



CALAMBA WATER DISTRICT

Lakeview Subdivision, Halang, Calamba City
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PROJECT : **Supply of Labor and Materials for the Installation of Window Blinds for CWD Building (except OGM)**
SUBJECT : Terms of Reference

I. SCOPE OF WORKS

To supply labor and materials for the installation of window blinds for CWD Building except at the Office of the General Manager (OGM).

A. WINDOW ROLLER SHADES SYSTEM

1. Size (W x H) and Quantity:

1.1 CWD Main Building:

1.1.1 Ground Floor:

1.1.1.1 Billing and Collection/ One-Stop Shop:

132cm x 150cm – 8pcs

100cm x 150cm – 2pcs

75cm x 150cm – 2 pcs

1.1.1.2 Laboratory:

120cm x 9 Feet – 2pcs

1.1.2 2nd Floor:

1.1.2.1 Administrative Department including Cashiering Section:

V- Window: 90cm x 250cm – 2pcs

60cm x 250cm – 2pcs

56cm x 250cm – 1pc

50cm x 250cm – 1pc

48cm x 250cm – 1pc

62cm x 250cm – 2 pcs

Right Side: 117cm x 150cm – 1pc

125cm x 150cm – 5pcs

100cm x 150cm – 2 pcs

75cm x 150cm – 2 pcs

1.1.2.2 Finance Department:

126cm x 150cm – 5pcs

91cm x 150cm – 1 pc

75cm x 150cm – 2pcs

1.1.3 3rd Floor:

1.1.3.1 Commercial Department:

117cm x 150cm – 1pc

125cm x 150cm – 5pcs

100cm x 150cm – 2pcs

75cm x 150cm – 2pcs

- 1.1.3.2 Office of the Board of Directors:
 - V- Window: 90cm x 250cm – 2pcs
 - 60cm x 250cm – 2pcs
 - 56cm x 250cm – 1pc
 - 50cm x 250cm – 1pc
 - 48cm x 250cm – 1pc
 - 62cm x 250cm – 2pcs
 - Left Side: 164cm 150cm – 2pcs
 - 134cm x 150cm – 3pcs
 - 110cm x 150cm – 1pc

1.1.4 4th Floor:

- 1.1.4.1 Production Department:
 - V- Window: 90cm x 250cm – 2 pcs
 - 60cm x 250cm – 2pcs
 - 56cm x 250cm – 1pc
 - 50cm x 250cm – 1pc
 - 48cm x 250cm – 1pc
 - 62cm x 250cm – 2pcs
- 1.1.4.2 Engineering Department:
 - Left Side: 126cm x 150cm – 5 pcs
 - 91cm x 150cm – 1pc
 - Conference Room: 75cm x 150cm – 2pcs

1.2 CWD Warehouse

1.2.1 1st Floor:

- 1.2.1.1 Warehouse Guard House:
 - 100cm x 150cm – 1pc
 - 120cm x 150cm – 1pc
- 1.2.1.2 Warehouse Office:
 - 120cm x 150cm – 1pc

1.2.2 2nd Floor

- 1.2.2.1 Warehouse Conference Room:
 - 160cm x150cm – 3pcs
- 1.2.2.2 Warehouse Office Supply Room:
 - 160cm x 150cm – 1pc

- 2. Materials: PVC Roller Tube
 - 2.1 Window shade cassette
 - 2.2 Plastic beaded cord
 - 2.3 Bottom rod
- 3. Fabric material and color: provide swatch or sample for approval
- 4. Features:
 - 4.1 Combination Roller Shade fabric/Sheer
 - 4.2 Soil and dust resistant
 - 4.3 Good Sound absorption
 - 4.4 Functional and durable
 - 4.5 Offers security and privacy

- 4.6 Energy efficient
- 4.7 Protects against unwanted sun-glare
- 4.8 Easy to clean
- 4.9 Light filtering to blackout materials
- 4.10 Shades roll up tight, maximizing view
- 5. Warranty: three (3) years

B. DURATION OF CONTRACT

- 1. The contractor/ winning bidder shall complete the delivery and installation of work within 60 calendar days from the date of receipt of Notice to Proceed.

C. WARRANTY

- 1. Warranty Certificate shall be issued in favor of CWD.
- 2. Replacement of defective window blinds and accessories including installation within the duration of the warranty.
- 3. The contractor further warrants that all blinds supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied items.
- 4. Supplier shall be responsible for all the cost related to the warranty period.
- 5. Supplier should provide spare parts as needed within the warranty period.

D. FIELD CONDITIONS

- 1. Use construction tape barriers and signs to clearly identify areas that are off limits to CWD staff to alert people and prevent people from entering work area. Mask off, tarp, tape and otherwise protect the surrounding area from dust, drips and spills, dirt and debris from the project activities. The tape, tarps and protective materials are to be clean so as to not cause damage to the building.
- 2. All ladders, tools and safety equipment to be in good operating condition, clean and used in a manner so as to prevent damage to the building floors, walls etc.
- 3. Prepare windows as needed, for the blinds, shades and curtains to be installed properly and without flaws.
- 4. Remove / dispose of any garbage, tape, tarps and debris caused by the blinds, shades and curtains project.
- 5. Fully clean all work areas.

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. During the post qualification, the winning bidder is required to submit:
 - 2.1 Actual materials to use including specifications
 - 2.2 Actual fabric swatches for approval
 - 2.3 Must provide photo or brochure and technical specifications of actual items to be delivered

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.

G. TIMELINESS FOR IMPLEMENTATION OF PROJECT

1. Allowable work schedule for the supplier for delivery and installation: Whole days of Saturday and Sundays with supervision of concerned CWD personnel.

Prepared by:

EMMANUEL T. SALVADOR

OIC – General Services Division

Approved by:

EDWIN L. CARTAGO

Department Manager C