

TERMS OF REFERENCE (TOR)

PROCUREMENT OF SUPPLY, DELIVERY, AND INSTALLATION OF BLINDS AT ATHLETIC STADIUM

I. BACKGROUND:

The VIP Areas located on the second (2nd) and third (3rd) floors of the Athletic Stadium at New Clark City are frequently utilized for various activities such as meetings, seminars, gatherings, and other official and event-related functions. These spaces serve as important venues for hosting guests, officials, and stakeholders during sporting and non-sporting events held at the facility.

However, the window panels in these areas are oriented toward the east and west sides of the building, directly facing the direction of sunrise and sunset. Due to this orientation, the areas are exposed to significant amounts of direct sunlight during certain hours of the day, which affects the comfort of occupants and the usability of the space during scheduled activities.

At present, the absence of appropriate window blinds to control or reduce the entry of sunlight has become a recurring concern during events and meetings. The excessive glare and heat caused by direct sunlight can disrupt presentations, visual displays, and general activities conducted in these areas.

In view of this, the Procurement of Supply, Delivery, and Installation of Blinds at the Athletic Stadium is being proposed to provide an effective shading solution for the VIP Areas. The installation of blinds will help regulate sunlight, improve comfort for occupants, and enhance the overall functionality of the venue during events and official functions.

II. SCOPE OF WORK, DELIVERABLES AND QUALIFICATIONS:

The Contractor shall supply, deliver, and install brand-new, standard-quality window blinds for the 2nd and 3rd Floor VIP Areas of the Athletic Stadium. All works shall be carried out in accordance with accepted industry standards and best practices.

The Contractor shall be responsible for the provision of all necessary materials, labor, tools, equipment, and supervision required for the complete and proper installation of the window blinds, based on the total quantity indicated below.

Item	Total Quantity in sqm.
Window Zebra Blinds	342.162 sqm. or 3,684 sqft.

Interested contractors must meet the following minimum qualifications:

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- Must be a duly registered company with the appropriate government agencies (SEC, DTI, or CDA).
- Must have at least two (2) years of relevant experience in projects of similar nature and complexity
- Must demonstrate technical capability and capacity to undertake the project, including the availability of skilled personnel, appropriate tools, and equipment

III. TECHNICAL SPECIFICATION

All items to be supplied, delivered, and installed shall strictly comply with the technical specifications indicated herein. These specifications form an integral part of this document and shall serve as the basis for inspection, evaluation, and acceptance of the window blinds.

Any items found to be non-compliant with the specified requirements may be rejected and returned at the expense of the Supplier, without prejudice to the imposition of applicable penalties or corrective actions.

CATEGORY	DESCRIPTION
Type	Zebra Blinds
Type of Light Blockage	Two -Tone Combination Blackout
System	Manual (using rotating chain)
Material	Polyester 100%
Color	For Approval
Solar Reflectance	70%
Ultra Violet Blocking	99.9%
Thickness	0.55mm ± 5%
Additional Features	Easy to clean, long service life, tear-resistant

IV. DELIVERY PERIOD

The duration of the project shall be Sixty (60) Calendar Days from the date of issuance of Notice to proceed.

V. LOCATION

Athletics Stadium, National Government Administrative Center (NGAC), New Clark City, Brgy. Aranguren, Capas, Tarlac, specifically the Athlete's Village.

VI. APPROVED BUDGET FOR THE CONTRACT

One Million Pesos & 0/100 Centavos only (Php 1,000,000.00) inclusive of VAT and all applicable government taxes and fees, chargeable to the BCDA General Appropriations Act (GAA).

The ABC shall be the upper limit or ceiling for the bid prices. Bid prices that exceed the ABC shall be disqualified outright. Bidders shall submit proposals for all line items. Evaluation and contract award will be undertaken as a whole for the project. The Lowest Calculated bidder will be based on the total Amount bid for the project.

VII. WARRANTY

To ensure that any material or manufacturing defects are addressed by the contractor, a warranty security shall be required from the contract awardee for a minimum period of one (1) year following acceptance of the completed delivery by the BCDA, in accordance with R.A. 12009.

The obligation for the warranty shall be covered by the retention money in an amount equivalent to 5% of the total contract price. The said amounts shall only be released after the lapse of the warranty period.

Attachments:

Annex "A" - [TECHNICAL SPECIFICATIONS, ROOM LIST AND WINDOW DIMENSION](#)

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ANNEX A

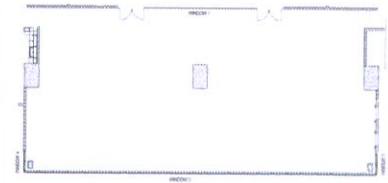
TECHNICAL SPECIFICATIONS, ROOM LIST AND WINDOW DIMENSION

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Sample Photo	

ROOM LIST AND WINDOW DIMENSIONS		
Athletic Stadium	Room Name	Dimension of Windows (HxW)
2nd Floor	Event Suite 1	2.6m x 6.09m
	Event Suite 2	2.6m x 4.66m
	Meeting Room	2.6m x 4.83m
	Local Sports Office	2.6m x 3.74m
	AAA Office	2.6m x 3.76m
	Technical Office	2.6m x 3.31m
	Technical Video Office	2.6m x 3.32m
	VIP Lounge 	Window 1 = 2.4m x 4.18m Window 2 = 2.4m x 1m Window 3 = 2.4m x 4.18m
	Finance Office	2.6m x 3.31m
	Admin Office	2.6m x 3.29m
Press Conference Room	2.6m x 4.50m	
3rd Floor	Jury of Appeal	2.6m x 3.73m
	Technical Delegates Office	2.6m x 4.25m
	ITO Office	2.6m x 4.35m
	Security Office	2.6m x 2.73m
	Event's Manager	2.6m x 3.89m
	VIP Lounge	W1 = 2.8m x 9.38m W2 = 2.8m x 28.77m W3 = 2.8m x 1.57m W4 = 2.8m x 1.5m



Note: Window 2 has an inside dimension per panel of 2.7m x 1.12m



Computer Director	2.6m x 3.30m
Scoreboard/Audio Control	2.6m x 3.32m
Announcer	2.6m x 3.61m
Video Control and Lighting	2.6m x 2.43m
TV Announcer	2.6m x 3.52m
Timing Photo Finish and OVR	2.6m x 2.63m