

Terms of Reference/Scope of Works and Specifications

1. Terms of Reference

1. Provide company profiles including, among others, its three (3) years experience on the design and manufacturing of various kinds of furniture & fixtures made of hard woods with a Philippine Design or Filipino Motif such as Cabinets, Desk, Coffee Tables, Chairs, Sofa Set, Side Tables, etc.

2. Provide manpower, shipment & transportation for the supply and delivery of furniture & fixtures.

3. Responsible for the payment of local / foreign taxes & customs duties for the supply and delivery of furniture & fixtures.

4. In case of gross negligence or willful misconduct on the part of the contractor, in carrying out for the supply and delivery of furniture & fixtures, the contractor shall be liable for any direct or indirect loss or damage to the PCG. The said contractor is responsible for the repair and restorations and other charges/fees or cost of the damages.

5. In addition to the Terms of Reference and Scope of Works, the winning bidder should conform to the following stipulations:

6. Progress billing and payment shall be as follows: (Approved Budget Contract: USD\$41,000.00 Dollars for the supply and delivery of furniture & fixtures to destination.)

a.1.15% Advance Payment (Deposit)

a.2.The balance shall be paid upon completion for the supply and delivery of furniture & fixtures free from any defects to destination.

7. Furniture & fixtures should have a one (1) year warranty against materials and Workmanship from the date of completion of delivery and acceptance. Certificate of one (1) year warranty should be submitted to the PCG-BAC.

2. Scope of Works

The Scope of Works for the Project shall include but is not limited to the following:

1. Supply of the Goods in accordance with specifications
2. Shipment of the Goods and inclusive of all ancillary fees
3. Delivery and Installation of the Goods to the Site inclusive of all ancillary fees
4. Warranty for defects
5. Submission of various kinds of design of furniture & fixtures made of hard woods to end user.
6. Received approval from the end user of the design of furniture & fixtures.
7. Construction and varnishing of furniture & fixtures base of the approved design by the end user.
8. Check and inspect the quality and performance of the finish product before repacking.
9. Provide good repacking for protection for the supply / delivery of furniture & fixtures.
10. Arrange shipment & transportation for the supply / delivery of furniture & fixtures.
11. Contact and coordinate with the end user for the schedule of the shipment of furniture & fixtures to destination.
12. Provide manpower for delivery, assembly and installation of furniture & fixtures to destination on time.

3. Technical Specifications

Statement of Compliance

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2(a)(ii).

| Furniture/Fixtures | Specifications |
|---|--|
| Console cabinet | 96"Width x 18"Depth x 36"Height, 1 pc, preferably made of solid/hard wood; Philippine design; shelves with tempered glass door with magnetic catches; full extension drawer slides; concealed hinges for side cabinets |
| Bookshelves with glass doors and glass shelves | 72"Width x 18"Depth x 75"Height, 4 pcs, preferably made of solid/hard wood; Philippine design; with glass doors with magnetic catches and 10mm thick tempered glass shelves |
| Coffee Books Display Table | 48"Width x 15"Depth x 30"Height, 2 pcs, preferably made of solid/hard wood; Philippine design |
| Registry Book Table | 54"Width x 21"Depth x 30"Height, 1 pc, preferably made of solid/hard wood; Philippine design; full extension drawer slide for top drawer; concealed hinges for side cabinets |
| Curio Cabinet Divider w/ glass door and shelves | 72"Width x 16"Depth x 72"Height, 1 pc, preferably made of solid/hard wood; Philippine design; with 6mm thick tempered glass doors and 10mm thick tempered glass shelves |
| Computer Table | 36"Width x 24"Depth x 58"Height, 1 pc, preferably made of solid/hard wood; Philippine design; full extension drawer slides for the keyboard case |
| Applicant's Table with tempered glass top | Table - 60"Width x 36"Depth x 29.25"Height; Glass top - 71.5"Width x 47.5"Depth x 12mm thickness, 1 pc, preferably Philippine design; aluminum frame; 12mm thick tempered glass with rounded edges; added metal supports for frame structure integrity; with adjustable gliders and embed bumps on to hold the glass top |
| Stool with top cushion | 18"Diameter x 18"Height, 10 pcs, preferably Philippine design; aluminum frame; top cushion consisting of medium density foam and microfiber cover |

| | |
|-------------------------|--|
| Chair with seat cushion | 18"Width x 18"Depth x 35"Height, 2 pcs, preferably Philippine design; aluminum frame; cushion consisting of medium density foam and microfiber cover |
| Conference Table | 96"Width x 43.5"Depth x 30"Height, 1 pc, preferably made of solid/hard wood; Philippine design |
| Conference Armchair | 24"Width x 23"Depth x 37.5"Height, 2 pcs, preferably made of solid/hard wood; Philippine design; fixed seat cushion consisting of medium density foam and microfiber/leatherette cover |
| Conference Sidechair | 23"Width x 23"Depth x 37.5"Height, 6 pcs, preferably made of solid/hard wood; Philippine design; fixed seat cushion consisting of medium density foam and microfiber/leatherette cover |
| Lectern | 23 5/8"Width x 21"Depth x 46"Height, 2 pcs; preferably made of solid/hard wood; Philippine design |