

# **TERMS OF REFERENCE**

## **PROCUREMENT, DELIVERY AND ASSEMBLE OF PROPERTY, PLANT & EQUIPMENT (PPE), INCLUDING SEMI-EXPENDABLE PROPERTIES**

### **LOT I – SPECIFICATIONS FOR PPE FURNITURE & FIXTURES**

#### **A. PANTRY TABLE AND CHAIRS – 9 SETS**

*i. Pantry Table – 9 pcs*

**Minimum Specifications**

25mm thick, Marine board with high-pressure laminate finish  
With pre-glued flat polyvinyl edge band  
Table legs are powder coated steel  
Table beams are powder coated steel with 4cm x 4cm x 0.12cm dimensions  
Estimated Size/Dimension: 250cm (L) x 80cm (W) x 76cm (H)

*ii. Pantry Bench Chair – 18 pcs*

**Minimum Specifications**

Solid Wood Frame  
Upholstered seat  
With steel chrome legs  
Estimated Size/Dimension: 250cm (L) x 40cm (W) x 45cm (H)

#### **B. APPROVED BUDGET FOR THE CONTRACT (LOT I)**

*Eight Hundred Thousand Pesos (Php 800,000.00) inclusive of all applicable government taxes and charges.*

#### **C. DELIVERY SCHEDULE FOR LOT I**

*Delivery should be completed within Sixty (60) calendar days from receipt of Notice to Proceed (NTP).*

## **LOT II – SPECIFICATIONS FOR SEMI-EXPENDABLE FURNITURE & FIXTURES**

### **A. FOLDABLE TABLES AND CHAIRS**

#### ***i. Foldable and Stackable Tables (Training Room)- 48 pcs***

##### **Minimum Specifications**

Training Table with Melamine table top and aluminum alloy legs  
Includes Reinforced Castors with brake  
Foldable and Stackable  
Material: Melamine  
Minimum size/dimension: 180cm(L) x 60cm(W) x 75cm(H)

#### ***ii. Foldable and Stackable Chair (Training Room)- 144 pcs***

##### **Minimum Specifications**

Training Chair with white Polypropylene (PP) back frame & Grey Steel legs  
Foldable Seat  
Foldable and Stackable  
Material: Mesh PVC Black, Fabric Seat  
Color: Dark Grey  
Minimum Size/Dimension: 57cm(W) x 57.5cm(D) x 85.5cm(H)

### **B. ASG Table of Relocated Offices**

#### ***i. Assistant Solicitor General Table – 3 pcs***

##### **Minimum Specifications**

Wood: High Pressured Laminated (HPL)  
Color: Mahogany or wedge  
L-Type Table  
With Grommet  
Three (3) Layers Wooden Mobile Pedestal Cabinet with Lock and key (Size: 40cmL x 55cmW x 65cmH)  
Wooden Side Table with Lock and key (size: 90cmL x 45cmW x 76cmH)  
Estimated Size/dimension: 160cm(L) x 80cm(W) x 76cm(H)

### **C. Chairs of Relocated Offices**

#### ***i. Assistant Solicitor General Chair – 3 pcs***

##### **Minimum Specifications**

Leatherette Seat and Backrest  
Fixed PP Armrest with Padding  
Pneumatic Seat Height Adjustment  
Tilting Mechanism

With Five star Chrome base & Nylon Casters.  
Estimated Size/Dimension: 63cm(W) x 50cm(D) x 120cm(H)

**ii. Lawyer's Chair- 21 pcs**

**Minimum Specifications**

Nylon Mesh Back and Foam Padded Seat  
With Headrest  
Adjustable armrests and lumbar support  
Tilting mechanism/recline function  
Gas lift height adjustment  
Chrome metal base  
Estimated Size/Dimension: 62cm(W) x 50cm(D) x 110cm(H)

**iii. Secretary's Chair- 16 pcs**

**Minimum Specifications**

Black Fabric with arm rest  
Midback and Foam Padded Seat  
Mesh Back  
Tilting mechanism/recline function  
Gas lift height adjustment  
Chrome metal base  
Estimated Size/Dimension: 50cm(W) x 45cm(D) x 100cm(H)

**iv. Assistant Solicitor General Visitor's Chair- 4 pcs**

**Minimum Specifications**

Black Fabric  
With 4 metal leg/sled base (base powder coated)  
Polypropylene seat rest  
Backrest – Mesh Type  
Estimated Size/Dimension: Size: 47cm(W) x 43cm(D) x 79cm(H)

**D. Mobile Pedestal Cabinets**

**i. Mobile Pedestal Cabinets – 60 pcs**

**Minimum Specifications**

Three (3) drawers, metal powder coated with central lock  
Color: Enamel light gray finish  
Estimated Size/Dimension: 40cm(L) x 55cm(W) x 65cm(H)

**E. APPROVED BUDGET FOR THE CONTRACT (LOT II)**

***Two Million Four Hundred Thousand Pesos (Php 2,400,000.00) inclusive of all applicable government taxes and charges.***

## **F. DELIVERY SCHEDULE FOR LOT II**

*Delivery should be completed within Sixty (60) calendar days from receipt of Notice to Proceed (NTP).*

**NOTE: All sizes may vary up to 10% difference in the stated measurements (Lot I & Lot II).**

### **I. MODE OF PROCUREMENT – Competitive Bidding**

### **II. QUALIFICATIONS OF THE CONTRACTOR**

1. Must be PHILGEPS-registered with platinum membership.
2. Must have been in the business of supplying furniture and fixtures for at least five (5) years.
3. The bidder shall have an SLCC that is at least one (1) contract similar to the project the value which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within 5 years prior to the deadline for the submission and receipt of bids.

For this purpose, similar contract shall refer to procurement contract of supply and delivery of furniture and/or fixtures.

4. Must present a Client Satisfaction Rating with Satisfactory Performance from no less than three (3) procurement contract from government agencies and/or private entities with whom the contractor has a past or ongoing contract similar to this Project.
5. Must submit sample picture with specification details during post qualifications.

### **III. WARRANTIES OF THE CONTRACTOR**

1. Warrants to repair defective good/s or parts or replace 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 coordinate with authorized and/or designated OSG personnel in the performance of their jobs.
4. Warrants that it shall not employ OSG employees to work in any category whatsoever.
5. 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.
6. Warrants that it shall be liable for loss, damage or injury arising from delivery, assembly/installation and testing 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.
7. Warrants a one (1) year warranty from date of acceptance that the delivered furniture and fixtures and parts thereof shall have no defect arising from design, materials, or workmanship.
8. Warrants that it shall neither assign transfer, pledge, or subcontract any part or interest therein.

## IV. TERMS OF PAYMENT

### 1. Schedule of Payment:

Based on the contract price, a minimum payment of 35% or higher shall be paid depending on the equivalent cost of the items delivered. Full payment shall be made upon completion of the delivery subject to a 5% warranty deposit/retention money. Such payment shall be processed within 30 days after the issuance of the Inspection and Acceptance Report (IAR).

*For processing of the full payment, the SUPPLIER shall submit the following:*

- a) Delivery Receipt;
- b) Sales Invoice on the delivered items showing the quality, description and total value, duly signed by the SUPPLIER or his representative and indicating receipt by OSG's designated representative;
- c) Other documents showing completion of incidental works as may be required by the OSG.

To ensure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the SUPPLIER for a period of one (1) year reckoned from the date the OSG personnel verified and certified that all the items are delivered and assembled.

2. Agrees that final release of payment shall be made within thirty (30) days from completion of Inspection and Acceptance Report and all other required documents.
3. Following Section 62.1 of the Revised Implementing Rules and Regulations of R.A No. 9184, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of one (1) year after acceptance by the OSG of the delivered units. The obligation for the warranty shall be covered by retention money amounting to five percent (5%) of the total contract price. The said amount shall only be released after the lapse of the warranty period, provided, however, that the delivered items are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
4. Agrees that the warranty deposit/retention money shall be released after the lapse of the warranty period of one (1) year.

TECHNICAL WORKING GROUP FOR THE PROCUREMENT  
OF PROPERTY, PLANT & EQUIPMENT  
AND SEMI-EXPENDABLE PROPERTIES  
FOR FY 2023



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