

TERMS OF REFERENCE

PROCUREMENT OF PROPERTY PLANT & EQUIPMENT (PPE)

Lot I. APPROVED BUDGET FOR THE OFFICE FURNITURE AND FIXTURES CONTRACT
One Million Three Hundred Fourteen Thousand Three Hundred Thirty Two Pesos (Php1,314,332.00) inclusive of all applicable government taxes and charges.
TECHNICAL SPECIFICATIONS FOR OFFICE FURNITURE AND FIXTURES
A. Tables
i. Office Table for Lawyers / Junior Executive Table – 4 pcs.
Minimum Specification
Executive Table
Melamine Finish (color: mahogany)
One (1) central drawer and six (6) hanging drawers on the side complete with lock and key
With grommet
Minimum size/dimensions: 140cm W x 80cm D x 75cm H
ii. 10-Seater Conference Table with Chairs – 1 set
Minimum Specifications
Conference Table – Ten (10) seating capacity
Melamine Finish (top and legs)
With Wire Management
Minimum size/dimensions: 210cm W x 110cm D x 75cm H
Color: (provide color charts)
Conference Chair – Ten (10) pieces
High back executive chair
Leatherette, back and seat cushion
Chrome metal base
Hard polypropylene armrest
Tilting mechanism / recline function
Color: (provide swatches)
Minimum size/dimensions: 65.5cm W x 48cm D x 113cm~125cm H
iii. Modular Counter – 1 set
Minimum Specifications
Materials: PVC with metal frame
L-type with drawers and shelves
With Grommets

Color/Design: (provide swatches and brochure)
Size: Outer (160cm W x 160cm D x 110cm H) table top front 60cm D, side table top 36cm D,
With platform – 10cm H

B. Chairs
i. Office Chair for Assistant Solicitor General / Sr. Executive Chair – 3 pcs.
Minimum Specifications
High back executive chair
Black leatherette, back and seat cushion
Wooden base
Wooden armrest
Swivel type
Gas lift height adjustment
Tilting mechanism/recline function/can lock in any position
Minimum size/dimensions: 65.5cm W x 48cm D x 113cm~1250cm H
ii. Office Chair for Lawyers / Jr. Executive Chair – 20 pcs.
Minimum Specifications
High back executive chair
Black leatherette, back and seat cushion
Chrome metal base
Swivel type
Gas lift height adjustment
Chrome metal armrest
Tilting mechanism/recline function/can lock in any position
Minimum size/dimensions: 65.5cm W x 48cm D x 113cm~125cm H
iii. Visitor’s Chair – 4 pcs.
Classic wooden frame design with armrest
With back / seat / armrest cushion
Minimum size/dimensions: 70cm W x 50cm D x 120cm H, arm depth: 48cm arm height: 68cm
Color: (provide color charts and swatches)
iv. Wooden Conference Chair without armrest – 14 pcs.
Minimum Specifications
Wooden frame with four (4) leg base
With leatherette seat cushion
Minimum size/dimensions: 49cm W x 43cm D x 108cm H
Color: (provide color charts and swatches)

C. Sofa
i. 3 – Seater - 5 pcs.
Minimum Specifications
Leatherette and chrome legs without armrest
High resilience seat foam preferably Uratex foam
Minimum size/dimensions: 200cm W x 75cm D x 66cm H
Minimum seat height: 48cm
Minimum seat depth: 53cm
Color: (provide swatches)

ii. 2 – Seater - 2 pcs.

Minimum Specifications

Black leatherette and chrome legs

High resilience seat foam preferably Uratex foam

Minimum size/dimensions: 150cm W x 75cm D x 66cm H

Minimum seat height: 48cm

Minimum seat depth: 53cm

Without armrest

D. Cabinet

i. Wooden Cabinet – 2 pcs.

Three (3) layered

Melamine finish with glass sliding door and handle

Heavy Duty

Color: (provide color charts)

Minimum size/dimensions: 193cm W x 41cm D x 107cm H (35.50cm H between layer)

I. 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 pictures/unit with specification details during the opening of bids and post qualifications.

II. WARRANTIES OF THE CONTRACTOR

1. Warrants to repair defective good/s or parts within three (3) calendar days from receipt of written notice from the Procuring Entity.
2. Warrants to replace goods/s or parts found to be beyond repair within seven (7) calendar days from receipt of written notice from the Procuring Entity.
3. Warrants that it shall conform strictly to the terms and conditions of this Terms of Reference.
4. Warrants that it shall employ well behaved and honest employees with ID displayed conspicuously while working within the compound.
5. Warrants that it shall not employ OSG employees to work in any category whatsoever.
6. 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.
7. Warrants that it shall coordinate with authorized and/or designated OSG personnel in the performance of their jobs.
8. 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.
9. Warrants a one (1) year warranty from date of acceptance that the delivered office furniture and fixture shall have no defects, arising from design, materials, or workmanship.
10. Warrants that it shall neither assign transfer pledge nor subcontract any part or interest therein

III. TERMS 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.

IV. DELIVERY SCHEDULE

1. Within sixty (60) calendar days upon receipt of Notice to Proceed (NTP)

Lot II APPROVED BUDGET FOR THE OFFICE EQUIPMENT CONTRACT (AIRCONDITIONING UNITS)

**Nine Hundred Seventy Nine Thousand Nine Hundred Pesos
(Php979,900.00)** inclusive of all applicable government taxes and charges.

TECHNICAL SPECIFICATIONS FOR OFFICE EQUIPMENTS (AIRCONDITIONING UNITS)

i. THREE (3) 3.0 TR AIRCONDITIONER CEILING MOUNTED INVERTER SPLIT TYPE

SPECIFICATIONS		
Nominal Cooling Capacity	Btu/hr Kj/hr	38000 40090
Refrigerant		R410A
Power Supply	V / ph / Hz	208-230 / 1 / 60
Rated Maximum Power	W	3100
Rated Current	Amps	16
EER	Btu/h-W	12.3
INDOOR UNITS		
Dimension, W x H x D	mm	1360 x 755 x 330
Weight	Kg	35