

TERMS OF REFERENCE

PROCUREMENT, DELIVERY AND ASSEMBLE OF SEMI-EXPENDABLE PROPERTIES

SPECIFICATIONS FOR SEMI-EXPENDABLE FURNITURE & FIXTURES

A. ASG Table

i. ***Assistant Solicitor General Table - 2 sets***

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)

B. ASG Chairs

i. ***Assistant Solicitor General Chair - 8 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: 65.5cm(W) x 68cm(D) x 127cm(H)

ii. ***Lawyer's Chair- 60 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- 111 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- 14 pcs**
Minimum Specifications

Black Fabric
With 4 Metal Leg/ Sled Base (Chrome Finished)
Polypropylene Seat Rest
Backrest – Mesh Type
Estimated Size/Dimension: Size: 47cm(W) x 43cm(D) x 79cm(H)

v. **Conference Chair (Conference Room) - 8 pcs**
Minimum Specifications

Fabric Seat, Mesh Back and Headrest
With Armrest and Tension Lumbar Support
Pneumatic Seat Height Adjustment
Aluminum Based Legs with Nylon Caster
Estimated Size/Dimension: 62cm(W) x 60cm(D) x 115-125cm(H)

C. Mobile Pedestal Cabinets

i. **Mobile Pedestal Cabinets - 124 pcs**
Minimum Specifications

Three (3) Drawers, Metal Powder Coated with central lock
Color: Powder Coated Light Gray Finish
Estimated Size/Dimension: 40cm(L) x 50cm(W) x 65cm(H)

D. APPROVED BUDGET FOR THE CONTRACT

Two Million Two Hundred Fifty Five Thousand Pesos (Php 2,255,000.00) inclusive of all applicable government taxes and charges.

E. DELIVERY SCHEDULE

*Delivery and installation should be made at **Convergys One Building & OSG Building**, and should be completed within **Sixty Calendar days** from receipt of Notice to Proceed (NTP).*

NOTE: All sizes may vary up to 10% difference in the stated measurements

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 office 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

A. Schedule of Payment:

1. Schedule of Payment:

Based on the contract price, a minimum payment of 35% or higher shall be paid pending 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 full payment, the SUPPLIER shall submit the following:

- a) Delivery Receipt;
- b) Sales Invoice on the delivered items showing the quality, description and totally 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.

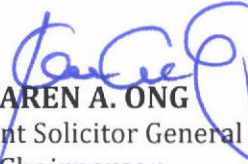
To ensure that the manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the SUPPLIER for a period of one (1) year reckoned from the date the OSG personnel verified and certified that all the items are delivered and assembled.

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 2024**



KAREN A. ONG
Assistant Solicitor General
Chairperson

Members:



EDITHA R. BUENDIA
Director IV-HRMAS



VERONICA P. INOTURAN
State Solicitor II

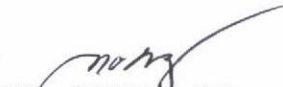


ALFRENDON T. ANGANGAN, JR.
Associate Solicitor III

JUDY ANN A. FACISTOL
Associate Solicitor II



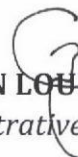
GIRLIE V. DALANON
Administrative Officer V



MA. ALMA S. SY
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