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## GENERAL NOTES

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1. The Contractor shall provide all labor, material tools, equipment, supervision, and other related items required to complete the project as per the scope of works and specifications. Contractors are advised to visit the site, verify the existing site conditions to develop their proposal.
2. Site inspection shall be conducted by the PMC and TPC together with a representative from the Contractor to determine the exact measurement and actual site conditions.
3. All Materials delivered on-site shall have an Approved Material Inspection Report from the Project Monitoring Committee.
4. The whole project shall be completed within **90 calendar days**.
5. An area to be used as storage for construction materials will be designated by the IU.
6. Water and electricity to be used during the construction will be charged to the Contractor.
7. Workers shall follow IU rules and regulations like wearing of ID's, No Smoking, etc.
8. Workers will be allowed to use a specified comfort room.
9. The Contractor shall coordinate with the TPC with regards to documents required for building permit applications.
10. If the Contractor determines that some portion of the drawing, specification, or contract document requires clarification or interpretation by the agency, the Contractor shall initiate and submit formally a written Request for Information (RFI).
11. In case there is a variation, a letter of justification with full and detailed particulars to support claims for change order shall be provided by the Contractor to the recommending unit to the PMC for evaluation and recommendation before its implementation.
12. In case of changes in the plans, additional works shall be charged to the Overhead, Contingencies, & Miscellaneous (OCM) of the project per Contractor's original bid and incur no additional cost to the project if the computed cost is within the OCM since OCM's are included in the project estimate to cover any unforeseen expenses and unknown issues during construction.
13. Shop drawings shall be submitted by the Contractor to the PMC for approval before implementation specifically structural details installation and fabrication.
14. The Contractor shall notify the PMC during every material delivery for inspection. Relatively, a Material Inspection Report shall be submitted by the Contractor to the PMC.
15. Reinforcing Steel Bars shall bear company markings, with the attached mill certificate for yield strength verification.
16. The Contractor shall furnish copies of the results of the testing of materials (for concrete design mix and RSB) to the PMO and PMC for approval and proper documentation before the concrete pouring request.
17. A concrete design mix shall be submitted by the Contractor to the PMO and PMC for approval before the concrete pouring request.
18. The Contractor shall provide a rebar cutting list for PMC approval before fabrication/installation.
19. An approved form closure requests with an affixed signature of the implementing unit (PMC) must be submitted by the Contractor at least a day before the closure of forms in preparation for concrete pouring.
20. An approved concrete pouring requests with an affixed signature of the implementing unit (PMC) must be submitted by the Contractor at least a day before concrete pouring.
21. Proper plumbness of Column Reinforcement assemblies and Column forms shall be observed before closure of forms and concrete pouring
22. All lumber shall conform with the specifications required by the IU.
23. All Electrical works shall be done under the supervision of a Professional Electrical Engineer, Registered Electrical Engineer, or Registered Master Electrician.
24. All Plumbing works shall be done under the supervision of a Registered Master Plumber.
25. The Contractor shall verify the design and specifications of any furniture, fixtures, and the likes, as well as the equipment and appliances before procurement.
26. Removed/recovered materials that can be utilized should be turned over to IU.

27. If the Contractor does not have an employed certified installer, he shall submit to the Agency thru PMC an agreement with the supplier and its certified installer which will deliver and/or perform special services, equipment, and other appurtenances for special items.
28. If in case the Contractor requests additional/ extra copies of plans and/or plans for building permit application, they shall pay a printing fee per sheet of A3 sized paper scheduled as follows; 10.00php for black and white and 20.00php for colored. All transactions shall be paid through the cashiering services.
29. The Contractor is required to update figures and data of actual accomplishment of the project every 15<sup>th</sup> and 30<sup>th</sup> of the month. This information together with other supporting documents (i.e. equipment and workforce, utilization chart, weather chart, PERT/CPM, etc.) shall be made available and posted at the field office.


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