TERMS OF REFERENCE

PROCUREMENT, DISMANTLING, DELIVERY, ASSEMBLY AND INSTALLATION OF PROPERTY, PLANT & EQUIPMENT (PPE) FOR MANUALLY-OPERATED OPERABLE PARTITION WALL

PREPARATORY WORKS, SUPPLY, DELIVERY AND INSTALLATION OF MANUALLY-OPERATED OPERABLE PARTITION WALL

A. Mobilization of Materials

B. Detailed plan for installation or Scope of Works to be coordinated and submitted to APMC for approval

C. Dismantling of acoustic boards (ceiling) and carpets.

D. Supply, delivery and installation of Rails and Brackets that will fit of the following specifications of the manually-operated operable partition wall.

Note: Please see the attached proposed shop drawing / layout.

E. Supply, delivery, and installation of the manually-operated operable partition wall according to the specifications indicated below

Description	Quantity	Sqm	Total Sqm
Wall 1 to Wall 3			
Size: 14100mm (L) x 2460mm (H)	3	34.70	104.10
Wall 4			
Size: 12100mm (L) x 2460mm (H)	1	29.80	29.80

Minimum Specifications of Manually-Operated Operable Partition Wall

- Thickness: At least 85mm thickness movable panel.
- Material: Full Melamine Laminated MDF board (color finish subject to the approval of end-user); panel frame exposed; Mineral wool or rockwool insulation; full aluminum frame with top & bottom retractable seal; SS304 steel accessories; Complete galvanized track fitting accessories; 360-degrees movable.
- Carrier System: At least Type 85 double layer strengthened aluminum track, Heavy duty roller, single suspension with SS304 steel accessories. Double glider wheeled and three (3) wheeled roller with steel ball bearing with nylon tires assembled for aluminum track.
- Sound Transmission Class- at least 50 decibels.
- Panel Insulation: Density 80kgs/m3 mineral wool or rockwool.
- Pass doors: at least six (6); locations to be discussed with end-user
- With telescopic panels.
- Parking Cabinet: With parking cabinet match with existing wall.
- Tested and measured as per American Standard Testing Material (ASTM) standards (at least Sound Transmission Class (STC) 50) or its equivalent.

Note: All sizes/measurements may vary up to ten percent (10%) difference in the stated sizes/ measurement.

F. Reinstallation/refurbishment of affected areas in ceiling and carpets.

G. Hauling of debris.

APPROVED BUDGET FOR THE CONTRACT

Four Million Pesos (Php4,000,000.00) inclusive of all applicable government taxes and charges.

DELIVERY SCHEDULE

Delivery and installation should be made at ***Convergys One Building*** *located at 6796 Ayala Ave cor. Salcedo St., Legaspi Village, Makati City, and should be completed within* ***Forty Five (45) Calendar days*** *from receipt of Notice to Proceed (NTP).*

QUALIFICATIONS OF THE SUPPLIER

1. Must be PHILGEPS-registered with platinum membership.
2. Must have been in the business of supplying and installing of PPE for manually operated partition wall for at least three (3) years, and/or must have been in the business of supplying furniture and fixtures for at least three (3) years.
3. Must present at least three (3) letters or certificates of satisfactory performance from government agencies, private corporation and/or private individual with whom the contractor has past or ongoing contract similar to this project.

   For this purpose, similar contract shall refer to procurement contract of supply and delivery of furniture and/or fixtures.
4. The bidder shall have an SLCC that is at least one (1) contract similar to the project with a value equivalent to at least fifty percent (50%) of the ABC, completed within 3 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.
5. Must have sufficient personnel to execute the scope of works within the delivery schedule.
6. Must submit sample picture with specification details during post qualifications.
7. The person in-charge of the project shall be a Professional Regulation Commission (PRC) licensed engineer or architect or with at least 2 years' experience.

I. MODE OF PROCUREMENT – Competitive Bidding

II. TERMS OF PAYMENT

1. Schedule of Payment:

   Payment be divided into three (3):

   a.) 30% upon completion of the installation of the Rails and Brackets with proof of order and date of delivery of wall panel;
   b.) 35% upon installation of two wall panels; and
   c.) 35% upon full completion of the project.

   Each payment shall be processed within 30 days after the issuance of the Inspection and Acceptance Report (IAR). *For processing of 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) Issuance of Warranty Certificate upon full completion of contract/project;
   d) Other documents showing completion of incidental works as may be required by the OSG, if applicable.

   To ensure that manufacturing defects shall be corrected by the supplier, payment is subject to a 5% warranty deposit/retention money for one year reckoned from the date the OSG personnel verified and certified that all the items are delivered and assembled, in accordance with Section 90.1 of the IRR of RA 12009.
2. To ensure that any manufacturing defects are corrected by the supplier, five percent (5%) of each payment shall be withheld as retention money. The retention money shall be released one year from the date of release of the final payment.

III. WARRANTIES OF THE SUPPLIER

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 delivery and installation of the materials.
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, practices and other requirements as may be imposed by the building administrator.
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 issuance of Inspection and Acceptance Report that the delivered 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.

TECHNICAL WORKING GROUP FOR THE PROCUREMENT OF PROPERTY, PLANT & EQUIPMENT AND SEMI-EXPENDABLE PROPERTIES FOR FY 2026

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APPROVED / DISAPPROVED

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