

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

Supply, Delivery and Setup/Installation of Furniture and Fixtures for the Port Operation Building Charged to Semi Expendable Furnitures

A. INTRODUCTION

These Terms of Reference (TOR) and Technical Specifications refer to the eleven (11) items of furniture and fixtures to be procured thru National Competitive Bidding charged to Semi-expendable Furnitures and Fixtures account from the approved Annual Equipment Procurement Program for CY 2019.

B. BUDGET AND SPECIFICATIONS

The Philippine Ports Authority through its CY 2019 corporate funds intends to apply the sum of **One Million Seven Hundred Fifty Six Thousand Pesos Only (Php1,756,000.00)**, being the Approved Budget for the Contract (ABC), for the procurement of the following:

Item No.	Qty.	Item/Description	Visual
1	8	4-seater Dining Table, solid wood, rectangular L1100xW 700xH740mm, with wooden chairs approx L420 x W430 x H840mm	
2	65	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	
3	6	Jr. Executive Chair L585x W565 x H940mm, w/ arm mesh mid-back; good quality malaysian foam & fabric (dark gray), gaslift metal, star base nylon, five prong casters nylon	
4	1	Executive Chair, High back; L700 x W730 x H1270mm w/arm, leather upholstery; good quality Malaysian foam & fabric; gaslift metal, metal base chrome coated, five prong casters nylon	
5	31	Visitor's chair approx L560 x 600 x 920mm, w/ arm, mesh, good quality malaysian foam & fabric, curved metal stand spray-powdered base	

6	1	Working Table, clerical, L1400 x W700 x H750mm; melamine particle board w/ PVC edgeband; with keyboard tray	
7	31	Clerical Table L1400 x W700 x H750mm; melamine particle board w/ PVC edgeband; with keyboard tray	 ISOMETRIC VIEW
8	8	Side Table; 500 x 500 x 500mm, MDF (E2) with melamine, Black metal tube sandy powder coating	
9	1	Coffee Table; 1000 x 500 x 450mm, MDF (E2) with melamine, Black metal tube sandy powder coating	
10	1	Shaggy Carpet, Poly-cotton, Black & Cream Chenille 1600 x 2300mm	
11	1	Sofa/Couch, 2 Seater: 1344 x 838 x 825mm; wood construction, fixed seat and back cushion; fully upholstered leatherette; metal legs	

C. DELIVERABLES

1. SET-UP AND DELIVERY

- All prices quoted should be inclusive of delivery and installation/set-up to site.
- 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 Fixtures shall 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 Furniture and 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 assess the 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 days notice prior to tests.

E. MAINTENANCE/TECHNICAL SUPPORT

- During the warranty period, the vendor shall provide highly technical personnel to service inclusive items including its components/peripherals whenever breakdown and/or any related problem should occur.
- 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 and on-site technical support should also be made available within 10 calendar days from notice within the warranty period otherwise the winning bidder shall authorize PPA PMO Western Leyte/Biliran to source from other suppliers/contractors to acquire/purchase goods and services necessary to address the issue at the expense of the winning bidder without nullifying the warranty. All expenses incurred by the Authority in securing goods and services deemed necessary to address the defects must be reimbursed by the winning supplier within **15 calendar days**.
- 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
BAG Chairperson

Approved by:


MANUEL A. BOHOLANO
Port Manager