

**Republic of the Philippines  
Philippine Ports Authority  
PMO Negros Oriental/Siquijor**

**TERMS OF REFERENCE**

**SUBJECT: SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS FURNITURE, FIXTURES AND EQUIPMENT FOR THE PORT OPERATIONS BUILDING (POB) OF PMO NEGROS ORIENTAL/SIQUIJOR (PMO NOS) AND ITS TERMINAL MANAGEMENT OFFICES (TMOs), PORT MANAGER'S QUARTER (PMQ) AND GUEST QUARTERS (GQs)**

**1. Rationale/Objectives**

The new Port Operation Building (POB) of PMO NOS and its Terminal Management Offices (TMOs), Port Manager's Quarter (PMQ) and Guest Quarters (GQs) need various furniture, fixtures and equipment in order to achieve the desired workplace and purpose.

**2. Scope of Undertaking**

The Contract shall cover supply, delivery and installation of various furniture, fixtures and equipment for the new POB of PMO NOS aided by an interior designer to provide professional interior design concept and solution focusing on creating spaces that are efficient, functional and safe for employees in compliance to the good working condition mandated by the government.

The contract shall also include supply and delivery of various furniture and equipment for the Terminal Management Offices, Port Manager's Quarter and Guest Quarters.

The services to be rendered by the winning bidder shall be:

1. Preparation of sketches of preliminary design concept/plans for all office areas, conference room and the lobby of the new POB in coordination with the representative from the PMO General Services Unit and Engineering Services Division for presentation to and approval of the Port Manager.
2. Presentation of proposed various furniture and fixtures samples for approval of the Port Manager.
3. Actual lay-outing of approved concepts in all areas of the new POB covered by the contract.
4. Supply, delivery and installation of all furniture and fixtures for the new Port Operation Building (POB).
5. Supply and delivery of required furniture and fixtures for the Terminal Management Offices (TMOs), Port Manager's Quarters and Guest Quarter.

6. The supplier shall see to it that delivered furniture is free from defects in workmanship and materials for six months. In the event that defect is found, the supplier shall either repair or replace the defective item.

### 3. Description and Budget of Requirements

Qty	Furniture Requirements	Amount
	<i>(Chargeable against <b>Fixed Assets –Furniture</b> where unit price of each item <b>should not be less than P15,000.00</b>)</i>	
9	❖ Executive Table with executive chair, visitor chairs and mobile drawer for the Port Manager, Division Managers and Terminal Managers	<b>P 1,483,800.00</b>
9	❖ Junior executive tables for with Jr. executive chairs, visitor chairs and mobile drawers	
13	❖ Tables for Frontline staff with chairs with arms & visitor chairs and mobile drawers	
14	❖ Visitors Lounge with coffee table	
1	❖ 16-Seater Conference Table with Chairs	
1	❖ Acrylic Glass Rostrum complete with Audio connections	
1	❖ 3 Seater Sofa with Lounge Chair and center table	
1	❖ King Bed with foam	
2	❖ Single Bed with foam	
6	❖ Wooden Double Deck with Foam	
5	❖ Wooden Cabinet	
1	❖ Modern Office Lobby Furniture Set	
Qty	<i>(Chargeable against <b>Semi-Expendable Furniture</b> where unit price of each item <b>should not be more than P15,000.00</b>)</i>	Amount
44	❖ Tables for office staff with chairs w/ arms and mobile drawers	<b>P 2,334,400.00</b>
6	❖ Free standing table with two <b>(2)</b> clerical chairs	
10	❖ Clerical Office Table w/ side table, with clerical chairs w/ arms and 3-Drawer Steel Mobile	
50	❖ Free Standing Open Shelves for Records Room (5 shelves)	
6	❖ Printer table – 2 layers	
8	❖ 2 Seater Visitor/Lounge Chair with coffee table	
4	❖ 4-Seater Dining Table with Chairs	
43	❖ Filing cabinets -3 drawers	
Qty	<i>(Chargeable against <b>Semi-Expendable Equipment</b> where unit price of each <b>item should not be more than P15,000.00</b>)</i>	Amount
4	❖ Filing cabinets -3 drawers	<b>P 106,000.00</b>
4	❖ Filing cabinets -4 drawers, upright	
2	❖ 9 Door Locker	
6	❖ Free Standing Open Shelves (5 shelves)	

	<i>(Chargeable against <b>Fixed Asset- Equipment</b> where unit price of each item should <b>not be less than P15,000.00</b>)</i>	<b>Amount</b>
28	❖ 2 Door-Steel Filing Cabinet	<b>P 440,000.00</b>
	<b>Grand Total</b>	<b>P 4,364,700.00</b>

#### 4. Furniture Setting per Area

<b>Area</b>	<b>Furniture Requirements</b>
<b>Conference Room</b> (2 <sup>nd</sup> Floor of POB)	<ul style="list-style-type: none"> <li>❖ 16-Seater Conference Table with Chairs <b>(1 unit)</b></li> <li>❖ Acrylic Glass Rostrum complete with Audio <b>(1 unit)</b> Connections</li> </ul>
<b>Staff Lounge</b> (2 <sup>nd</sup> Floor of POB)	<ul style="list-style-type: none"> <li>❖ 4-Seater Dining Table <b>(3 units)</b></li> </ul>
<b>Office of the Port Manager</b> (2 <sup>nd</sup> Floor of POB)	<p>Executive Table with side table and executive chair, visitor chairs and mobile drawer for the Port Manager</p> <ul style="list-style-type: none"> <li>❖ Visitors Lounge with coffee table for PMs Office</li> <li>❖ Visitors Lounge with coffee table for OPM Staff area</li> <li>❖ Junior executive tables with Jr. executive chairs, visitor chairs and mobile drawers <b>(2 units)</b></li> <li>❖ Tables for Frontline OPM staff with chairs with arms &amp; visitor chairs and mobile drawers <b>(3 units)</b></li> <li>❖ Tables for two <b>(2)</b> OPM staff with chairs w/ arms and mobile drawers</li> <li>❖ Filing cabinets ( <b>7</b>units-3 drawers &amp; <b>3</b> units -2 doors)</li> <li>❖ Free Standing Open 5-Shelves for OPM Records Room <b>(5 units)</b></li> <li>❖ Printer table – 2 layers</li> </ul>
<b>Finance Division- Accounting</b> (2 <sup>nd</sup> Floor of POB)	<ul style="list-style-type: none"> <li>❖ Executive Table with side table and executive chair , visitor chairs and mobile drawer for the Division Manager</li> <li>❖ Visitors Lounge for Division Manager's Office</li> <li>❖ Visitors Lounge with coffee table at Finance Staff area</li> <li>❖ Junior executive table with Jr. executive chair, visitor chairs and mobile drawer</li> <li>❖ Table for Frontline Finance staff , chair with arms &amp; visitor chairs and mobile drawer</li> <li>❖ Tables for eight <b>(8)</b> Finance Staff with chairs w/ arms and mobile drawers</li> <li>❖ 2-Door Steel Filing cabinets <b>( 6 units)</b></li> <li>❖ Free Standing Open 5-Shelves for Finance Records Room <b>(4 units)</b></li> <li>❖ Printer table – 2 layers</li> </ul>
<b>Finance Division – Collection</b> (1 <sup>st</sup> Floor of POB)	<ul style="list-style-type: none"> <li>❖ Table for frontline staff with chair w/ arms, visitor chairs and mobile drawer</li> <li>❖ Tables for six <b>(6)</b> Finance Staff with chairs w/ arms and mobile drawers</li> <li>❖ Filing cabinets ( <b>7</b> units -3 drawer)</li> <li>❖ Free Standing Open 5-Shelves for Finance Records Room <b>(4 units)</b></li> </ul>

<p><b>Engineering Services Division</b> (2<sup>nd</sup> Floor of POB)</p>	<ul style="list-style-type: none"> <li>❖ Executive Table with executive chair , visitor chairs and mobile drawer for the Division Manager</li> <li>❖ Visitors Lounge for Division Manager's Office</li> <li>❖ Visitors Lounge with coffee table at Engineering Staff area</li> <li>❖ Junior executive table with Jr. executive chair, visitor chairs and mobile drawer</li> <li>❖ Table for frontline staff with chair w/ arms, visitor chairs and mobile drawer</li> <li>❖ Tables for six <b>(6)</b> Engineering Staff with chairs w/ arms and mobile drawers <ul style="list-style-type: none"> <li>• Five (5) Express Panel System (L-Type)</li> <li>• One (1) Table for Clerical Staff</li> </ul> </li> <li>❖ Filing cabinets – 3 drawer ( <b>4 units</b>)</li> <li>❖ 2 Door Steel Filing Cabinet <b>(3 units)</b></li> <li>❖ Free Standing Open 5-Shelves for Engg Records Room <b>(5 units)</b></li> <li>❖ Printer table – 2 layers</li> </ul>
<p><b>Administrative Division</b> (2<sup>nd</sup> Floor of POB)</p>	<ul style="list-style-type: none"> <li>❖ Executive Table with executive chair , visitor chairs and mobile drawer for the Division Manager</li> <li>❖ Visitors Lounge with coffee table for Division Manager's Office</li> <li>❖ Visitors Lounge with coffee table at Admin Staff area</li> <li>❖ Junior executive table with Jr. executive chair, visitor chairs and mobile drawer</li> <li>❖ Table for Frontline Admin staff with chair w/ arms &amp; visitor chairs and mobile drawer <b>(2 units)</b></li> <li>❖ Tables for ten <b>(9)</b> Admin Staff with chairs w/ arms and mobile drawers</li> <li>❖ Free standing table with two <b>(2)</b> clerical chairs</li> <li>❖ Filing cabinets-3 drawer ( <b>10 units</b>)</li> <li>❖ 2 Door Steel Filing Cabinet <b>(15 units)</b></li> <li>❖ Free Standing Open 5-Shelves for Admin Records Room <b>(10 units)</b></li> <li>❖ Printer table – 2 layers</li> </ul>
<p><b>Port Police Division</b> (2<sup>nd</sup> Floor of POB)</p>	<ul style="list-style-type: none"> <li>❖ Executive Table for the Division Manager with executive chair, visitor chairs and mobile drawer</li> <li>❖ Visitors Lounge with coffee table for Division Manager's Office</li> <li>❖ Junior executive table with Jr. executive chairs , visitor chairs and mobile drawer</li> <li>❖ Tables for PPD staff with chair w/ arms &amp; visitor chairs and mobile drawer <b>(2 units)</b></li> <li>❖ Filing cabinets ( <b>2 units</b> -3 drawer)</li> </ul>
<p><b>Port Police Division</b> (1<sup>st</sup> Floor of POB)</p>	<ul style="list-style-type: none"> <li>❖ Table for Frontline PPD staff with chair w/ arms &amp; visitor chairs and mobile drawer</li> <li>❖ Tables for four <b>(4)</b> PPD Staff with chairs w/ arms and mobile drawers</li> <li>❖ Visitors Lounge with coffee table at PPD Staff area</li> <li>❖ Free standing table with two <b>(2)</b> clerical chairs</li> <li>❖ Filing cabinets -3 drawer ( <b>3 units</b>)</li> <li>❖ Printer table – 2 layers</li> </ul>
<p><b>Port Services Division</b> (2<sup>nd</sup> Floor of POB)</p>	<ul style="list-style-type: none"> <li>❖ Executive Table for the Division Manager with executive chair , visitor chairs and mobile drawer</li> <li>❖ Visitors Lounge for Division Manager's Office</li> <li>❖ Table for Frontline PSD staff with chair w/ arms &amp; visitor chairs and mobile drawer</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Tables for three <b>(3)</b> PSD Staff with chairs w/ arms and mobile drawers</li> <li>❖ Free standing table with one <b>(1)</b> clerical chair</li> <li>❖ Filing cabinets ( <b>3</b> units -3 drawer)</li> <li>❖ Free Standing Open 5-Shelves for PSD Records Room <b>(5 units)</b></li> <li>❖ Printer table – 2 layers</li> </ul>
<b>Port Services Division – Terminal Section (1<sup>st</sup> Floor of POB)</b>	<ul style="list-style-type: none"> <li>❖ Junior executive table with Jr. executive chairs , visitor chairs and mobile drawer</li> <li>❖ Visitor Lounge with coffee table for TS office</li> <li>❖ Table for Frontline PSD staff with chair w/ arms &amp; visitor chairs and mobile drawer</li> <li>❖ Tables for three <b>(3)</b> PSD Staff with chairs w/ arms and mobile drawers</li> <li>❖ Free standing table with two <b>(2)</b> clerical chairs</li> <li>❖ Filing cabinets ( <b>2</b> units -3 drawer)</li> <li>Free Standing Open 5-Shelves for PSD Records Room <b>(4 units)</b></li> </ul>
<b>Port Services Division – Marine Section (1<sup>st</sup> Floor of POB)</b>	<ul style="list-style-type: none"> <li>❖ Junior executive table with Jr. executive chair , visitor chairs and mobile drawer</li> <li>❖ Visitor Lounge with coffee table for Marine office</li> <li>❖ Table for Frontline PSD staff with chair w/ arms &amp; visitor chairs and mobile drawer</li> <li>❖ Table for one <b>(1)</b> PSD Staff with chair w/ arms and mobile drawer</li> <li>❖ Free standing table with two <b>(2)</b> clerical chairs</li> <li>❖ Filing cabinets ( <b>2</b> units -3 drawer)</li> <li>❖ Free Standing Open -5 Shelves for Records Room <b>(4 units)</b></li> </ul>
<b>Port Services Division – Safety and Environment (1<sup>st</sup> Floor of POB)</b>	<ul style="list-style-type: none"> <li>❖ Junior executive table with Jr. executive chair , visitor chairs and mobile drawer</li> <li>❖ Visitor Lounge with coffee table for Safety/Envi. Office</li> <li>❖ Table for PSD staff with chair w/ arms &amp; visitor chairs and mobile drawer</li> <li>❖ Free standing table with two <b>(2)</b> clerical chairs</li> <li>❖ Filing cabinets ( <b>3</b> units -3 drawer)</li> <li>❖ Free Standing Open 5-Shelves for Records Room <b>(4 units)</b></li> </ul>
<b>Office Lobby (2<sup>nd</sup> Floor of POB)</b>	<ul style="list-style-type: none"> <li>❖ 2-Seater Visitor/Lounge Chair with coffee table <b>(5 units)</b></li> <li>❖ Modern Office Lobby Furniture Set</li> </ul>
<b>Supply and Delivery</b>	
<b>TMO Larena</b>	<ul style="list-style-type: none"> <li>❖ Executive Table for the Division Manager with executive chair , visitor chairs and mobile drawer</li> <li>❖ Clerical Office Table with side table, with clerical chairs w/ arms and 3-Drawer Steel Mobile <b>( 5 units)</b></li> <li>❖ 2-Seater Visitor/Lounge Chair with coffee table</li> <li>❖ 3-Drawer Filing Cabinet <b>(4 units)</b></li> <li>❖ 4-Drawer Filing Cabinet – Upright <b>(4 units)</b></li> <li>❖ 9-Doors Locker Cabinet with lock, powder coated <b>(2 units)</b></li> <li>❖ Free Standing Open 5- Shelves <b>(6 units)</b></li> </ul>
<b>TMO Tandayag</b>	<ul style="list-style-type: none"> <li>❖ Executive Table for the Division Manager with executive chair , visitor chairs and mobile drawer</li> <li>❖ Clerical Office Table with side table, with clerical chairs w/ arms and 3-Drawer Steel Mobile <b>( 3 units)</b></li> <li>❖ 2-Seater Visitor/Lounge Chair with coffee table</li> </ul>

	<ul style="list-style-type: none"> <li>❖ 3-Drawer Filing Cabinet <b>(2 units)</b></li> <li>❖ Free Standing Open 5-Shelves for Records Room <b>(3 units)</b></li> </ul>
<b>TMO Guihulngan</b>	<ul style="list-style-type: none"> <li>❖ Executive Table for the Division Manager with executive chair , visitor chairs and mobile drawer</li> <li>❖ Clerical Office Table with side table, with clerical chairs w/ arms and 3-Drawer Steel Mobile <b>( 2 units)</b></li> <li>❖ 2-Seater Visitor/Lounge Chair with coffee table</li> <li>❖ 3-Drawer Filing Cabinet <b>(2 units)</b></li> <li>❖ Free Standing Open 5-Shelves for Records Room <b>(2 units)</b></li> </ul>
<b>Port Manager's Quarters/Lounge</b>	<ul style="list-style-type: none"> <li>4-Seater Dining Table <b>(1 unit)</b></li> <li><b>3-Seater Sofa with Lounge Chair and center table (1 set)</b></li> <li>King Bed with foam <b>(1 unit)</b></li> <li>Single Bed with foam <b>(2 units)</b></li> <li>Wooden Cabinets <b>(3 units)</b></li> </ul>
<b>Guest Quarters</b>	<ul style="list-style-type: none"> <li>Wooden Double Deck with Foam <b>(6 units)</b></li> <li>Wooden Cabinet <b>(2 units)</b></li> </ul>

## 5. Contract Period

The delivery and installation of various furniture, fixtures and equipment shall be within **One Hundred Twenty (120) Calendar Days** from issuance of the **Notice to Proceed**.

## 6. Contract Price and Payment

1. For the scope of the undertaking, the Approved Budget of the Contract is **Four Million Three Hundred Sixty Four Thousand Seven Hundred Pesos (P4,364,700.00)**.
2. **Payment** as specified in the Contract Agreement shall be made upon **completion of the scope of undertaking, acceptance and presentation of the Statement of Account supported with itemized costing of delivered goods**, subject to existing government accounting rules and regulations.

## 6. Obligation and Responsibilities

### 6.1 Of the Supplier

1. Undertake all works and responsibilities as stated in Item 2.
2. Supply, Deliver and Install required furniture, fixtures and equipment.
3. Upon complete delivery and installation of various furniture, fixtures and equipment, submits a Statement of Account supported with itemized list of delivered goods with unit prices as proof of the final billing.

## **6.2 Of the PPA, PMO NOS**

1. Award the Contract/Agreement to the winning bidder.
2. Pay the Supplier the final amount due them as specified in the Contract Agreement upon complete delivery, installation and presentation of the Statement of Account, supported with itemized list of delivered goods with unit prices, subject to existing government accounting rules and regulations.
3. Provide the Supplier the Building Layout Plan of the Port Operation Building (POB) of PMO Negros Oriental/Siquijor and the itemized requirement of the Port Manager's Quarter, Guest Quarters and Terminal Management Offices (TMOs).

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