

TERMS OF REFERENCE

PROCUREMENT OF PROPERTY PLANT & EQUIPMENT (PPE) AND SEMI-EXPENDABLE PROPERTIES

Lot I. SPECIFICATIONS FOR OFFICE FURNITURE AND FIXTURES

A. Chairs

(Budget: Php3,706,970.00)

i. Office Chair for Secretaries / Clerical Chair – 248 pcs.

Minimum Specifications

Mid back executive chair

Black fabric finesse

2- piece shell type

Chrome metal base

Swivel type

Gas lift height adjustment

Hard polypropylene armrest

Tilting mechanism/recline function

Minimum size/dimensions: .610mW x .475mD x .890m~1.010mH

ii. Office Chair for Lawyers / Jr. Executive Chair – 126 pcs.

Minimum Specifications

High back executive chair

Black leather

Chrome metal base

Swivel type

Gas lift height adjustment

Chrome metal armrest

Tilting mechanism/recline function/can lock in any position

Minimum size/dimensions: .655mW x .480mD x 1.30m~1.250mH

iii. Conference Chair – 138 pcs.

Minimum Specifications

High back executive chair

Black leather

Chrome metal base

Swivel type

Gas lift height adjustment

Hard polypropylene armrest

Tilting mechanism/recline function

Minimum size/dimensions: .655mW x .480mD x 1.130m~1.250mH

iv. Visitor's Chair – 34 pcs.

Minimum Specifications

Black fabric

With 4 metal legs/sled base (black powder coated)

Hard polypropylene seat rest, back rest with foam

Minimum size/dimensions: .47mW x .435mD x .795mH

v. Office Chair for Assistant Solicitor General / Sr. Executive Chair – 8 pcs.
Minimum Specifications
High back executive chair
Black leather back and seat cushion
Wooden base
Wooden armrest
Gas lift height adjustment
Swivel type
Tilting mechanism/recline function/can lock in any position
Minimum size/dimensions: .655mW x .480mD x 1.130m~1.250mH

B. Sofa	(Budget: Php 523,570.00)
i. 3 – Seater - 11 pcs.	
Minimum Specifications	
black leatherette with arms and chrome legs	
High resilience seat foam preferably Uratex foam	
Minimum size/dimensions: 2.13mW x .75mD x .66mH	
Minimum seat height: .48m	
Minimum seat depth: .53m	
Minimum arm height: .64m	
ii. L – Type – 3 pcs.	
Minimum Specifications	
Fully upholstered seat and back in German leatherette	
With metal chrome legs	
High resilience seat foam preferably Uratex foam	
Minimum size/dimensions: 2.25mW x 2.05mD x .880mH	
iii. Sofa set – 3 pcs.	
Minimum Specifications	
fabric/leatherette	
With arms and chrome legs	
1 – 3 seater	
2 – 1 seater	
With backrest, armrest and metal legs	
High resilience seat foam preferably Uratex foam	
Minimum size/dimensions: 2.07mW x .84mD x .76mH	
With center table wood top (size: .12mW x .6mD x .45mH)	

C. Tables	(Budget: Php 1,879,630.00)
i. Office Table for Lawyers / Jr. Executive Table – 74 pcs.	
Minimum Specifications	
Executive Table	
Laminated wood (color: mahogany or wedge)	
1 central drawer with a minimum of 4 to 6 hanging drawers on the side complete with lock and key	
With grommet	
Minimum size/dimensions: 1.4mW x .80mD x .74mH	

ii. Office Table for Secretaries / Clerical Table – 48 pcs.

Minimum Specifications

Clerical Table

Laminated wood (color: mahogany or wedge)

1 comfy keyboard tray with three (3) hanging drawers on the side complete with lock and key

With grommet

Minimum size/dimensions: 1mW x .70mD x .74mH

iii. Office Table for Assistant Solicitor General / Sr. Executive Table – 7 pcs.

Minimum Specifications

Executive Table

Laminated wood (color: mahogany or wedge)

L-type with drawers, lock, key, mobile pedestal

With side return table (size: .9mW x .45mD x .74mH)

With grommet

Minimum size/dimensions: 1.6mW x .80mD x .74mH

iv. Conference Table – 9 pcs.

Minimum Specifications

10 seater conference table

Laminated wood (top and legs)

With wire management

Minimum size/dimensions: 2mW x 1.1mD x .76mH

II. APPROVED BUDGET FOR THE CONTRACT

Six Million One Hundred Ten Thousand One Hundred Seventy Pesos (Php 6,110,170.00) inclusive of all applicable government taxes and charges.

III. QUALIFICATIONS OF THE CONTRACTOR

1. Must be legally registered with SEC DTI or Cooperative Development Authority (CDA) whichever is applicable.
2. Must have been in the business of supplying office furniture and fixtures for at least five (5) years.
3. Must present a Client Satisfaction Rating from at least three (3) government agencies or private corporations with whom the contractor has a past or ongoing contract similar to this Project.
4. Must submit a sample picture/unit with specification details during the opening of bids and post qualifications.

IV. WARRANTIES OF THE CONTRACTOR

1. Warrants to repair defective good/s or parts and/or replace defective goods or parts if beyond repair within three (3) calendar days from receipt of written notice by the Procuring Entity.
2. Warrants that it shall conform strictly to the terms and conditions of this Terms of Reference.
3. Warrants that it shall employ well behaved and honest employees with ID displayed conspicuously while working within the compound.
4. Warrants that it shall not employ OSG employees to work in any category whatsoever.
5. Warrants that it shall comply with the laws governing employees compensation Philhealth Social Security and/or labor standard and other laws rules and regulations applicable to its personnel employed on account of contracted services.
6. Warrants that it shall pay its personnel not less than the minimum wage and other benefits mandated by law.
7. Warrants that in the performance of its services it shall secure maintain at its own expense all registration licenses or permits required by National or Local Laws and shall comply with the rules regulations and directives of Regulatory Authorities and Commissions.
8. Warrants that its personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations rules and policies.
9. Warrants that it shall coordinate with authorized and/or designated OSG personnel in the performance of their jobs.
10. Warrants that it shall be liable for loss damage or injury as may be due directly through the fault or negligence of its personnel; that it shall assume responsibility thereof and the OSG shall be specifically released from any responsibility arising there from.
11. Warrants a one (1) warranty from date of acceptance that the delivered office furniture and fixtures shall have no defect arising from design materials or workmanship.
12. Warrants that it shall neither assign transfer pledge nor subcontract any part or interest therein.

V. TERMS OF PAYMENT

A. Schedule of Payment:

1. Full payment within thirty (30) calendar days upon completion of the Inspection and Acceptance Report inclusive of all government taxes and charges.
2. Agrees that no advance payment shall be made as provided in Section 88 of PD 1445.

VI. DELIVERY SCHEDULE

1. Within thirty (30) calendar days upon receipt of Notice to Proceed (NTP)

Lot II. SPECIFICATIONS FOR OFFICE EQUIPMENT

DISMANTLING, PROCUREMENT, DELIVERY AND INSTALLATION OF SEVENTEEN (17) AIR CONDITIONING UNITS FOR THE OFFICE OF THE SOLICITOR GENERAL, MAKATI CITY

I. PRODUCT TYPE, QUANTITY AND SPECIFICATIONS

A. EIGHT (8) 2 HP WINDOW TYPE (INVERTER) AIR CONDITIONING UNITS SYSTEM:

BUDGET		Php 440,000.00
SPECIFICATIONS		
Cooling capacity	Kw Kj / hr	4.3 (1.4~4.7) 15700 (5190~16800)
Running Current	A	5.7 (max 6.9)
Power Consumption	W	1250 (334~1509)
Power Supply	-----	1 0 220v 60Hz
Unit Dimension (W x H x D)	mm	680 x 468 x 820
Installation Dimension	mm	700 x 478
Product Weight	kg	71
Refrigerant		R410A

B. SIX (6) 5 TR CEILING SPLIT TYPE AIR CONDITIONING UNITS SYSTEM:

BUDGET		Php 794,000.00
SPECIFICATIONS		
Nominal Cooling capacity	Btu/hr kW	60000 17.58
Refrigerant		HCFC-22
Power Supply	V / ph / Hz	208-230 / 3 / 60
INDOOR UNIT		
Air Flow, L / M / H	CFM L / S	1530 / 1300 / 1660 543 / 614 / 784
External Static Pressure	in W.G. Pa	0.5 125
Dimension W x H x D (unit)	mm	1000 x 480 x 680
Weight	Kg	72
Refrigerant Metering Device		ACCURATOR
Location		Indoor Unit
Air Filter (Standard)		Washable, Anti-Mold Pre-filter
External Finish		Painted Steel
OUTDOOR UNITS AIR COOLED		
Energy Efficiency Ratio (EER)	Btu/W-Hr	10.5
System Power Input	Watts	5710
System Current	A	17.5
Compressor Type		SCROLL
Dimension W x H x D	mm	936 x 722 x 336
Weight	Kg	90

PIPING		
Refrigerant Piping Connection		Flare
Size OD, Gas / Liquid	mm	19.05 / 9.52
Max. Pipe Length Horizontal	m	20
Max. Vertical Separation	m	10

C. THREE (3) 5 TR FREE BLOW / FLOOR MOUNTED SPLIT TYPE AIR CONDITIONING UNITS SYSTEM:

BUDGET		Php 490,500.00
SPECIFICATIONS		
Nominal Cooling Capacity	Btu/hr Kj/hr	60000 63300
Refrigerant		HCFC-22
Power Supply	V / ph / Hz	208-230 / 3 / 60
INDOOR UNIT		
Air Flow, L / M / H	CMH/CFM	2700 / 1589
Dimension W x H x D (unit)	mm	610 x 385 x 1877
Weight	Kg	65
Location		Indoor Unit
Air Filter (Standard)		Washable, Anti-Mold Pre-filter
External Finish		Painted Steel
OUTDOOR UNITS AIRCOOLED		
Energy Efficiency Ratio (EER)	Btu/h-W	10.3
Power Consumption	Watts	5800
Running Current	A	17.5
Dimension W x H x D		810 x 810 x 727
Weight	Kg	89

PIPING		
Refrigerant Piping Connection		Flare
Max. Refrigerant Pipe Length	m	30
Max. Pipe Length Horizontal	m	19.05 / 9.52
Max. Difference in Level	m	8

II. APPROVED BUDGET FOR THE CONTRACT

One Million Seven Hundred Twenty Four Thousand Five Hundred Pesos (Php 1,724,500.00) inclusive of all applicable government taxes and charges.

III. QUALIFICATION OF THE CONTRACTOR

Must have been in the business of supplying, delivering, installing air conditioning units and providing its repair and preventive maintenance for at least five (5) years.

Must present a Client Satisfaction Rating from at least three (3) government agencies or private corporations, with whom the contractor has a past or ongoing contract similar to this budget

Must be based in or around Metro Manila

IV. SUPPLY, DELIVERY, DISMANTLING, HAULING AND INSTALLATION SCHEDULE

Agrees to supply, deliver, dismantle and install seventeen (17) Air conditioning Units for the OSG Building and extension office within a period of Ninety (90) calendar days from receipt of Notice to Proceed (NTP), which period shall already include the time required to dismantle and haul the existing air conditioning units to be replaced, and the delivery and installation of the new air conditioning units.

V. SCOPE OF SERVICES

A. DOCUMENTATIONS

1. Agrees to process and submit to the concerned government agencies the required documents needed, if any, in the dismantling, hauling, delivery, installation and operation of the air conditioning units and pay the necessary fees on its own account.
2. Agrees to issue a one (1) year Certificate of Comprehensive Warranty on technical support, provision of services parts replacement/repair and preventive maintenance check-up.
3. Agrees to provide Operation and Maintenance Manual, Control Diagrams, Manufacturer's Printed Data including associated diagrams in clear concise English, drawings, technical data for the efficient operation and maintenance of the air conditioning unit.

B. DISMANTLING, HAULING AND INSTALLATION WORK

1. Agrees dismantle the existing air conditioning units, evaporator assembly, condensing unit assembly, feeder line, accessories and all other components, according to a pre-approved work plan
2. Agrees to haul all dismantled parts/components to the area designated by the Section Head of the Security Ground and Building Maintenance Section.
3. Agrees to supply and install Brand New air conditioning units, according to a pre-approved work plan
4. Agrees to provide wiring and conduit works for main feeder lines and sub feeders from main circuit breaker to the equipment.
5. Agrees to render necessary masonry, repair/polishing work, grouting and cementing of concrete walls.
6. Agrees to supply and fix all support necessary for the installation of the air conditioning units, whether indoor or outdoor.
7. Agrees to provide safety barricades, enclosures, shielding, coverings, warning device, etc. upon the start of the project to ensure protection of the general public and damage to properties due to falling debris.
8. Agrees to clean up the whole area daily of accumulated refuse of debris caused by the work and upon completion of the project, the entire installation to the satisfaction of the OSG.

C. POST – INSTALLATION WORK

1. ORIENTATION / FAMILIARIZATION

Agrees to conduct a one-time in-house familiarization/orientation for the personnel of the Security Ground and Building Maintenance Section of the OSG and end users on the operation of the air conditioning units immediately after their installation.

2: POST-INSTALLATION SERVICE WARRANTY

1. Agrees to respond within four (4) working hours from the time a problem is reported.
2. Agrees to issue to client a diagnostic report of the problem within eight (8) working hours from the time it was reported.
3. Agrees to make available on-call technicians to provide technical support services during the warranty period.

3. WARRANTIES OF THE CONTRACTOR

1. Warrants to replace defective goods or parts if beyond repair, within three (3) calendar days from receipt of written notice from Procuring Entity.
2. Warrants that it shall conform strictly to the terms and conditions of this Terms of Reference.
3. Warrants that their manpower complements holds a license or possesses a certification from TESDA or other accredited institutions warranting technical skills qualified to do the service required to the satisfaction of the OSG.
4. Warrants that it shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound.
5. Warrants to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authority relating to the use or operation of the installation.
6. Warrants that its personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
7. Warrants that it shall coordinate with authorized and/or designated OSG personnel in the performance of their job.
8. Warrants a one (1) year warranty from date of acceptance that then installed air conditioning units shall have no defects, arising from design, materials, or workmanship.
9. Warrants that it shall be liable for loss, damage, or injury as may be due directly through the fault or negligence of its personnel; that it shall assume responsibility thereof and the OSG shall be specifically released from any responsibility arising therefrom.

TERMS OF PAYMENT

A. Schedule of Payment

1. Agrees to be paid based on a progressive billing scheme as follows:

Mobilization Fee, upon the commencement of the project	15% of the total contract price
Upon completion of the dismantling, hauling of the existing air conditioning units and the installation of the new units	75% of total contract price
During the retention period	10% of the total contract price

and subject to the required Expanded Withholding Tax (EWT) of two percent (2%) and Final Withholding Tax on VAT of five percent (5%).

2. Agrees that each payment shall be made within thirty (30) days from completion of Inspection and Acceptance Report and all other required documents.

v. Office Chair for Assistant Solicitor General / Sr. Executive Chair – 8 pcs.**Minimum Specifications**

High back executive chair

Black leather back and seat cushion

Wooden base

Wooden armrest

Gas lift height adjustment

Swivel type

Tilting mechanism/recline function/can lock in any position

Minimum size/dimensions: .655mW x .480mD x 1.130m~1.250mH

B. Sofa**(Budget: Php 523,570.00)****i. 3 – Seater - 11 pcs.****Minimum Specifications**

7 pcs. black leatherette with arms and chrome legs

4 pcs. Brown leatherette, with arms

High resilience seat foam preferably Uratex foam

Minimum size/dimensions: 2.13mW x .75mD x .66mH

Minimum seat height: .48m

Minimum seat depth: .53m

Minimum arm height: .64m

ii. L – Type – 3 pcs.**Minimum Specifications**

Fully upholstered seat and back in German leatherette

With metal chrome legs

High resilience seat foam preferably Uratex foam

Minimum size/dimensions: 2.25mW x 2.05mD x .880mH

iii. Sofa set – 3 pcs.**Minimum Specifications**

Fabric/leatherette

With arms and chrome legs

1 – 3 seater

2 – 1 seater

With backrest, armrest and metal legs

High resilience seat foam preferably Uratex foam

Minimum size/dimensions: 2.07mW x .84mD x .76mH

With center table wood top (size: .12mW x .6mD x .45mH)

C. Tables**(Budget: Php 1,879,630.00)****i. Office Table for Lawyers / Jr. Executive Table – 74 pcs.****Minimum Specifications**

Executive Table

Laminated wood (color: mahogany or wedge)

1 central drawer with a minimum of 4 to 6 hanging drawers on the side complete with lock and key

With grommet


Minimum size/dimensions: 1.4mW x .80mD x .74mH

Prepared by:

TECHNICAL WORKING GROUP FOR THE PROCUREMENT OF PROPERTY, PLANT & EQUIPMENT AND SEMI-EXPENDABLE PROPERTIES FOR FY 2017

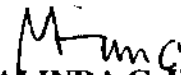

HERMES L. OCAMPO
Assistant Solicitor General
Chairperson

Members:


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Associate Solicitor III



MARIA LUISA DOMINIQUE D. MAURICIO
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