



## CALAMBA WATER DISTRICT

Lakeview Subdivision, Haiang, Calamba City  
Tel. Nos.: (049) 545-2863; 545-1614; 545-7895; 545-7981; 545-1389; 545-2728  
Fax: (049) 545-9752

PROJECT : **Supply of Labor and Materials for the Installation of Built-in Cabinets at Finance Department**  
SUBJECT : **Terms of Reference**

### I. SCOPE OF WORKS

To supply labor and materials for the installation of built-in cabinet at the Finance Department.

#### A. SPECIFICATIONS

1. Size/ Dimension:  
Four (4) Built – in cabinets:
  - a) One (1) Floor Mounted Filing Cabinet:  
Height – 8 ft  
Length – 140cm  
Width – 50cm
  - b) Three (3) Hanging Cabinet:  
Height – 2 ft  
Length – 200cm  
Width – 50cm
2. Main frame, shelves and cabinet sliding doors:
  - 2.1 Multi-rich laminate type – Italy white or Formica Matt finish
  - 2.2 ¾ inch -18 mm- thickness at least, marine plywood
  - 2.3 The exterior shall be smooth finished
3. Back covers:
  - 3.1 Marine plywood
  - 3.2 ¼ inches
4. Accessories: Sliding tracks, fittings, guard rails, rollers, handles, hinges, locks and the like shall be of high strength durable and samples shall be approved by the CWD prior installation
5. All materials used on this work shall be new and conforming to the contract specifications.

#### B. PROJECT DURATION AND WORKERS

1. Work days should be coordinated with the OIC of GSD or his representative.
2. Contractor should submit proposed work schedule and time line to the OIC of the GSD.
3. Work hours will be from 8:00am to 5:00pm, weekends only. No work shall be done on weekdays without the prior approval of the management.



### **C. FIELD CONDITIONS**

1. Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and equipment etc., required for completion of the work in all respects and as per the scope of the work. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.
2. Contractor shall employ and provide one full time engineer or its equivalent to supervise the project and has experienced of carrying out such type of work.
3. Workers working on the site shall be skilled in their job and have related job experience
4. The contractor shall inform and provide in writing transportation details (vehicle registration number, driver's name, and date of delivery) to the OIC of GSD at least 24 hours in advance for material deliveries. Contractor shall give workers names at least 3 days in advance to get security clearance/ pass.
5. Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site.
6. Contractor shall restore all surfaces disturbed by construction to match with existing finish. Any deviation from the original contract/scope of work shall be informed to the OIC of GSD before work begins. No additional work or changes will be carried out without a permission or approval from the management.
7. Contractor should keep the site clean and clear away all debris and excess materials accumulated at the site and dispose it away from work premises, maintaining a neat site condition. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work, plants or equipment.
8. On completion of project, contractor shall remove all surplus materials and leave the site in a broom clean condition

### **D. WARRANTY**

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 contract further guarantees that if, during a period of three years from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his expenses.

### **E. OTHER REQUIREMENTS**

1. Prospective bidders are required to conduct site inspection at the location of project before bid submission. This is to ensure the reliability, security and efficiency of the required services that the contractor shall perform. Kindly give a 1-day notice before your site visit. Contact person: Mr. Emmanuel T. Salvador – (0917) 555 4823. A certificate shall be given to the supplier as proof of their site inspection.

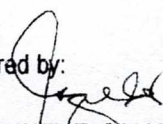


2. Contractor shall submit material samples and catalog for pre-approval. All materials used on the project shall be approved by the OIC of the General Services Division (GSD) before use. Any changes/substitutes on material shall be approved by OIC of GSD before proceeding.

**F. PAYMENT TERMS**

1. Payment shall be made upon issuance of Certificate of Final Acceptance from the head of Procuring entity.
2. Supply, delivery, installation must be done within 60 days from the receipt of NTP.

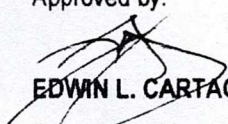
Prepared by:



**EMMANUEL T. SALVADOR**

OIC - General Services Division

Approved by:

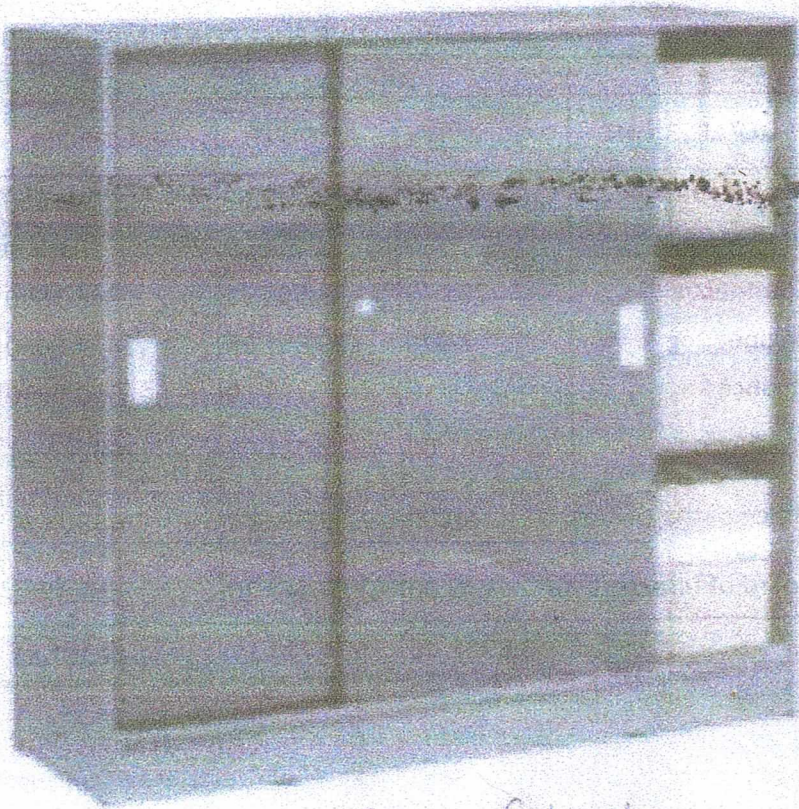


**EDWIN L. CARTAGO**

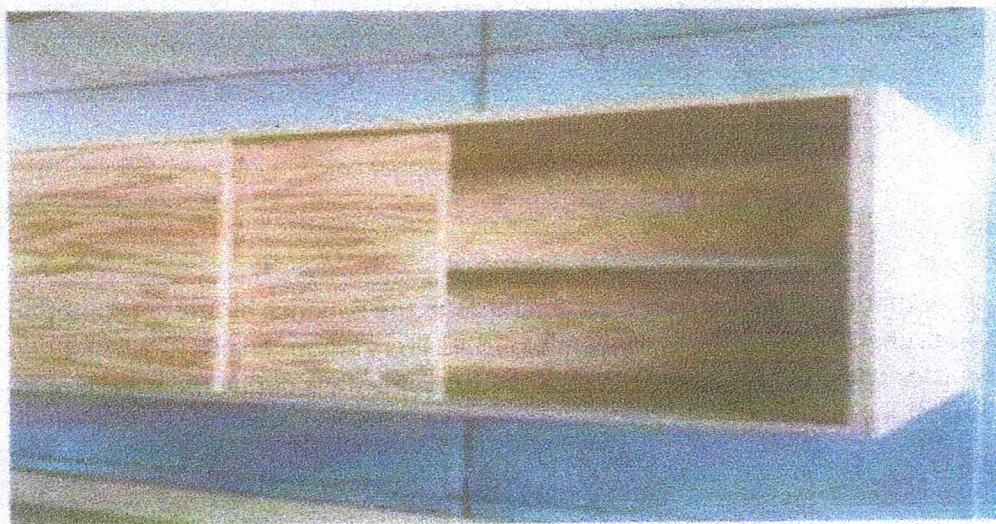
Department Manager C



Final<sup>ERC</sup> Department  
For CAPDY Budget 2020



Filing Cabinet



Hanging Cabinet