

## TERMS OF REFERENCE

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

#### Lot I. SPECIFICATIONS FOR OFFICE FURNITURE AND FIXTURES

##### A. Chairs

##### i. Office Chair for Secretaries / Clerical Chair – 79 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 – 41 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 – 28 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. Conference Chair – 16 pcs.

###### Minimum Specifications

High back slim leatherette chair  
Gas lift height adjustment  
Lift mechanism metal base with casters  
Minimum size/dimensions: .57mW x .480mD x 1.06mH

**v. Visitor's Chair – 4 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

**vi. Office Chair for Assistant Solicitor General / Sr. Executive Chair – 2 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**

**i.2 – Seater - 3 pcs.**

**Minimum Specifications**

Black Leatherette  
High resilience seat foam preferably uratex foam  
Minimum size/dimensions: 46"W x 26"D x 31"H

**C. Tables**

**i. Office Table for Lawyers / Jr. Executive Table – 33 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 – 87 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. Side Table – 25 pcs.**

**Minimum Specifications**

Freestanding side table double face melamine finish

Size: W900 x D450 x H750mm

**iv. Conference Table – 1 pc.**

**Minimum Specifications**

10 seater conference table

Laminated wood (top and legs)

With wire management

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

**D. Cabinet**

**i. Mobile Pedestal – 118 pcs.**

**Minimum Specifications**

3 drawers, metal powder coated, with central lock

Size: W400 x D550 x H650mm

**E. Bookshelves**

**i. Steel Bookshelves – 7 pcs.**

**Minimum Specifications**

Five (5) layers and six (6) adjustable shelves including top and bottom shelves

Metal, style struggle-faced open shelf

Fabricated in heavy gauge #20 cold rolled sheets

Outside Dimensions 38"W x 12"D x 72"H

**II. APPROVED BUDGET FOR THE CONTRACT**

**Three Million Six Hundred Twenty-One Thousand One Hundred Forty-Five Pesos (Php 3,621,145.00) 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.
5. Must be based in or around Metro Manila with site visit in case the factory of the winning bidder is located outside Metro Manila and shall shoulder all necessary traveling expenses.

**IV. WARRANTIES OF THE CONTRACTOR**

1. Warrants to repair defective good/s or parts within fifteen (15) calendar days and for replacement of defective goods or parts if beyond repair within seven (7) 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 not employ OSG employees to work in any category whatsoever.
4. Warrants that it shall coordinate with authorized and/or designated OSG personnel in the performance of their jobs.
5. 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.
6. Warrants a one (1) year warranty from date of acceptance that the delivered office furniture and fixtures shall have no defect arising from design, materials or workmanship.
7. Warrants that it shall neither assign transfer, pledge or 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. Delivery should be completed within sixty (60) calendar days from receipt of Notice to Proceed (NTP)