

TERMS OF REFERENCE

I. PROJECT TITLE:

SUPPLY OF LABOR, MATERIALS, AND TOOLS FOR THE INSTALLATION OF WINDOW FILM/TINTS FOR THE WINDOWS AND GLASS PANELS VARIOUS OFFICES OF THE SECOND FLOOR PALACIO DEL GOBERNADOR AND AYUNTAMIENTO BUILDING

II. DESCRIPTION:

Installation of heat reduction window films for the windows and glass panels of the second floor of the Palacio Del Gobernador Building and various offices of the Ayuntamiento Building. This aims to reduce energy consumption when cooling the whole area by using heat rejection technology on the windows. This will also lessen the effect of harmful glares, UV rays, and heat to the offices on the Second Floor of the Palacio Del Gobernador Building and various offices of the Ayuntamiento Building.

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

Three Hundred Ninety Thousand Pesos (Php390,000.00)

Inclusive of all applicable tax

IV. MATERIAL SPECIFICATION

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>												
1,015.00*	sq.ft	Heat Rejection Window Film <ul style="list-style-type: none">- High Performance Heat Rejection Technology- Blocks high percentage of UV rays and other harmful rays.- High glare-blocking capacity and daytime privacy- Helps prevent glass from shattering in case of accidents- Energy distribution- Light distribution <table><tr><td>% Transmittance:</td><td>At least 15%</td><td>% Transmittance:</td><td>At least 10%</td></tr><tr><td>% Absorptance:</td><td>At least 50%</td><td>% Reflectance Exterior:</td><td>At least 30%</td></tr><tr><td>% Reflectance:</td><td>At least 30%</td><td>% Reflectance Interior:</td><td>At least 10%</td></tr></table>	% Transmittance:	At least 15%	% Transmittance:	At least 10%	% Absorptance:	At least 50%	% Reflectance Exterior:	At least 30%	% Reflectance:	At least 30%	% Reflectance Interior:	At least 10%
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1,432.00	sq.ft	Clear Frost Film <ul style="list-style-type: none">- Brilliant Visual Frosted Effect- Helps prevent glass from shattering in case of accidents.- Blocks UV rays and other harmful rays. <table><tr><td>% Total Solar Energy Rejected</td><td>At least 34%</td><td>% Visible Light Transmittance:</td><td>At least 65%</td></tr></table>	% Total Solar Energy Rejected	At least 34%	% Visible Light Transmittance:	At least 65%								
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**measurement can be verified on Annex A*

V. SCOPE OF WORK:

1. Mobilization of manpower, tools, and materials to be used for the project.
2. Preparation of the working area,
3. Provision of the supervision of the project.
4. Preparation of glass windows before the installation of the window films.
5. Installation of window films by trained installers and applicators using applicable methods as prescribed on the materials to be used.
6. Clearing of debris and any other waste in the workplace.

VI. CONTRACT DURATION:

The project must be delivered and completed within thirty (30) calendar days from the receipt of the Purchase Order.

VII. WARRANTY:

Five (5) years comprehensive warranty against material defects and faulty workmanship.

VIII. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:

- a. Must have at least three (3) years existence in the business.
Similar Contract: Supply and Installation of Window Tint/Film
- b. The Contractor shall submit the following requirements:
 - 1. DTI / SEC Registration Certificate
 - 2. Mayor's Permit
 - 3. PhilGEPS Registration Certificate

IX. RESERVATION CLAUSE:

The BTr reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance reject any and all bids; declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the BTr.

The BTr assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Prepared by:

Submitted by:

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