

TERMS OF REFERENCE

PROCUREMENT, DELIVERY AND ASSEMBLE OF SEMI-EXPENDABLE PROPERTIES

LOT I - SPECIFICATIONS FOR OFFICE FURNITURE AND FIXURES

A. Conference Table - 1 pc

i. 10-Seater Conference Table - 1 pc (Secretariat Extension Office)

Minimum Specifications

Rectangular Shape

Tempered Glass Top

Tubular Legs

Estimated Size/Dimension: 200cm (L) x 110cm (W) x 75cm (H)

B. Wooden Display Cabinet - 3 pc

i. High Display Wooden Cabinet- 1 pc (Secretariat Extension Office)

Minimum Specifications

Wood: High Pressured Laminated (HPL)

With Doors and keys

Estimated Size/Dimension: 260cm L x 45cm W x 200cm H

ii. Low Display Wooden Cabinet- 2 pcs (Secretariat Extension Office)

Minimum Specifications

Wood: High Pressured Laminated (HPL)

With Doors and keys

Estimated Size/Dimension: 180cm L x 41cm W x 55cm H

C. Assistant Solicitor General Table - 1 pc

i. Assistant Solicitor General Table- 1 pc (Diaz Division)

Minimum Specifications

Wood: High Pressured Laminated (HPL)

Color: Mahogany or wedge

L-Type with drawers, lock, key

With Mobile Pedestal Cabinet (Size: 400mm W x 550mm D x 650mm H)

With Side Table (size:0.9mW x 0.45mD x 0.74mH)

With Grommet

Estimated Size/dimension:1.6mW x 0.80mD x 0.74mH

D. Chairs - 34 pcs

i. Assistant Solicitor General Chair - 2 pcs (Secretariat & Diaz Division)

Minimum Specifications

Faux Leather Seat and Backrest

Fixed PP Armrest with Padding

Pneumatic Seat Height Adjustment

Tilting Mechanism

With Five star Chrome base & Nylon Casters.

Estimated Size/Dimension: 630mmW x 620mmD x 1190-1270mmH

ii. Lawyer's Chair- 9 pcs (Secretariat Extension Office)

Minimum Specifications

Nylon Mesh Back and Foam Padded Seat

Flexi Chair with Headrest

Height adjustable armrests and lumbar support

Maximum recline at 115° with a tilting mechanism that locks at default position

Estimated Dimensions:

Recline & Locking: 100°, 108°, 116°, 130°

Height Adjustability: 5cm

Depth Adjustability: 3cm

Maximum Recline: 130°

Backrest Minimum Load Capacity: 128 kg

Lumbar Support:

Height: 12.5cm from bottom of backrest

Arm Rest:

Arm Rest Height: 17 - 24.5cm

Arm Rest Angle: 20° inward and 20° outward

Chair Height: 120 - 130cm

Seat Depth: 47cm

Seat Minimum Load Capacity: 150 kg

iii. Secretary's Chair- 3 pcs (Secretariat Extension Office)

Minimum Specifications

Midback Chair, Black Fabric

Flexi Chair without Headrest

Chrome metal base

Swivel type

Gas lift height adjustment

Hard polypropylene armrest

Tilting mechanism/recline function

Estimated Size/Dimension: .610mW x .475mD x .890m-1.010mH

iv. Conference Chair- 10 pcs (Secretariat Extension Office)

Minimum Specifications

Mesh Back and Foam Padded Seat

Flexi Chair without Headrest

Height adjustable armrests and lumbar support

Maximum recline at 115° with a tilting mechanism that locks at default position

Estimated Dimensions:

Recline & Locking: 100°, 108°, 116°, 130°

Height Adjustability: 5cm

Depth Adjustability: 3cm

Maximum Recline: 130°

Backrest Minimum Load Capacity: 128 kg

Lumbar Support:

Height: 12.5cm from bottom of backrest

Arm Rest:

Arm Rest Height: 17 - 24.5cm

Arm Rest Angle: 20° inward and 20° outward

Chair Height: 120 - 130cm

Seat Depth: 47cm

Seat Minimum Load Capacity: 150 kg

v. Conference Chair- 10 pcs (Sedfrey Ordoñez)

Minimum Specifications

Wooden Conference Chair

Materials: Solid Wood, Fabric (Provide Swatches for Approval)

Four Solid Wood Legs

Estimated Size/Dimension: 47.2cm(L) x 46.5cm(W) x 101.5cm(H)

E. Multi-Purpose / Conference Table - 1 pc

i. 4-Seater Multi-Purpose / Conference Table - 1 pc (Secretariat Extension Office)

Minimum Specifications

Rectangular Shape

Wooden Table (Provide Sample of Material for Approval)

Estimated Size/Dimension: 90cm(L) x 80cm(W) x 74cm(H)

F. APPROVED BUDGET FOR THE CONTRACT (LOT I)

Four Hundred Ten Thousand Pesos (Php 410,000.00) inclusive of all applicable government taxes and charges.

G. DELIVERY SCHEDULE FOR LOT I

Delivery should be completed within ninety (90) calendar days from receipt of Notice to Proceed (NTP).

LOT II - SPECIFICATIONS FOR STEEL CABINETS

A. Steel Cabinets – 73 pcs

i. Steel Filing Cabinet – 2 pcs (Secretariat Extension Office)

Minimum Specifications

Vertical Steel Filing Cabinet
Four (4) Layers of Drawers
Controlled cylinder lock with duplicate keys
Built-in handles with aluminum cardholder
Heavy gauge material sheet (Gauge#:20)
Painted with one coat primer and two coats high grade enamel light gray finish
Supported weight: 200kg
Estimated Size/Dimension: 52"H x 18.5"W x 24"D

ii. Mobile Pedestal Cabinet – 71 pcs (Secretariat & Legal Divisions)

Minimum Specifications

Three (3) drawers, metal powder coated with central lock
Estimated Size/Dimension: W400mm x D550mm x H650mm.

B. APPROVED BUDGET FOR THE CONTRACT (LOT II)

Four Hundred Ten Thousand Pesos (Php 410,000.00) inclusive of all applicable government taxes and charges.

C. 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 1% difference in the stated measurements (Lot I & Lot II)

LOT. III SPECIFICATIONS OFFICE EQUIPMENTS

A. Office Equipment - 30 pcs

i. Paper Shredder - 30 pcs

Minimum Specifications

Auto Start and Stop
Auto reverse/prevents paper jam
Thermal overload protection
Safety cut-out on bin removal
Accepts CLIPS, STAPLES, CREDIT CARDS and CDs
Shred Size: 3x28mm
Average shred speed: 3mPm
Bin capacity: 30L
Sheet Capacity: 12 (A): 8 (A3)

B. APPROVED BUDGET FOR THE CONTRACT (LOT III)

One Million Fifty Thousand Pesos (Php1,050,000.00) inclusive of all applicable government taxes and charges.

C. DELIVERY SCHEDULE FOR LOT III

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

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 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.

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. Swatches should be properly coordinated and subject for approval of OSG authorized representative when applicable.
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 comply with the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) rules and regulations.
7. Warrants that all personnel who will work in the OSG premises are fully vaccinated against Covid-19.
8. 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.
9. 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.
10. Warrants that it shall neither assign transfer, pledge, or subcontract any part or interest therein.

IV. TERMS OF PAYMENT

A. Schedule of Payment:

1. Agrees to be paid on a billing scheme as follows:

	Particulars	Remarks / Conditions
First release	15% of the Total Contract Price <i>per lot</i>	The amount represents the mobilization fee. The SUPPLIER shall submit a written request after the Contract is duly signed and notarized.
Second release	80% of the Total Contract Price within thirty (30) days from completion of Inspection and Acceptance Report and all other required documents, inclusive of all government taxes and charges.	The SUPPLIER shall submit (a) Delivery Receipt, (b) Sales Invoice on the delivered items showing the quantity, description, and total value, duly signed by the SUPPLIER or his representative, and indicating receipt by OSG's designated representative; and (c) Other documents showing completion of incidental works as may be required by the OSG.
Third release	5% warranty deposit/retention money based on the Total Contract Price	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 items are delivered and assembled.

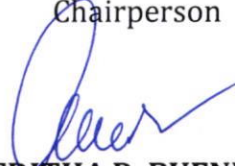
are subject to the required Expanded Withholding Tax (EWT) of one percent (1%) and Final Withholding Tax on VAT of five percent (5%).

2. Agrees that second 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 2022**



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Senior State Solicitor
Chairperson



EDITHA R. BUENDIA
Director IV-HRMAS
Vice Chairperson

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(On Leave)

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Senior State Solicitor

(On Leave)

SARAH MAE S. CRUZ
Senior State Solicitor



JENNIFER G. SIRON
State Solicitor II



MA. GLECY JOY A. CONTADO
Associate Solicitor II



PEARL CHARISSE D. BAUTISTA¹
Assistant State Prosecutor



KATHLEEN LOUISE S. SISON
Administrative Officer II



ELIZABETH C. ESTABILLO
Process Server

¹ Detailed at the Office of the Solicitor General by virtue of DOJ Order No. 321 dated 18 July 2022.