

## TERMS OF REFERENCE

### I. PROJECT AND LOCATION

**PROJECT:** SUPPLY, DELIVERY AND INSTALLATION OF WINDOW BLINDS FOR PCA LABORATORY BUILDING

**LOCATION:** PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

### II. SCOPE OF WORK

Supply, Delivery and installation of window blinds at PCA Laboratory building.

1. Supply, delivery and installation of window blinds with the following specifications:

**a. PQCL MICROBIOLOGICAL AREA**

- minimum estimated area
- White blackout (plain)

**b. LSD OFFICE**

- Blackout blinds (combination)
- Green

**c. PQCL CHEMICAL AREA**

- Blackout blinds (combination)
- Dark brown

**d. PSAL AREA**

- Blackout blinds (combination)
- Dark gray

**MINIMUM ESTIMATED FLOOR AREA: 1,372.76 SQFT.**

2. You may conduct inspection of the area where the new blinds will be installed to determine the actual job to be undertaken including actual measurements/panels and the corresponding cost estimates.
3. Winning supplier shall dismantle all the existing blinds prior to the installation of the new ones.
4. The window blinds shall be delivered and installed at PCA building, PCA Central Office Elliptical Road Diliman, Quezon City

**TOTAL ABC: ₱ 196,768.60**

### III. DELIVERY SCHEDULE

The Supply, delivery and installation of window blinds shall be within 15 working days from the receipt of Purchase Order.

#### **IV. OTHER TERMS AND CONDITIONS**

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope on February 11-January 14,2023 9:00 am at 5<sup>th</sup> floor, General Services Division,PCA R&D Building. Diliman, Quezon City.

- a. SEC or DTI Registration Certificate
- b. Mayor's Permit
- c. Philgeps Registration
- d. Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from February 11 to February 14, 2023 9:00 am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5<sup>th</sup> floor, PCA R&D Building, Diliman Quezon City
- b. Vian online or electronic submission at [pcagc@yahoo.com](mailto:pcagc@yahoo.com)

Delivery /Payment terms: The delivery period from approval of final sample is 15 working days . Payment is 15 days upon completion.

The quoted price shall be valid 30 days upon receipt of Purchase Order.

Conforme:

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Bidder's Authorized Representative