



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



## **TERMS OF REFERENCE (TOR)**

- PROJECT** : **SUPPLY, DELIVERY AND INSTALLATION OF ACRYLIC SHIELDS AT THE 4<sup>TH</sup> FLOOR OF THE DOLE BUILDING**
- PROPONENT** : **FINANCIAL AND MANAGEMENT SERVICE  
DEPARTMENT OF LABOR AND EMPLOYMENT**
- LOCATION** : **4<sup>th</sup> FLOOR, DOLE BUILDING  
GENERAL LUNA STREET  
INTRAMUROS, MANILA**

### **I. PURPOSE**

The Financial and Management Service – Department of Labor and Employment (FMS-DOLE) desires to engage the services of a SUPPLIER/CONTRACTOR for the supply, delivery and installation of Acrylic Shields at the 4<sup>th</sup> floor, DOLE Building to extend the current modular partition and serves as additional protective shield due to COVID-19 pandemic.

### **II. GENERAL SPECIFICATIONS/REQUIREMENTS**

The SUPPLIER/CONTRACTOR shall provide for the supply, delivery and installation of acrylic shields with the following specifications/requirement as stated in the approved Purchase Request (PR) (copy attached).

### **III. INSTALLATION/SCOPE OF WORK**

The SUPPLIER/CONTRACTOR shall supply, deliver and install all materials designed to satisfy the technical requirements of acrylic table shield as described in the approved PR at the Financial and Management Service (FMS), 4<sup>th</sup> Floor DOLE Building.

The SUPPLIER/CONTRACTOR shall conduct all necessary on-site inspection and actual measurement of acrylic table shield to be installed in the respective FMS divisions and representative in each division shall supervise during the installation period.

#### **IV. TARGET OUTPUT/TIMEFRAME**

The SUPPLIER/CONTRACTOR shall supply, deliver and install the acrylic shield and will be completed within ten (10) working days or earlier from the date the SUPPLIER/CONTRACTOR receives the NOTICE TO PROCEED (NTP) from FMS.

#### **V. RESPONSIBILITY OF SUPPLIER/CONTRACTOR**

The SUPPLIER/CONTRACTOR shall be responsible in providing all materials, works and services required and necessary for the completion of the supply, delivery and installation of the acrylic shields.

It shall be responsible in providing the necessary technical and skilled manpower, tools, materials in inspecting and testing the items before and after being installed.

Upon completion of the installation, the SUPPLIER/CONTRACTOR shall remove from the site, as early as possible, all tools, equipment not constituting part of the contract and shall clean-up and remove any waste brought up by the said installation.

In case of any damage to the furniture and equipment, etc. caused by the installation, the SUPPLIER/CONTRACTOR shall at its own expense restore to its original state and make good to the satisfaction of the PROPONENT/END USER all damaged properties.

#### **VI. RESPONSIBILITY OF DOLE – FINANCIAL AND MANAGEMENT SERVICE**

FMS shall allow the SUPPLIER/CONTRACTOR ingress and egress of its personnel, equipment and materials necessary for the supply, delivery and installation of acrylic shields until the completion of the said project.

The SUPPLIER/CONTRACTOR's personnel shall observe the minimum health protocol such as wearing of face mask, face shield and with social distancing inside the DOLE Building.

Upon completion of the installation, FMS shall also allow the SUPPLIER/CONTRACTOR in removing from the site, as early as possible, all its tools and equipment used in the installation that are part of the contract.

FMS, through the DOLE Building Administration, shall assist the SUPPLIER/CONTRACTOR in securing the Intramuros Administration (IA) Permit.


**VII. BUDGET REQUIREMENTS**

The total budgetary requirement needed for the supply, delivery and installation of the acrylic shields of the Financial and Management Service located at the 4<sup>th</sup> floor of the DOLE Building is estimated at **FOUR HUNDRED THOUSAND PESOS (Php400,000.00)** inclusive of taxes.

Submitted by:

  
**WARREN M. MICLAT**  
Director IV, FMS

Certified Available Funds:

 *₱400,000 -  
EC 2021-07-5163*  
**RICHELDA L. BALLAD**  
Chief Accountant, FMS

Approved by:

  
**RENATO L. EBARLE**  
Undersecretary

Date:       JUL 16 2021      

Encl.: a/s