

## TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

FOR THE PROCUREMENT OF:





### Supply, Delivery and Setup/Installation of Furniture and Fixtures for the Port Operation Building

#### A. INTRODUCTION

These Terms of Reference (TOR) and Technical Specifications refer to the **twenty-three (23) items** of furniture and fixtures to be procured thru National Competitive Bidding.

#### B. BUDGET AND SPECIFICATIONS

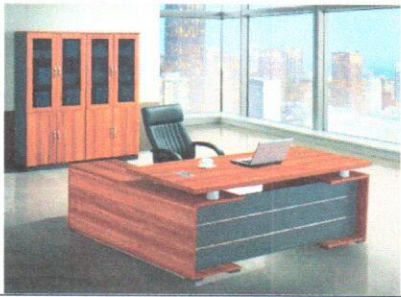

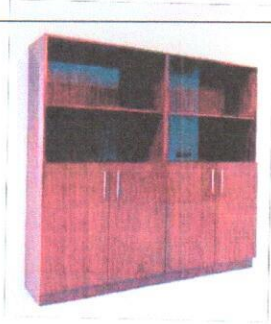

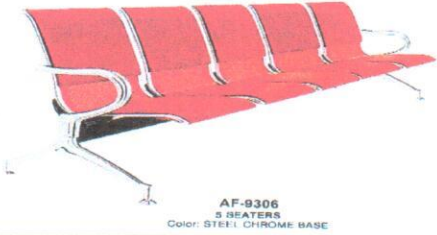
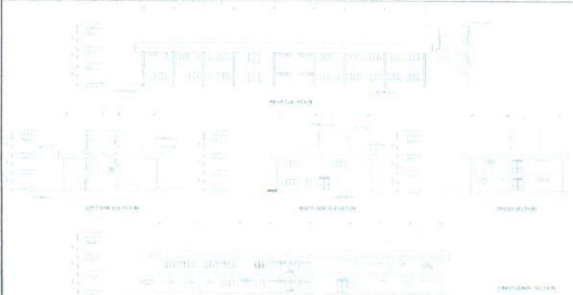
The Philippine Ports Authority through its CY 2021 corporate funds intends to apply the sum of **Four Million Three Hundred Eighty Three Thousand Six Hundred Eighty Pesos Only (Php4,383,680.00)** inclusive of 12% VAT, being the Approved Budget for the Contract (ABC), for the procurement of the following:

Item No.	Qty.	Item/Description	Visual
1	49	Mid-back swivel clerical chair, with arm, mesh back, L570x W610 x H890mm, good quality Malaysian foam and fabric (dark gray), gaslift metal, star base, nylon, five prong casters nylon	
2	6	Jr. Executive Chair L585x W565 x H940mm, w/ arm mesh Hi-back; good quality malaysian foam & fabric (dark gray), gaslift metal, star base nylon, five prong casters nylon	
3	1	Executive Chair, High back; (approx.) L700 x W730 x H1270mm w/arm, leather upholstery; good quality Malaysian foam & fabric; gaslift metal, metal base chrome coated, five prong casters nylon	
4	2	Working Table, clerical, L1400 x W700 x H750mm; melamine particle board w/ PVC edgeband; with keyboard tray	

5	22	Clerical Table L1400 x W700 x H750mm; melamine particle board w/ PVC edgeband; with keyboard tray (for #of partitions please refer to attached lay-out plan)	 <p>ISOMETRIC VIEW</p>
6	8	Side Table; 500 x 500 x 500mm, MDF (E2) with melamine, Black metal tube sandy powder coating	
7	1	Coffee Table; 1000 x 500 x 450mm, MDF (E2) with melamine, Black metal tube sandy powder coating	
8	1	Shaggy Carpet, Poly-cotton, Black & Cream Chenille 1600 x 2300mm	
9	1	Sofa/Couch, 2 Seater: 1344 x 838 x 825mm; wood construction, fixed seat and back cushion; fully upholstered leatherette; metal legs	
10	14	Sofa/Couch, 3 Seater: 2200 x 950 x 870mm; wood construction, fixed seat and back cushion; fully upholstered leatherette; nylon/plastic legs	
11	1	Sofa/Couch, 2 Seater: 1600 x 950 x 870mm; wood construction, fixed seat and back cushion; fully upholstered leatherette; nylon/plastic legs	



12	2	8-seater Dining Table approx W200 x D100 x H74cm, good quality, solid wood, rectangular with matching chairs approx Chair: W40 x D44 x H97.5cm Seat Height 46.8cm	
13	2	Sofa rattan set, wooden frame, kubu skin, 1pc sofa 1260x700x650mm, 2pcs 740x700x650mm and table 740mmW x 450 x 400mm	
14	1	Double Sized Bed, approx 1500 x 1900 x 1100mm, solid wood, with 6" good quality flex foam mattress	
15	2	4-doors Wardrobe Closet approx. 1561 x 600 x 2000 door with metal hinges & aluminium handle, drawer with metal slide; full 15mm Pu lamination	
16	30	L-shaped clerical table w/ keyboard tray and partition 450x1500x1500x600, partition height 1200mm, aluminum frame partition 32mm thick, wire cap for computer; 18mm E1 grade particle melamine board	
17	6	Jr. Executive Table (1500x900x780); approx 30mm melamine table top and base, with side table approx. 1200x400x750mm & mobile cabinet 800x400x835mm;	

18	1	Executive Table approx 2000x2000x750 with side cabinet and pedestal	
19	1	24 seater Conference Table, modular, equipped with conference system; 24 hi-back conference chairs fully upholstered (leatherette) chrome coated star base and nylon casters; 20pcs gooseneck microphones; 70mm E1 grade melamine table top	
20	6	High Glass Wall Cabinets (2000x400x1800) E1 Grade lamination, wood construction,	
21	1	Four doors low cabinet 2000x420x720, 18mm solid wood construction	
22	10	5seater Gang Chair with upholstery (foam seat and backrest), backrest thickness at least 2mm thick, backrest width at least 50cm.; 150kgs single seat weight capacity, chrome coated legs	<p><b>Equivalent 5-seater of the image below</b></p>  <p>AF-9306 5 SEATERS Color: STEEL CHROME BASE</p>
23	1	Supply, delivery and installation of heavy duty fabric window blinds, at least 34sets.	

### C. DELIVERABLES



- All prices quoted should be inclusive of delivery and installation/set-up to site.
- Winning bidder/supplier should provide technical team on site during actual delivery of items.
- Winning bidder/supplier shall shoulder all contingencies covering the foregoing without additional cost to PPA PMO Western Leyte/Biliran.
- If in case of defects, winning bidder/supplier shall replace all inclusive items within **30 calendar days** from delivery otherwise the same shall be considered as INCOMPLETE DELIVERY and corresponding charges shall be deducted from the payable amount of the contract.

## 2. WARRANTY

The inclusive Furnitures and Fixturesshall be covered by a warranty, duly evidenced by a Warranty Certificate, on all parts, components, and after sales services for a period of one (1) year to commence a day after its final inspection and acceptance.

## 3. DOCUMENTATION

Proposal for Furnitureand fixtures should be supported with visuals / brochures showing the detailed specifications of the product. (eg. make, measurement, material composition, weight capacity, etc.)

## D. INSPECTION AND TESTS

The Philippine Ports Authority-PMO Western Leyte/Biliran shall have the right to inspect and/or test the goods to assessthe products conformity with the specifications and requirements. The winning bidder shall furnish test equipment, instrumentation personnel and supplies, which would include but not limited to measuring mediums, test weights and all other supplies and materials necessary in performing all testing. The PMO shall be given at least five (5) working daysnotice prior to tests.

## E. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the supplier shall provide technical personnel to service inclusive itemsand its components/peripherals whenever breakdown and/or any related problem should occur.
- The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
- On call support shall be available at least 8 hours a day, 7 days a week. A range of at least one (1) to maximum of two (2) hours response time for calls should be strictly observed andon-site technical support should also be made available within 3 calendar days from noticeand shall cause the repair needed at their own expense within the warranty period,otherwise,it will be charged against the retention moneywhereinPPA PMO Western Leyte/Biliranmay source from other suppliers/contractors to acquire/purchase goods and services necessary to address the issue without nullifying the warranty.
- The winning bidder must provide expert personnel to service the equipment whenever any related problem should occur.
- The winning bidder must shoulder all expenses of the technical person(s) who will be providing the technical services on-site.

Recommending Approval:

  
JUDY ANN M. SAN BUENAVENTURA  
Administrative Division Manager

Noted by:

  
KRISTINE V. DARUNDAY  
BAC Chairperson

Approved by:

  
BERNARD C. CALLEDO  
Port Manager