

## TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

FOR THE PROCUREMENT OF:





**Supply, Delivery and Setup/Installation of Furniture and Fixtures for the Port Operation Building Charged to Capital Expenditure**

### A. INTRODUCTION




These Terms of Reference (TOR) and Technical Specifications refer to the fourteen (14) items of furniture and fixtures to be procured thru National Competitive Bidding charged to CAPEX 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 Nine Hundred Ninety Eight Thousand Pesos Only (Php1,998,000.00)**, being the Approved Budget for the Contract (ABC), for the procurement of the following:

Item No.	Qty.	Item/Description	Visual
1	14	Sofa/Couch, 3 Seater: 2200 x 950 x 870mm; wood construction, fixed seat and back cushion; fully upholstered leatherette; nylon/plastic legs	
2	1	Sofa/Couch, 2 Seater: 1600 x 950 x 870mm; wood construction, fixed seat and back cushion; fully upholstered leatherette; nylon/plastic legs	
3	1	4-seater Executive Dining Table, round, oak, melamine; top, metal legs, approx 1030mm diameter x H775mm; AC painted MDF board laminated with okoume veneer table top on 100mm diameter with matching chairs W420 x L460 x H932mm; 57mm thick new foam on seat & 25mm thick new foam and backrest covered with Polyester fabric	
4	2	Sofa rattan set, wooden frame, kubu skin, 1pc sofa 1260x700x650mm, 2pcs 740x700x650mm and table 740mmW x 450 x 400mm	

5	1	Double Sized Bed, approx 1500 x 1900 x 1100mm, solid wood, with 6" good quality flex foam mattress	
6	1	4-doors Wardrobe Closet approx. 1561 x 600 x 2000 door with metal hinges & aluminium handle, drawer with metal slide; full 15mm Pu lamination	
7	35	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	
8	1	L-shaped clerical table w/ keyboard tray 450x1500x1500x600, partition height 1200mm, aluminum frame partition 32mm thick, wire cap for computer; 18mm E1 grade particle melamine board	 ISOMETRIC
9	6	Jr. Executive Table (1500x900x780); approx 30mm melamine table top and base, with side table approx. 1200x400x750mm & mobile cabinet 800x400x835mm;	
10	1	Executive Table approx 2000x2000x750 with side cabinet and pedestal, 2 high glass cabinets 805x450x2030	
11	1	20 seater Conference Table, modular, equipped with conference system; 20 hi-back conference chairs fully upholstered (leatherette) chrome coated star base and nylon casters; 20pcs gooseneck microphones; 70mm E1 grade melamine table top	  

12	6	Wall Cabinet (2000x400x1800) E1 Grade lamination, hardwood construction	
13	2	Four doors low cabinet 2000x420x720, 18mm solid wood construction	
14	10	5 seater 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>Equivalent 5-seater of the image below</p> 

## 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**  
BAC Chairperson

### Approved by:

  
**MANUEL A. BOHOLANO**  
Port Manager