# TERMS OF REFERENCE

## PROCUREMENT, DELIVERY AND ASSEMBLE OF SEMI-EXPENDABLE PROPERTIES

## SPECIFICATIONS FOR SEMI-EXPENDABLE FURNITURE & FIXTURES

### A. Table

i. ***Assistant Solicitor General Table – 6 pcs***

**Minimum Specifications**

Wood: High Pressured Laminated HPL
Color: Red Veneer, Mahogany or Wedge
L-Type Table with grommet
Estimated Size/dimension:190cmL x 90cmW x 76cmH
Two 2 Layers Wooden Mobile Pedestal Cabinet with Lock and key
Size: 40cmL x 48cmW x 56cmH
Wooden Side Table with grommet, lock and key
Size: 100cmL x 50cmW x 76cmH

ii. ***Pantry Table – 5 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
Estimate Size/Dimension: 250 cm L x 80 cm W x 74 cmH

iii. ***Foldable and Stackable Table – 6 pcs***

**Minimum Specifications**

Training Table, Marine board with Melamine Table Top and Aluminum Alloy legs.
Reinforced Casters with Brake
Foldable and Stackable
Minimum Size Dimension: 180cmL x 60cmW x 75cmH

### B. Chairs

i. ***Assistant Solicitor General Chair – 2 pcs***

**Minimum Specifications**

Leatherette Seat and Backrest
Fixed Polypropylene (PP) Armrest with Padding
Pneumatic Seat Height Adjustment
Tilting Mechanism
With Five-star Chrome base & Nylon Casters.
Estimated Size/Dimension: 65.5cmW x 68cmD x 127cmH

***Lawyer's Chair– 22 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: 62cmW x 50cmD x 110cmH

ii. ***Secretary's Chair– 20 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: 50cmW x 45cmD x 100cmH

iii. ***Assistant Solicitor General Visitor's Chair– 18 pcs***

**Minimum Specifications**

Black Fabric
With 4 Metal Leg/ Sled Base Chrome Finished
Polypropylene seat rest
Backrest – Mesh Type
Estimated Size/Dimension: Size: 62cmW x 55cmD x 96cmH

*v.* ***Pantry Bench – 10 pcs***

**Minimum Specifications**

Solid wood Frame
Upholstered seat
With steel chrome legs
Estimated Size/Dimension: Size: 250cmL x 40cmW x 45cmH

*vi.* ***Foldable and Stackable Chair – 30 pcs***

**Minimum Specifications**

Training Chair with white Polypropylene Back Frame and Grey Steel Legs
Foldable and Stackable Seat
Material: Mesh PVC Black, Fabric Seat
Color: Dark Grey
Estimated Size/Dimension: Size: 60cmW x 60cmD x 86cmH

## C. Cabinets

i. ***Mobile Pedestal Cabinets – 16 pcs***

**Minimum Specifications**

Three 3 drawers, metal powder coated with central lock
Color: Powder Coated Light Gray finish
Estimated Size/Dimension: 40cmL x 50cmW x 65cmH

ii. ***Steel Filing Cabinet - 34 pcs***

**Minimum Specifications**

Four (4) drawers, powder coated
Color: Textured beige or gray
Fixed / welded gauge no. 24 body thickness with interior stiffeners
Carriage drawer gliders and heavy-duty drawer bodies
Interior drawers with integrated folder separators
Compatible with A4, letter, and legal-size envelope / folder
Centralized or individual cylinder / drawer locking mechanism
Estimated Dimensions: 132cmH x 46cmL x 62cmW

## D. Sofa Set

i. ***Sofa Set with Side and Center Table – 1 set***

**Minimum Specifications**

One (1) Two-Seater and Two (2) One-Seater Sofa Chair
Sofa Chair:
Color: Light Gray
Framing - Plywood panel with Gemelina
Fixed Seat Cushion: Flex Foam
Backrest & Armrest: Syntex & Urethane Foam
Fiber: Loose Back Cushion and Loose Seat Cushion
Leg: Black Powder Coat
Estimated Size/Dimension:
1-seater: 96cmW x 85cmD x 70cmH
2-seater: 153cmW x 85cmD x 70cmH
Center and Side Table:
Tempered Glass
Estimate Size/Dimension of Center Table: 110cmL x 55cmW x 40 cmH
Estimate Size/Dimension of Side Table: 55cmL x 55cmW x 40 cmH

## *E.* APPROVED BUDGET FOR THE CONTRACT

***Php 2,100,000.00 (Two Million One Hundred Thousand) inclusive of all applicable government taxes and charges.***

## *F.* DELIVERY SCHEDULE

*Delivery and installation should be made at **Convergys One Building**, and should be completed within **Thirty 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 Client Satisfaction Certifications / Statements with Satisfactory Performance from no less than three 3 procurement contracts from government agencies and/or private entities with whom the contractor has a past or ongoing contract similar to this Project. The said procurement contracts must be completed within 5 years prior to the deadline for the submission of bids.
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 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 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 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 90.1 of the Implementing Rules and Regulations of R.A No. 12009, 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 2025**

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