

TERMS OF REFERENCE
INSTALLATION OF ACRYLIC BARRIER FOR HRMO FOR C.Y. 2021
Location: Human Resources Management Office (HRMO)
DFA Main Building, 3rd Floor
Approved Budget for Contract (ABC): Php 280,000.00

Item No.	
I	<p>Background</p> <p>The Human Resources Management Office (HRMO) of the DFA is accountable in delivering a good service in transacting business and providing essential needs of the personnel and to its clients. But due to the current COVID 19 pandemic, HRMO proposed to install an Acrylic Barrier in each of the working areas to prevent transmission of the said virus and to protect, maintain a safe physical distance for a healthy workplace.</p>
II	<p>Objectives</p> <p>The Department is in need of a reputable Contractor, with experience in Government major installation and renovation projects, that will provide reliable and efficient works with the deployment of skilled manpower, materials, equipment and supervision. The project aims to:</p> <ol style="list-style-type: none"> 1. Install acrylic barrier in the HRMO area, 3rd floor of the DFA building to prevent transmission of the Covid 19 virus. 2. To protect the safety of the personnel working in these area and to give safety environment for the arrival of personnel from Foreign Service Posts and the departure and deployment of the Home Office personnel to various FSPs ; 3. To ensure that the protocols and guidelines of the government during the Covid 19 pandemic situation are implemented.
	Particulars
III.	<p>Scope of Work:</p> <p>The contractor shall:</p> <ol style="list-style-type: none"> a) Provide initial ocular site inspection for the project. b) Provide working drawings, program of work and bill of materials subject for approval of EMD-OAMSS. c) Supply and installation of clear acrylic partition as specified in the approved plan. d) Deliver the materials at the site without additional charges from the original contract price. e) Provide all necessary tools, materials, equipment, manpower, transportation, delivery and supervision for the project. f) Submit brochures, samples, technical specification and operation manual upon delivery of the equipment. g) Discuss specifically to the EMD-OAMSS as authorized DFA representative the procedure for the installation of the said project. h) Responsible for all the licenses and permits, fees or charges payable to the government, national or local for the supply and delivery of all materials needed in the project. i) Responsible for clean up in the project area right after the completion of the project.

IV.	Technical Specifications	Statement of Compliance
	1 Use clear acrylic for the barrier with 3/4x3/4 inch of galvanized tubular for steel framing.	
	2 Minimum thickness of clear acrylic shall be 3mm	
	3 Height of acrylic partition/barrier shall be 1.20m measuring vertically from top surface of the working table	
	4 Use metal clips in connecting between metal frame barriers and existing side protective table barriers.	
	5 Size of all hole gaps in receiving documents shall be 30cm in length x 8cm in height from its surface countertop.	
	6 Use swing or sliding acrylic doors with tubular frame (depend on the end-user)	
	7 All installed doors and partitions/barriers shall be built firmly with stability to avoid the chance of being knocked over.	
V.	<p>Contractor's Qualification</p> <p>The Contractor shall comply with the following minimum requirements:</p> <ol style="list-style-type: none"> 1. With at least five (5) years experience in government upon commencement of the contract. 2. Experienced workers and helpers. 	
VI.	<p>Warranty</p> <ol style="list-style-type: none"> 1. The contractor shall provide warranty for the defects and issues resulting from installation and repair works for the project. 2. The Contractor shall provide warranty, which is understood to include replacement or repair parts/components at no cost to the Department, after acceptance of the project. 3. The Contractor shall post any allowable form of warranty security, valid for at least twelve (12) months from the issuance of a Certificate of Final Acceptance and in the appropriate amount. 	
VII.	<p>Delivery Schedule</p> <p>Delivery of materials to the project site and installation of acrylic barriers shall commence within thirty (30) calendar days upon the issuance of Notice to Proceed (NTP).</p> <p>The contractor shall provide EMD-OAMSS an advance notice of the list of materials and equipment to be used in the project for the issuance of Gate Pass.</p>	
VIII.	<p>Confidentiality Clause</p> <p>The contractor shall ensure that all data and information obtained in the course of the project is strictly confidential.</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the services including period thereafter.</p>	

IX.	Terms of Payment	
	<p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, certificate of completion/final acceptance, and other supporting documents to be examined by the EMS-OAMSS and Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges. All payments shall be inclusive of all applicable taxes and other lawful charges</p>	

NOTE:

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

COMPANY NAME/SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: