

TERMS OF REFERENCE

Procurement of Sunscreen Roller Shades/blinds including Supply of Labor and Materials for the installation to All Window Glass, Glass Panels and Glass Doors for the NEDA sa Pasig Building.

I. BACKGROUND/RATIONALE

The renovation activities at the NEDA-CO is on its way to completion. To further improve the working environment as well as to attain greater efficiency in power consumption, it is necessary to procure brand new sunscreen roller shades/blinds to effectively provide interior shades against sunlight and maximize the operational level of air-conditioning (A/C) units. The new sunscreen roller shades/blinds will substantially conceal the interior elements and aesthetically improve the exterior outlook of the building.

II. SCOPE OF WORKS, SPECIFICATIONS, LOCATIONS, AND TERMS AND CONDITIONS

A. Scope of Works

1. Prospective bidders shall conduct inspection of the sites where the new Sunscreen roller shades/blinds will be installed to determine the actual job to be undertaken including measurements and the corresponding cost estimates.
2. Winning bidder shall dismantle all the existing sunscreen roller shades and vertical/venetian blinds prior to the installation of the new ones. The dismantled units shall be turned over to the Asset and Management Division of the NEDA Administrative Staff for disposition.
3. Winning bidder shall provide labor and materials needed for the installation of the new sunscreen roller shades/blinds based on the required specifications (same color and texture installed at the 6th floor including powder coated aluminum fascia to conceal mechanical fixtures) in accordance with quality standards and proper placement.

B. Sunscreen Roller Shades/blinds Specifications

Composition	28% polyester, 72% vinyl on polyester
Thickness	0.68-0.73mm
Openness factor	3% - 5%
Color	Same color, texture installed at the 6 th floor
Chain	Heavy duty chain operated
Ball chain (chain driven)	Aluminum /stainless coated
Bottom rail/bottom weight (hem)	Hem pocket and concealed aluminum hem weight shall be continuous and sealed
Mechanism	Manual operation

C. Locations and Dimensions of Windows Intended for the Installation of Sunscreen Roller Shades/blinds.

FLOOR	ALUMINUM CASEMENT WINDOW (W1) 0.30 m x 1.16 m	FIXED GLASS PANEL 1 (W2) 0.90 m x 2.04	FIXED GLASS PANEL 2 (W3) 0.95 m x 2.04 m	SLIDING ALUMINUM CASEMENT WINDOW (W4) 1.10 m x 0.80 m	ALUMINUM CASEMENT DOOR (D1) 0.75 m x 1.80 m
Ground Floor		42 pcs	30 pcs		1 pc
Second Floor	322 pcs				
Third Floor	215 pcs			4 pcs	6 pcs
Fourth Floor	171 pcs			4 pcs	6 pcs
Fifth Floor	176 pcs			4 pcs	
Seventh Floor	168 pcs				6 pcs
TOTAL	1052 pcs	42 pcs	30 pcs	12 pcs	19 pcs

D. Terms and Conditions

1. All works shall be completed within 90 calendar days upon receipt of the Notice to Proceed; and

2. All installation works and materials used shall be guaranteed against all defects for a period of one (1) year after the issuance of Certificate of Acceptance.

III. QUALIFICATIONS OF THE CONTRACTOR

The Contractor must have the necessary experience and expertise in the supply of labor and materials for the installation of the sunscreen Roller shades/blinds, as evidenced by submitting relevant and applicable documentary requirements:

- a) Business permits/licenses;
- b) Engagement in the business for at least three (3) years;
- c) Certification that the installers are qualified/capable, honest, skilled and well-trained;
- d) Certificates of Client Satisfactory Completion/Services from at least three(3) clients within the past three (3) years; and
- e) A successfully completed project/contract with a value of at least 50% of the Approved Budget for the Contract.
- f) Product brochures and samples of the product/brand being offered.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **PhP3,000,000.00** inclusive of all applicable government taxes, fees and other charges.

V. RESPONSIBILITIES OF THE CONTRACTOR

1. Deliver brand new sunscreen roller shades/blinds according to specifications;
2. Provide all materials, labor (installation), and equipment necessary for the implementation of the installation works that conforms to the quality standards and workmanship as indicated in the contract.

VI. RESPONSIBILITIES OF THE NEDA

1. Verify that the delivered/installed sunscreen roller shades/blinds are brand new and conforms with the specifications;
2. Monitor and validate that the scope of work specified under Section II of this TOR are diligently rendered.
3. Confirm that the installed sunscreen roller shades/blinds are of the best quality and workmanship; and
4. Mobilize the Inspectorate Team to assist the General Services Division (GSD) of Administrative Staff in recommending appropriate measures and improvements, when necessary.

5. Provide the contractor access to the NEDA premises to which the sunscreen roller shades/blinds are to be installed accompanied by GSD.
6. Pay the contractor for the supply of materials and installation works.

VII. PAYMENT SCHEME

One time payment to the contractor shall be made after completion of installation works and upon acceptance of NEDA, subject to the submission of complete documentary requirements for payment.

VIII. LIQUIDATED DAMAGES

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, NEDA shall rescind the contract, without prejudice to other courses of action and remedies open to it.