

## 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.