**TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS**

FOR THE PROCUREMENT OF ADDITIONAL FURNITURE, FIXTURES AND EQUIPMENT CHARGE TO SAVINGS FROM APPROVED AEPP FOR CY 2016

1. **INTRODUCTION**

These Terms of Reference (TOR ) and Technical Specifications refer to the eight (8) items of the additional furniture, fixtures and equipment to be procured thru Small Value Procurement charge to Savings from the Annual Equipment Procurement Program for CY 2016.

1. **BUDGET**

The Philippine Ports Authority through its CY 2016 corporate funds intends the sum of Five Hundred Eighteen Thousand Pesos (Php518,000.00), being the Approved Budget for the Contract (ABC), for the procurement of the following equipment :

|  |  |  |  |
| --- | --- | --- | --- |
| Quantity | Item/Description | Unit Price | Approved Budget for the Contract (ABC),  (Total Amount) |
|  | **Office Furniture & Fixtures** |  |  |
| 30 | Chairs, mid-back with armrest | Php 4,000.00 | Php 120,000.00 |
| 30 | Mobile Pedestal Cabinet, 2 drawers | 5,000.00 | 150,000.00 |
| 24 | Boltless Shelf Storage Unit | 5,000.00 | 120,000.00 |
| 1 | Sala Set | 17,000.00 | 17,000.00 |
|  | **SUB-TOTAL** |  | **Php 407,000.00** |
|  | **Office Equipment** |  |  |
| 1 | Camera ( for video and underwater use, complete with accessories) | 30,000.00 | 30,000.00 |
| 2 | Refrigerator | 11,000.00 | 22,000.00 |
| 2 | Television Set | 18,000.00 | 36,000.00 |
| 1 | Airconditioner, window type, 2 HP | 23,000.00 | 23,000.00 |
|  | **SUB-TOTAL** |  | **Php 111,000.00** |
|  | **TOTAL** |  | **Php 518,000.00** |

1. **GENERAL SPECIFICATIONS**

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| --- | --- | --- |
|  |  |  |
| 1 | CHAIR | Swivel, mid-back with armrest. With tilting and gas lift mechanism, chrome base with twin wheel caster. Color : black |
| 2 | MOBILE PEDESTAL CABINET | With two (2) box drawer and one (1) file drawer; fits legal size folder with central lock mechanism. Color : Beige |
| 3 | BOLTLESS SHELF STORAGE UNIT | 4 or 5 layers with wire shelves |
| 4 | SALA SET | Sofa, Leatherette, fully upholstered. Three one-one sofa. |
| 5 | CAMERA | Shoot and Video and for underwater use.  Key Feaures:  ½.3-inch CMOS with 12 megapixels  Waterproof to 40m with bundled housing  Wi-fi control functions  Effective Video Resolution 3840 x 2160  Max. Video Resolution : 3840 x 2160  Shockproof, waterproof.  With complete accessories that includes :  - LCD Screen  - Monopad  -Aquapad  - 32GB Micro SD  - Battery |
| 6 | REFRIGERATOR | Single door, 7 cu. ft |
| 7 | TELEVISION SET | 40 inches, full HD LED TV |
| 8 | AIRCONDITIONER | Window type, with remote control operation, 2 HP |

**D. DELIVERABLES**

**D.1 WARRANTY**

The Furniture, Fixtures and Equipment shall be covered by warranty on all parts, components, and after sales services for a period of one (1) year after its inspection and acceptance by the Procuring Entity.

**D.2** **DOCUMENTATION**

1. For furniture, fixtures and equipment – brochures

showing the specifications of the product.

2. 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. PPA- PMO Palawan shall be given a five (5) working day notice prior to tests.

**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.
* On call support shall be available 24 hours a day, 7 days a week. A one (1) hour response from time of the call (through telephone call) shall be provided.
* On-site support must have a response time of not more than 4 hours from the time of the call in cases when the phone support could not solve the problem.
* On hardware repair, testing shall be done on-site to know the extent of the problem. All components beyond repair shall be replaced at no cost during the warranty period. Service units should be available for the system and peripherals a day after testing and diagnosis for replacement of the defective unit(s).
* 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.

**G. AVAILABILITY**

* The winning bidder must provide pro-active maintenance support that automatically generates report and sends notification to the manufacturers 24 x 7 call support centers in cases of system abnormality so that component will be replaced and errors will be fixed before failure occurs.
* Hardware components that cannot be repaired must be provided with a service unit. Service unit and/or replacement parts must be available at all times.
* The component(s) that has been replaced must be operational within four (4) hours including response time of two (2) hours.

**RECOMMENDING APPROVAL :**

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**APPROVED :**

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