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 x 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 x 150cm – 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:

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Approved by:

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