

TERMS OF REFERENCE

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

Lot I. SPECIFICATIONS FOR WOODEN OFFICE FURNITURE	
A. Chairs	
i. Office Chair for Secretaries / Clerical Chair – 24 pcs.	
Minimum Specifications	
Mid back executive chair	
Black fabric finesse	
1- 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 – 33 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 – 12 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. Visitor's Chair – 23 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	

v. Office Chair for Assistant Solicitor General / Sr. Executive Chair – 2 pc.	
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. 3 – Seater - 4 pcs.	
Minimum Specifications	
Black leatherette with arms and chrome legs	
High resilience seat foam preferably Uratex foam	
Minimum size/dimensions: 2.13mW x .75mD x .66mH	
Minimum seat height: .48m	
Minimum seat depth: .53m	
Minimum arm height: .64m	
ii. Long Sofa - 1 pcs.	
Minimum Specifications	
With armrest textile cloth upholstery	
Color: tan/golden/bronze/golden khaki/mocha light brown/orange leatherette	
Dimensions: L850mm x H570mm armrest; L2300mm x H730mm backrest; H830mm seat rest	

C. Tables	
i. Office Table for Lawyers / Jr. Executive Table – 28 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 – 3 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. Office Table for Assistant Solicitor General / Senior Executive Table – 5 pcs.	
Minimum Specifications	
Executive Table	
Wood Veneer + MDF 57 x 5 (color: mahogany or wedge)	
L-type with drawers, lock key, mobile pedestal	
With side return table (size: .9mW x .45mD x .74mH)	
With grommet	
Minimum size/dimensions: 1.6mW x .80mD x .74mH	

D. Cabinet	
i. Wooden Cabinet – 2 pcs.	
Minimum Specifications	
Heavy duty	
Four (4) layered	
Glass sliding door	

I. APPROVED BUDGET FOR THE CONTRACT (LOT I)
One Million Four Hundred Thousand Pesos (Php 1,400,000.00) inclusive of all applicable government taxes and charges.

Lot II. SPECIFICATIONS FOR STEEL OFFICE FURNITURE

A. Cabinet

i. Vertical Steel Filing Cabinet – 70 pcs.

Minimum Specifications

- Four (4) drawers with lock
- Full Extension Ball Bearing Drawer Slides
- Built-in Card Holder
- 1 Steel Divider per Drawer
- Finish: Enamel Paint
- Thickness: Gauge #22
- Dimension: 52”H x 18-1/2”W x 28”D

ii. Lateral Steel Filing Cabinet – 2 pcs.

Minimum Specifications

- Three (3) drawers
- Made from heavy-duty black-iron sheets
- With centralized locking mechanism
- Complete with lock, duplicate key
- Each drawer fully suspended on steel roller bearings
- Finish: Enamel Paint
- Thickness: Gauge #22
- Dimension: 40”H x 36”W x 21”D

iii. Mobile Pedestal – 317 pcs.

Minimum Specifications

- Three (3) drawers, metal powder coated, with central lock
- Size: W400 x D550 x H650mm

B. Open-Type Shelves

i. Steel Open-type Shelvings – 13 pcs.

Minimum Specifications

- Six (6) adjustable shelves including top and bottom shelves
- Shelves with stiffener, with slotted post of 1/8” x 1-1/2” x 1-1/2”
- With triangular plates on top and bottom shelves
- Made from heavy duty black iron sheets
- Painted with plain enamel special maple finish
- Gauge #20
- Outside Dimensions: 80”H x 41”W x 16”D

ii. Steel Open-type Shelvings – 11 pcs.

- Five (5) adjustable shelves including top and bottom shelves
- Shelves with stiffener, with slotted post of 1/8” x 1-1/2” x 1-1/2”
- With triangular plates on top and bottom shelves
- Made from heavy duty black iron sheets
- Painted with plain enamel special maple finish
- Gauge #20
- Outside Dimensions: 72”H x 38”W x 12”D

II. APPROVED BUDGET FOR THE CONTRACT (LOT II)

Two Million One Hundred Thousand Pesos (Php 2,100,000.00) 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 travelling 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 of 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 nor 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)

Prepared by:

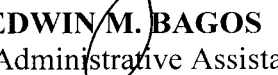
TECHNICAL WORKING GROUP FOR THE PROCUREMENT OF PROPERTY, PLANT AND EQUIPMENT AND SEMI-EXPENDABLE PROPERTIES FOR CY2018

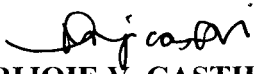

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