposal point approved by PLAWD and the site owner.
- Provision of signage/identification panels with the required PLAWD logo and project identification.
- Painting and finishing works as indicated in the approved plans.
- Testing and commissioning of the completed facility, including checking for leaks, proper drainage, and satisfactory operation of all faucets.
- Correction of defects and deficiencies identified during inspection.
- Clearing, cleaning, hauling of construction debris, and demobilization upon completion.

5. TECHNICAL REQUIREMENTS AND SPECIFICATIONS

5.1 General Requirements

- All works shall conform to the approved drawings, specifications, Program of Works, and instructions issued by PLAWD.
- The Contractor shall verify actual site conditions and dimensions before commencing work and shall immediately report discrepancies to PLAWD.
- Materials shall be new, unused, of good quality, and appropriate for the intended application.
- Equivalent materials may be used only when approved by PLAWD and when they meet or exceed the specified performance and quality requirements.
- The Contractor shall protect existing school and public facilities, utilities, pavements, landscaping, and other structures from damage.
- Construction activities shall be scheduled and conducted in a manner that minimizes disruption to school operations and public use of the sites.

5.2 Civil and Structural Works

- Construct the handwashing station using concrete masonry units (CHB) and reinforced concrete components in accordance with the approved drawing.
- Provide reinforcing bars, cement, sand, and other concrete/masonry materials as indicated in the approved Program of Works and drawings.
- All masonry shall be properly aligned, plumb, level, cured, and finished.
- Provide a sound and level base/foundation suitable for the actual site conditions.
- Any excavation or breaking of existing concrete/pavement shall be restored to its original or better condition after completion.

5.3 Plumbing and Water Supply

- Provide and install the required water supply connection from the designated source to the handwashing station.
- Install 1/2-inch water supply piping and fittings, or the size indicated in the approved drawings.
- Provide five (5) bibb-type faucets per unit, unless the approved drawing indicates otherwise.
- All threaded connections shall be properly sealed using appropriate sealing tape or approved sealant.
- Piping shall be properly supported, aligned, and protected from physical damage.
- The completed water supply system shall be tested for leakage and proper operation prior to acceptance.

5.4 Drainage and Wastewater

- Provide a complete drainage system for wastewater generated by the handwashing facility.
- Install 2-inch PVC drainage piping and fittings, or as indicated in the approved drawings.
- Provide suitable strainers and drainage components to prevent clogging and maintain sanitary conditions.
- Drainage shall discharge to an approved drainage point and shall not create ponding, nuisance, or unsanitary conditions.
- The Contractor shall test the drainage system for free flow and leakage.

5.5 Finishing Works

- Install white ceramic tiles of the specified size and finish in accordance with the approved drawings.
- Use approved tile adhesive and grout; joints shall be uniform and properly finished.
- Apply paint to designated surfaces using suitable exterior/interior-grade paint as applicable.
- All finished surfaces shall be clean, uniform, and free from cracks, chips, stains, excess grout, and construction defects.

5.6 Signage

Each completed handwashing station shall be provided with the required project identification/signage, including the PLAWD logo, in accordance with the approved design. The signage shall be durable, securely installed, and suitable for outdoor exposure.

6. BILL OF QUANTITIES

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
1	2		3	4	5=3X4
1	Mobilization/Demobilization	lot	1.00		
2	Site Preparation , Clearing	lot	1.00		
3	Concrete Works	m ³	5.17		

4	Masonry Works	m ²	80.64		
5	Reinforcement	kgs	847.86		
6	Tile Works	m ²	177.45		
7	Paint Works	m ²	146.88		
8	Waterproofing	m ²	78.35		
9	Plumbing Works and Fixtures	set	21.00		
10	Signages (Double Acrylic PLAWD Logo)	set	21.00		
11	Environment, Health and Safety Program	lot	1.00		
TOTAL AMOUNT					

The above quantities are based on the project document and shall be reconciled with the approved drawings and final site conditions. Any material substitution shall require prior approval from PLAWD.

7. CONTRACTOR'S RESPONSIBILITIES

- Provide competent personnel and adequate supervision for the duration of the works.
- Provide all necessary labor, materials, tools, equipment, transportation, and incidental items required to complete the works.
- Coordinate access and working arrangements with school administrators and LGU/site representatives.
- Maintain safe working conditions and comply with applicable occupational safety and health requirements.
- Secure and protect construction materials and equipment at the work sites.
- Prevent damage to existing utilities and facilities and immediately report any accidental damage to PLAWD.
- Maintain cleanliness and orderly conditions at each site throughout construction.
- Submit work schedules and progress updates as may be required by PLAWD.
- Correct, at no additional cost to PLAWD, defective or non-conforming work attributable to the Contractor.
- Upon completion, remove all temporary facilities, excess materials, debris, and waste from the site.

8. IMPLEMENTATION SCHEDULE

Item	Activity	Target Period
1	Coordination and site verification	Week 1
2	Mobilization and delivery of materials	Weeks 1–2
3	Construction of handwashing station structures	Weeks 2–10
4	Installation of water supply and drainage connections	Weeks 4–11
5	Finishing works, signage, testing and correction of deficiencies	Weeks 10–12
6	Final cleaning, clearing and demobilization	Week 12

The Contractor shall complete the project within 90 calendar days from the date specified in the Notice to Proceed, unless an approved extension is granted in accordance with the contract and applicable procurement rules.

9. QUALITY CONTROL AND WORKMANSHIP

- All workmanship shall be of first-class quality and consistent with accepted construction practices.
- PLAWD may inspect materials and work at any stage and may require the Contractor to remove and replace non-conforming materials or defective work.
- The Contractor shall not cover or conceal work requiring inspection without prior coordination with PLAWD.
- Any defective work identified before the acceptance shall be corrected by the Contractor at no additional cost to PLAWD.

10. TESTING, INSPECTION, AND ACCEPTANCE

The Contractor shall demonstrate that each handwashing station is complete and functional. The following minimum checks shall be conducted:

- Visual inspection of structural, masonry, tile, paint, and finishing works.
- Verification that all faucets are properly installed and operational.
- Water supply leakage test and operational check.
- Drainage flow test and verification of proper discharge.
- Inspection of signage and identification panels.
- Verification that the site has been cleaned and restored.
- Preparation and submission of completion documentation required by PLAWD.

The acceptance shall be subject to satisfactory inspection by PLAWD and compliance with the approved plans, specifications, scope of work, and contract requirements.

11. HEALTH, SAFETY, AND ENVIRONMENTAL REQUIREMENTS

- The Contractor shall comply with applicable occupational safety and health laws, rules, and regulations.
- Workers shall use appropriate personal protective equipment (PPE).
- Construction areas shall be properly barricaded or controlled when necessary, particularly within operating schools and public facilities.
- The Contractor shall keep work areas free from unnecessary hazards and shall promptly remove construction debris.
- No wastewater, cement slurry, or construction waste shall be discharged in a manner that causes pollution, nuisance, or damage to existing facilities.
- The Contractor shall observe appropriate child and public safety measures while working within school premises.

12. PAYMENT

Payment shall be made in accordance with the contract, approved accomplishment, inspection and acceptance requirements, and applicable government accounting and procurement rules. No payment shall be made for work that is incomplete, defective, or not in accordance with the approved plans and specifications.

13. WARRANTY AND DEFECTS LIABILITY

The Contractor shall be responsible for correcting defects, deficiencies, or failures attributable to defective materials or workmanship in accordance with the applicable provisions of the contract and government procurement rules. The Contractor shall repair or replace defective work at no additional cost to PLAWD within the period of one (1) year.

14. MONITORING AND REPORTING

- The Contractor shall provide progress weekly updates as required by PLAWD.
- PLAWD shall monitor physical progress against the approved schedule and scope of work.
- Issues affecting schedule, quality, safety, or site access shall be reported immediately.
- A completion report and documentation of the completed facilities shall be prepared as required by PLAWD.

15. DRAWINGS AND ATTACHMENTS

- Handwashing Station Detailed Drawings
- Project Location Map
- Price Quotation Form

16. GENERAL PROVISION

Any matter not specifically covered by this Terms of Reference shall be governed by the applicable provisions of the contract, approved plans and specifications, and relevant Philippine laws, rules, regulations, codes, and procurement policies. In case of conflict among documents, the order of precedence shall be as stated in the procurement and contract documents issued by PLAWD.

PRICE QUOTATION FORM

Project Title: Construction of Handwashing Stations for Public Schools and Multipurpose/Evacuation Centers – 2026

Procuring Entity: Plaridel Water District

Reference No. : OGM 2026-07-009/ PLAWD 2026-08-050

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11	Environment, Health and Safety Program	lot	1.00		
TOTAL AMOUNT					

Insert Bidder's Name]

[Signature over Printed Name] [Position/Designation]

[Date]

DRAWINGS AND ATTACHMENTS



