

**TERMS OF REFERENCE**  
**SUPPLY AND INSTALLATION OF PROTECTIVE CLEAR ACRYLIC PARTITIONS FOR**  
**CITITOWER AND JADE BUILDIDNG CONFERENCE TABLE**

**I. Specifications**

- a. Conference table size measurement: Jade building – 198cm x 600cm; Cititower – 170cm x 720cm;
- b. Thickness of clear acrylic partition: 4.5mm thick;
- c. Minimum design requirement:
  - Height of acrylic partition: two (2) feet;
  - 100cm width per partition; and
  - With 30cm overhang from both sides of the table
- d. Other requirements:
  - Clear acrylic partition must be collapsible and movable; and
  - Supplier/s must conduct actual measurement as basis for their design prior to submission of proposal.

**II. TERMS OF DELIVERY:**

10-15 days after the receipt of approved PO.

**III. TERMS OF PAYMENT:**

15 days after complete delivery.

**IV. Approved Budget for the Contract**

The Approved Budget for the Contract is One Hundred Six Thousand Three Hundred Thirty- Five Pesos only (₱ 106,335.00) inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2020.