TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

FOR THE PROCUREMENT OF OFFICE FURNITURE, FIXTURES AND EQUIPMENT UNDER THE ANNUAL EQUIPMENT PROCUREMENT PROGRAM FOR CY 2018

A. INTRODUCTION

These Terms of Reference (TOR) and Technical Specifications refer to the twelve (12) items of goods to be procured under the Annual Equipment Procurement Program for CY 2018.

B. BUDGET

The Philippine Ports Authority through its CY 2018 Corporate Funds intends the sum of One Million Four Hundred Sixty-Three Thousand Pesos(Php1,463,000.00 VAT Exclusive), being the Approved Budget for the Contract (ABC),for the procurement of the following equipment:

Item No.	Quantity	Item/Description	Unit Price	Approved Budget for the Contract (ABC), (Total Amount)
		Office Furniture & Fixtures		
1	1	DINING TABLE (6 seaters)	Php 25,000.00	Php 25,000.00
2	3	VAULT, cash and record vault, steel, fire proof	26,000.00	78,000.00
3	1	SALA SET (3-1-1 with center table, leatherette	45,000.00	45,000.00
4	4	Steel Lateral Cabinet, 4 drawers	20,000.00	80,000.00
5	1	CONFERENCE TABLE with chairs	175,000.00	175,000.00
		SUB-TOTAL		**Php 403,000.00**
		Office Equipment		
6	12	Airconditioner, window type, 2 HP	Php 30,000.00	Php 360,000.00
7	1	Fax Machine	35,000.00	35,000.00
8	1	FIRE ALARM System	350,000.00	350,000.00
9	1	REFRIGERATOR	30,000.00	30,000.00
10	3	TELEVISION set, 40”, LCD Flat TV, cable ready	35,000.00	105,000.00
11	1	Electronic Typewriter	30,000.00	30,000.00
12	2	INTERCOM System	75,000.00	150,000.00
		SUB-TOTAL		**Php1,060,000.00**
		TOTAL		**Php1, 463,000.00**

C. GENERAL SPECIFICATIONS

		Minimum Requirements
	OFFICE FURNITURE & FIXTURES	
1	DINING TABLE	6-seaters, made of hardwood, oblong or rectangle, fully varnish.
2	VAULT, cash and record vault, steel, fire proof	Insulated double steel wall construction. Dual digital and key lock protection with advanced dual user lock. Water resistant door and cabinet design. Certified 1 hr. fire protection. 0.58 cu. Ft interior storage capacity.
3	SALA set (3-1-1 with center table, leatherette)	Color : Black Design : Elegant and graceful look with comfortable seating Area and padding Cover Material : Leatherette / Polyurethane Inside : High density foam supported by a solid wood Structural frame. Chrome plated metallic legs with plastic bases. Legs : Legs and bases provide sturdy support and blend Seamlessly with the sofa Occupancy : 5 adults Center Table : made of glass or wood
4	Steel Lateral Cabinet, 4 drawers	Dimension : 52" height, 18.5" width x 28.5" depth Color : Wrinkled Gray Gauge : 22 or 24 Finish : Powder coated, enamel painted Features : made from heavy duty B.I. sheets, with centralized locking mechanism, complete with lock, duplicate keys
5	CONFERENCE TABLE with chairs	1. Area Of Conference Room : 5.24 meters x 6.68 meters 3. Seating Capacity - 14 to 16 4. Conference Table Size – 2.60 W x 4.10 L Type :Multiple Tables Shape : U Shape Table Top Material : Wood 5. Chair Option Style : Fabric Chairs Option – Chair arms

		PHOTOS OF EXISTING CONFERENCE TABLE
	OFFICE EQUIPMENT	
6	AIRCONDITIONER	Window type, 2 HP Manual Key Feature : With anti-corrosive fin condenser, energy saving mode, air deflection control, EER (as high as 10.5 kJ/Wh), cooling capacity 19,100 kJ/h, powerful mode operation, ventilation control, auto air swing
7	FAX MACHINE	Paper handling: A4, scanning width: 208mm, resolution: standard/fine, transmission speed: approx. 12-second per page*3, print method : thermal transfer on plain paper
8	FIRE ALARM System	1. Replacement / Upgrading of Control Panel with back-up battery At Admin. Building lobby. *Conventional Fire Alarm Control Panel, 24 volt, 4 zone, 3.0 Amps of total system power with 3 general alarm* 2. Provision of additional Smoke Detectors at the following Area : (Total 7 pcs) GF - 1 - Finance Division Area 1 – Cashier's Office 2F - 1- OPM Staff 1- Lobby near stairs 3F - 1- Lobby near stairs 1- Supply Room 1 – Social Room 3. Provision of Fire Alarm System at Guest House and PM's Quarters : Specification of Materials : 3.1 Provision of the following : 2.1.1<u>Manual call po</u>int. –2 pcs. *Conventional call point, indoor use, push in or pull down.* (1-Guest House, 1 – PM's Quarters) 2.1.2 <u>Conventional Sound Strobe</u>- (2 pcs)

		Compatible with all conventional Fire Alarm Control Panel, high sound level-up to 100dB, long light up to 40000 flashed. (1-Guest House, 1 PMQ) 2.1.3 Conventional Smoke Detector (3 pcs) *Compatible with all conventional Fire alarm control panel, dual LEDS, unique optical sensing chamber, unpolarized wire input.* 2 – PMQ, 1 – GH, 2.1.4 Conventional Fire Alarm control Panel, 4 zone (1 set) 3.2 Wiring materials 4. Installation, testing and commissioning of the system **Note: Actual inspection of the areas is required.**
9	REFRIGERATOR	8.5 ft., 2 doors, Direct Cool Inverter. Color: Nickel gray. Low noise compressor, environmental friendly. Fire retardant power plug design, spacious freezer compartment.
10	TELEVISION set, 40", LCD Flat TV, cable ready	40", UHD TV, real 4K picture quality, Smart TV, mirror rate 120, Sound output 20W, wireless LAN built-in (WI-FI), USB 2 ports, display resolution 3840 x 2160. Environmental friendly.
11	Electronic Typewriter	15" carriage, standard electronic typewriter, 20 character per second printing, with 112K memory capacity, 40 characters LCD Display.
12	INTERCOM System	For installation at the following ports : 1. Brooke's Point (4 units telephone system) 1.1 TMO Building – OIC's Area 1.2 TMO Building – Cashier's Booth 1.3 Guard House 1.4 CIQS Building 2. Culion(4 units telephone system) 2.1 OIC's Office – 2nd Floor 2.2 OIC's Quarters – 2nd Floor 2.3 Cashier's Office (Ground Floor) 2.4 Guard House Note: Actual inspection of the areas are required.

D. DELIVERABLES

D.1 WARRANTY

During the warranty period of 180 days, the supplier for furniture will repair or replace, at no charge, products or parts of the product that proves defective because of improper material or workmanship, under normal use and maintenance. While one (1) year warranty shall be covered for fixtures and equipment in all parts, components and sales services after inspection and acceptance by the Procuring Entity.

D.2 DOCUMENTATION

1. To be included in the Technical Bid Documents are the following:

1.1 For furniture, fixtures and equipment – brochures showing the specifications of the product being offered.

1.3 For Fire Alarm System& Intercom System – brochures showing actual photo and specifications of the materials to be used.

2. Submission of Warranty Certificate.

E. INSPECTION AND TESTS

The Philippine Ports Authority-PMO Palawan shall have the right to inspect and/or test the goods to confirm conformity with the Contract. The winning bidder shall furnish test equipment, instrumentation, personnel and supplies necessary to perform all testing for Fire Alarm and intercom system.

F. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the vendor shall provide highly technical personnel to service all the equipment including its components/peripherals whenever hardware breakdown and/or any related problem should occur.

RECOMMENDING APPROVAL:

(sgd.)

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APPROVED:

(sgd.)

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