

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 2330 Roxas Boulevard, Pasay City

**TERMS OF REFERENCE FOR PROCUREMENT OF
 CURTAINS AND BLINDS FOR THE OFFICIAL USE OF THE DEPARTMENT IN RELATION TO THE
 RELOCATION OF THE DFA HEADQUARTERS TO DOUBLE DRAGON
 ABC: PHP 995,500.00**

Item		
I.	<p>Background:</p> <p>The Department of Foreign Affairs intends to procure blinds and curtains to be installed at its Temporary Headquarters located at Double Dragon Tower for protection of the users from glare and direct sunlight and to enhance the privacy and security of the Department by minimizing visibility of the offices and conference spaces from the outside.</p>	
II.	<p>Location:</p> <p>DoubleDragon Tower, EDSA Extension cor. Macapagal Avenue, Bay Area, Pasay City Floors covered: Ground floor, Second Floor, Sixth to Eleventh Floors</p>	
III.	Scope of Work	Statement of Compliance
	<p>The Contractor shall:</p> <ol style="list-style-type: none"> a. Provide labor and materials for the installation of curtains and roller blinds at the locations specified in ANNEX A. In addition, it is understood that the supply of necessary rods/tracks, supports, accessories and consumables required for the completion of the project shall be on Contractor's account; b. Obtain End-user's approval on the specification of materials to be installed, installation procedures and shop drawings through submission of Request for Approval (RFA) and/or Request for Information (RFI) forms prior to the commencement of works as necessary; c. Take photographs of before, during, and after work to be attached as accomplishment report for billing purposes; d. Submit a gantt chart and weekly accomplishment report reflecting the actual accomplishment. This will serve as an attachment for the progress billing subject to assessment and approval of OAMSS-EMD; e. Be able to render works at night after Office hours, weekends, and/or holidays to avoid disturbance during working hours; f. Ensure that after the work the areas are clean and no unfinished installation works shall be left; and, g. Conduct restoration works at its own expense in the event that the contractor has damaged existing finishes or any components at the premises during the installation period. 	

<p>IV.</p>	<p>Site Inspection</p> <p>The work shall be based on the existing data and physical condition at the worksite. No increase in cost or extension of time will be considered for failure to inspect and examine the worksite and site condition.</p> <p>The bidders for this contract must secure a Certificate of Site Inspection from OAMSS-EMD prior to the opening of bids and said certificate shall form part of the bid documents to be submitted.</p> <p>In the Certificate of Site Inspection, the bidder acknowledges and warrants to have inspected and examined the sites and their surroundings and has satisfied itself by submission of its Bid offer as to the nature of the work and materials necessary for the completion of the project, the means of access to the site, the accommodation that may be required and all necessary risks, contingencies, and other circumstances that may influence or affect the Bid offer.</p>																
<p>V.</p>	<p>Technical Specifications</p> <p>The Contractor shall supply and install curtains and blinds with the minimum specification listed below or it's equivalent:</p> <table border="1" data-bbox="321 863 1187 1864"> <thead> <tr> <th data-bbox="321 863 431 926">Item</th> <th data-bbox="436 863 1019 926">Description</th> <th data-bbox="1024 863 1187 926">Quantity</th> </tr> </thead> <tbody> <tr> <td data-bbox="321 932 431 1209"> <p>a.</p> </td> <td data-bbox="436 932 1019 1209"> <p>Black-out Roller Blinds Size Range: W- 100 cm to 200 cm, H- 250 cm, Tk-0.6mm Color: White/Off-White/Light Gray subject for approval upon submission of RFA Fabric, 3% Openness, Sunscreen Including accessories, threaded rods, hangers and supports or equivalent</p> </td> <td data-bbox="1024 932 1187 1209"> <p>95 sets</p> </td> </tr> <tr> <td data-bbox="321 1215 431 1493"> <p>b</p> </td> <td data-bbox="436 1215 1019 1493"> <p>Black-out Roller Blinds Size Range: W- 100 cm to 120 cm, H- 100 cm, Tk-0.6mm Color: White/Off-White/Light Gray subject for approval upon submission of RFA Fabric, 3% Openness, Sunscreen Including accessories, threaded rods, hangers and supports or equivalent</p> </td> <td data-bbox="1024 1215 1187 1493"> <p>5 sets</p> </td> </tr> <tr> <td data-bbox="321 1499 431 1808"> <p>c</p> </td> <td data-bbox="436 1499 1019 1808"> <p>Black-out Curtains (Manual) Material: Polyester Size Range: W- 140 cm to 280 cm, H- 250 cm to 350 cm, S Fold Color: Shade of Blue/Light color subject for approval upon submission of RFA 1 pair/set Including curtain tracks, accessories and consumables</p> </td> <td data-bbox="1024 1499 1187 1808"> <p>45 sets</p> </td> </tr> <tr> <td data-bbox="321 1814 431 1864"> <p>d</p> </td> <td data-bbox="436 1814 1019 1864"> <p>Motorized Black-out Curtains</p> </td> <td data-bbox="1024 1814 1187 1864"> <p>4 sets</p> </td> </tr> </tbody> </table>	Item	Description	Quantity	<p>a.</p>	<p>Black-out Roller Blinds Size Range: W- 100 cm to 200 cm, H- 250 cm, Tk-0.6mm Color: White/Off-White/Light Gray subject for approval upon submission of RFA Fabric, 3% Openness, Sunscreen Including accessories, threaded rods, hangers and supports or equivalent</p>	<p>95 sets</p>	<p>b</p>	<p>Black-out Roller Blinds Size Range: W- 100 cm to 120 cm, H- 100 cm, Tk-0.6mm Color: White/Off-White/Light Gray subject for approval upon submission of RFA Fabric, 3% Openness, Sunscreen Including accessories, threaded rods, hangers and supports or equivalent</p>	<p>5 sets</p>	<p>c</p>	<p>Black-out Curtains (Manual) Material: Polyester Size Range: W- 140 cm to 280 cm, H- 250 cm to 350 cm, S Fold Color: Shade of Blue/Light color subject for approval upon submission of RFA 1 pair/set Including curtain tracks, accessories and consumables</p>	<p>45 sets</p>	<p>d</p>	<p>Motorized Black-out Curtains</p>	<p>4 sets</p>	
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	<p>Approx. Coverage : W- 850 cm, H- 260 cm, S Fold, Center Opening Material: Polyester Color: Beige/Light color subject for approval upon submission of RFA Electrical requirements: 90-225 VAC, 60hz Including motorized curtain tracks, accessories, wires, cables and consumables</p>	
	<p>Furthermore, the Contractor shall conduct actual measurements of the window panels to identify the exact measurement of curtains and blinds to be supplied, including necessary consumable materials for the completion of the project.</p>	
<p>VI.</p>	<p>Contractor's Qualifications</p> <p>The Contractor shall comply with the following minimum requirements:</p> <ol style="list-style-type: none"> 1. At least three (3) years experience upon commencement of the contract in the supply and installation of Roller Blinds and Curtains; 2. PhilGEPS member; and 3. With a good track record. 	
<p>VII</p>	<p>Contractor's Personnel Qualifications</p> <p>The minimum requirements of Contractor key personnel to be assigned to the Contract is as follows:</p> <ol style="list-style-type: none"> 1. Project Supervisor <p>With relevant experience of atleast five (5) years and knowledge in the installation of curtains and blinds. The qualified expert(s) shall be in charge of the design, implementation, and supervision of works on the project.</p> 2. Installer <p>With relevant experience of atleast three (3) years and knowledge in the installation of curtains and blinds. The qualified expert(s) shall be in charge of the installation of blinds and curtains.</p> <p>For the above qualified expert(s) and other proposed key members, the Contractor shall provide the following information:</p> <ol style="list-style-type: none"> a. Professional Qualifications (relevant Training and Certificates); b. Relevant Education and levels and dates; c. Chronological employment history, including role in any previous similar projects; and d. List of experience in similar projects. 	
<p>VIII.</p>	<p>Contractor's Obligations</p> <ol style="list-style-type: none"> 1. Material and Performance Specification 	

	<ul style="list-style-type: none">● All materials that will be supplied for the project shall be of high quality and brand new, and all activities that will be undertaken shall be conducted with the highest regard for quality and safety. Only skilled personnel with similar work experience shall be allowed to undertake the same;● Warrant the availability and authenticity of all materials and equipment it will deliver and shall repair/replace any defective unit and correct installation errors at its own expense and account within the warranty period. <p>2. Safety and Environmental Provision</p> <ul style="list-style-type: none">● The Contractor shall keep the area and its vicinity clean at all times after work. Waste segregation implemented by the Lessor and the Department should be observed.● All workers shall be provided with the mandatory Personal Protective Equipment (PPE) which will be used during the performance of their duties:● Observe the Department and Lessor’s rules and regulations at all times and provide uniforms with printed names to deployed personnel. <p>3. Coordination</p> <ul style="list-style-type: none">● Coordinate with End-user prior to commencement of work in securing work permit and gate pass atleast three (3) days prior to the commencement of work and/or delivery schedule;● Adhere to the rules and regulations implemented by the DFA and the Lessor inside the premises;● Report before and after work to the designated personnel of OAMSS-EMD. Provide a report and update of the work done at the end of the day; <p>4. Documentation and Compliance:</p> <ul style="list-style-type: none">● Submit all necessary documentation, including material data sheets, certificates of compliance, and warranty information.● Conduct regular inspections and provide progress reports to ensure compliance with specifications and timelines. <p>5. Others</p> <ul style="list-style-type: none">● Comply with the periods and scope of works set forth in the Terms of Reference (TOR) and be subject to payment deductions as a result of non-compliance thereto; and,● Comply with labor laws, rules, and regulations, including payment of at least the mandatory minimum wage, fringe	
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	benefits, and 13 th month pay to deployed personnel.	
IX.	<p>Contract Duration</p> <p>The Contractor shall deliver and install curtains and blinds within Forty-five (45) days from the receipt of Notice to Proceed (NTP).</p>	
X.	<p>Warranty</p> <p>The Contractor shall provide at least one (1) month warranty on all items being delivered and installed, including the quality of the works from the issuance of the certificate of completion.</p> <p>In the event that the curtains, blinds and other related materials were damaged due to the workmanship of the installer, the Contractor shall repair or replace the materials without additional cost to the Department.</p>	
XI.	<p>Confidentiality Clause</p> <p>The Contractor shall ensure that all personnel who shall be 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 service.</p>	
XII.	<p>Terms of Payment</p> <p>Progress billing:</p> <ol style="list-style-type: none"> 1. 15% of the Contract Price: Upon initial delivery of blinds and curtains at the site (Atleast 10% of the total quantity); 2. 50% of the Contract Price: Upon completion of forty percent (40%) of work accomplishment and delivery of atleast fifty percent (50%) of the total quantity of curtains and blinds 3. 25% of the Contract Price: Upon completion of seventy percent (75%) of work accomplishment and complete delivery of curtains and blinds 4. 10% of the Contract Price: Upon issuance of the certificate of completion and acceptance of the Project <p>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, and other supporting documents examined by the 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.</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.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]