



COMMISSION ON HUMAN RIGHTS
REPUBLIC OF THE PHILIPPINES

REQUEST FOR QUOTATION

September 9, 2020

Dear Sir/Madam:

Greetings from the Commission on Human Rights!

The Commission on Human Rights (CHR), through its Bids and Awards Committee for Goods and Services (BAC-GS), will procure for the Supply, delivery and installation of Modular office Partitions and Furniture for the Clearance, Citizen's Help Action Division and Analysis Unit of the Commission on Human Rights – Phase 2 through Section 53.9 Negotiated Procurement – Small Value Procurement of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 with an Approved Budget for the Contract (ABC) of **Five Hundred Thousand Pesos (PhP500,000.00)** under the approved 2020 CHR Fund and pursuant to the 2020 CHR-GOJUST Annual Procurement Plan.

GENERAL REQUIREMENTS

CHAD OFFICE			
1. TABLE NO. 1	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (2400mm L x 600mm D x 750mm H) w/ 2 central or side drawer,leg support,and 45cm modesty	1.00
2. TABLE NO. 2	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1800mm L x 600mm D x 750mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00
3. TABLE NO. 3	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 450mm D x 750mm H)	1.00
4. TABLE NO. 4	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1010mm L x 600mm D x 750mm H) w/ 1 central or side drawer and 45cm modesty	1.00
5. TABLE NO. 5	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 750mm H) w/ 1 central or side drawer and 45cm modesty	1.00
6. TABLE NO. 6	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1500mm L x 600mm D x 750mm H) w/ 1 central or side drawer and 45cm modesty	1.00
7. TABLE NO. 7	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. Main table (900mm L x 450mm W x 750mm H)	1.00

8. Mid Back Chair	ea	Foam padded on korean mesh fabric finish on pvc starbase with gaslift and tilting mechanism with armrests (510mm W X 47d X 1045-1165h) Star base nylon casters	5.00
9. Drawer Mobile Pedestal	ea	3 Drawer steel cabinet movable with casters (400w X 560d X 650h)	5.00
5. Partitions	ea	6cm Thk aluminum half fabric half glass partitions	
		450mm L x 1200mm H	1.00
		600mm L x 1200mm H	3.00
		1200mm L x 1200mm H	2.00
		1500mm L x 1200mm H	2.00
		1610mm L x 1200mm H	1.00
		1800mm L x 1200mm H	1.00
8. Electrical	lot	Electrical and Lan wirings and Accessories and Labor	1.00
CLEARANCE OFFICE			
1. TABLE NO. 1	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 1100mm H)	2.00
2. TABLE NO. 2	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1100mm L x 600mm D x 1100mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00
3. TABLE NO.3	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 1100mm H)	1.00
4. TABLE NO. 4	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1700mm L x 600mm D x 1100mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00
5. Mid Back Chair	ea	Foam padded on korean mesh fabric finish on pvc starbase with gaslift and tilting mechanism with armrests (510mm W X 47d X 1045-1165h) Star base nylon casters	2.00
3. Mobile Pedestal	ea	3 Drawer steel cabinet movable with casters (400w X 560d X 650h)	2.00
ANALYSIS UNIT			
1. TABLE NO. 1	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. Main table (1650mm L x 600mm W x 750mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00
2. TABLE NO. 1 - SIDE TABLE	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1000mm L x 450mm D x 750mm H)	3.00

3. TABLE NO. 2-6	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 750mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	3.00
4. TABLE NO. 2-6 SIDE TABLE	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (900mm L x 450mm D x 750mm H)	3.00
5. Mid Back Chair	ea	Foam padded on korean mesh fabric finish on pvc starbase with gaslift and tilting mechanism with armrests (510mm W X 47d X 1045-1165h) Star base nylon casters	2.00
6. Mobile Pedestal	ea	3 Drawer steel cabinet movable with casters (400w X 560d X 650h)	7.00
7. Partitions	ea	6cm Thk aluminum half fabric half glass partitions	
		450mm L x 1200mm H	3.00
		1500mm L x 1200mm H	9.00
		6cm Thk aluminum full fabric	
		1500mm L x 1500mm H	1.00
8. Electrical	lot	Electrical wirings and Accessories and Labor	1.00

SCOPE OF WORK	<p>The services shall include the following activities:</p> <p>a. Supply and installation of labor, tools and technical supervision for the delivery and installation of modular office partitions for Citizens Help Action Division (CHAD), Clearance and Analysis office.</p> <p>b. Space planning and design, inclusive of detailed work drawings for the Commission's reference and approval, such as electrical and furniture layout, 3D renderings and furniture technical specification sheet stating compliance to required Commission's office furniture specification.</p> <p>c. Supply and installation of Systems Furniture (Modular Partitions) and Desk System. Inclusive of customization of cabinetries + desk on areas with fill-in spaces.</p> <p>d. Supply of office chairs (mid-back - heavy duty) and mobile pedestal three (3) layer drawers.</p> <p>e. Installation of all necessary electrical wirings and outlets for power, cable, internet switch and telephone networks.</p> <p>f. Project Management</p> <ul style="list-style-type: none">• Implementation of approved office furniture layout• Coordination with other trades such as electrical, IT and civil works• Conduct meeting with all technical and administrations involve• Logistics in delivery and installation of Systems and Office Furniture• Punch listing• Housekeeping and Hand over
---------------	---

	<ul style="list-style-type: none">• Submission of certificates and warranties
TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES	<p>1. Systems Furniture/ Modular Partitions</p> <p>PARTITION</p> <ul style="list-style-type: none">• 60mm thickness fabric modular partition with 4mm thick fixed glass window• 10cm height raceway with spot welded pre-punched holes with separator for IT and electrical wires with wire management provision for outlet• 2 gang outlets for each workstation located at lower part of the partitions• aluminum in oven baked powder coat finish• base cover size: .8mm thick aluminum plate powder coated finish zero-rush, mound produced frame for consistent shape and size• aluminum capping in powder –coat finish <p>TABLE WORKSTATION</p> <ul style="list-style-type: none">• High pressure laminated top and side table, 2.5 - 3cm thickness, with leg on side table• Each worktop should have a center or side drawer.• All worktops and freestanding desks should have at least one (1) grommet for wiring to pass thru and modesty <p>CHAIR</p> <p>Foam padded on Korean mesh fabric finish on pvc star base with gas lift and tilting mechanism with armrests</p> <p>1. ELECTRICAL REQUIREMENTS</p> <p>Electrical works shall comprise of the supply and installation of power outlet (duplex type) per workstation and shall be coordinated with Commission’s in-house electrician prior to tapping to the existing Main Panel Boards. The installation of LAN Networks/Network Switch and Telephone Cables, shall also be coordinated prior to fix cover of aluminum raceway. Details of the electrical works are as follows:</p> <p>A. The installation of all electrical works shall be done in accordance with the provisions of the latest edition of the Philippine Electrical Code, the laws and ordinances of the local code enforcing authorities;</p> <p>B. The wiring to be used shall be 3.5mm sq. THW or THHN concealed on modular panel base plate and use of aluminum threshold for connection to other work station. Use of Mica Tubing shall be limited to a length of six inches (6”) on outlet termination and there shall be no open wiring, no exposed or dangling wires seen at the work stations; and</p> <p>C. Electrical plans provided by the bidder.</p>

	<p>2. LAY-OUT</p> <p>Please refer to the attached Lay-out/s for your reference.</p>
Transportation and Handling	<p>A. Transport of goods to the Commission shall be arranged and paid for by the supplier and the costs thereto deemed included in the Bid Price.</p> <p>B. The goods, while in transit, shall be the property of the supplier and any loss and damage resulting thereto shall be at the account of the supplier.</p>
PROJECT DURATION	Supply and delivery must be completed within twenty-five (25) calendar days upon receipt of Notice to Proceed (NTP). Any delay beyond the stipulated period shall be subject to penalty charges specified in the succeeding provisions.
REQUIREMENTS	<p>A. QUALIFICATION REQUIREMENTS</p> <p>The Supplier must have the necessary experience and expertise in the supply, delivery and installation of the above-mentioned project or similar project by submitting proofs of the following as part of the technical proposal:</p> <ol style="list-style-type: none"> 1. Business Permit/Licenses of the Bidder. 2. Engaged in with the same business for at least two (2) years or more. 3. No record of at least 3 months overdue project delivery at the CHR (those without request for extension); 4. Prospective Bidder's office must be within Mega Manila. <p>B. ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Interested suppliers are required to submit their valid and current Mayor's permit, and PhilGeps Registration Number, upon submission of Quotation/Proposal. PhilGeps Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGeps Registration Number. 2. The prospective supplier must submit, in addition to the bidding documents and in a separate envelope, at least three (3) client satisfaction rating from a government agency or a private corporation with whom the bidder has a past or on-going contract. <p>C. FINANCIAL OFFER</p> <ol style="list-style-type: none"> 1. Quote the best offer for the items stated above. The financial offer shall be tax inclusive and shall be use as basis for the evaluation and calculation of the quotation.
FINANCIAL OFFER	<ol style="list-style-type: none"> 1. Quote the best offer for the items stated above. The financial offer shall be tax inclusive and shall be use as basis for the evaluation and calculation of the quotation.
TERMS AND CONDITION	<ol style="list-style-type: none"> A. The supplier shall present a sample or marked up of items for approval of end-user/s. B. The Purchase Order (P.O.) shall be accepted by the supplier prior to the delivery of goods. C. Non-availability of goods shall be made known to the Procuring Entity/End-User prior to the implementation of the project. D. The Commission shall have the right to reject the good/s and/or cancel the P.O., and request a replacement if they are found to be non-compliant with the specifications. Further, the Commission shall have the right to inspect and/or test the goods to confirm if the latter are in conformity with the technical specifications. E. Supplier may submit a request for extension within the period specified in the contract for the approval of the Head of Procuring Entity (HoPE).

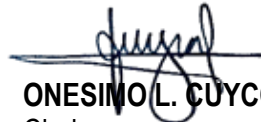
	<p>F. Failure to deliver goods as specified in the contract or within the extension period shall authorize the Commission to liquidated damages of at least equal to one-tenth of one percent (0.0001) of the cost of unperformed portion for everyday of delay. The Commission may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available under the circumstances.</p> <p>G. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.</p> <p>H. Any modifications in the contract implementation must be approved by the Commission.</p> <p>I. No subcontracting shall be allowed for the entire project.</p>
TERMS OF PAYMENT	<p>Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within twenty (20) calendar days upon final acceptance of goods as described in the Scope of Work and Technical Specifications and upon approval of Inspection and Acceptance (IAR)/Acceptance and Completion Report. Bank Transfer fee shall be charged against the creditor's account for other Banking Institution.</p> <p>PAYMENT TRANCHES</p> <ol style="list-style-type: none"> 1. Fifteen percent (15%) Mobilization Fund 2. Eighty-five percent (85%) upon approval of the Final Acceptance Report by the end-user <p>Note: Includes Retention Fund, and shall be claim after three (3) months from the date of acceptance.</p>
APPROVED BUDGET FOR THE CONTRACT (ABC)	Five Hundred Thousand Pesos – P 500,000.00
WARRANTY AND COVERAGE	Warranty – One (1) year warranty on equipment, parts and services (modulars, partitions, office chairs, mobile pedestal, drawers and etc.) from the date of the Final Acceptance of the delivery of goods.
EXECUTION AND PRE-TERMINATION OF THE CONTRACT	<ol style="list-style-type: none"> 1. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA). 2. The Contract and this TOR shall be implemented in accordance with the terms and conditions herein stipulated. Failure on the part of the Supplier to comply with any of the provisions of the Contract and this TOR shall warrant its pre-termination. The Commission shall inform the Supplier within ten (10) calendar days prior to the effectivity of the termination. 3. In case of pre-termination, the Supplier shall be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual, and the performance security shall be forfeited. The Supplier shall further be blacklisted or disqualified from participating in any other project.

Your quotation/proposal must be submitted together with the attached reply slip on or before 12:00NN of September 15, 2020 in a sealed bid envelope at the 3rd Floor, General Administration Office-Procurement Division, CHR Central Office, SAAC Building, U.P. Complex, Commonwealth Avenue, Diliman, Quezon City or through email address gojustprocurement.chr2020@gmail.com

Should you have concerns, you may contact the Procurement Division at telefax no. 936-6107 or 09178571607 or at the email address written above.

The CHR reserves the right to reject any and all quotations/bids, to annul the procurement process, declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s, and to accept only the offer that is most advantageous to the Government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184.

Truly yours,

A handwritten signature in blue ink, appearing to read 'Onesimo L. Cuyco', is written over a horizontal line.

ONESIMO L. CUYCO

Chairman

Special Bids and Awards Committee

REPLY SLIP

PROCUREMENT: Supply, delivery and installation of Modular office Partitions and Furniture for the Clearance, Citizen’s Help Action Division and Analysis Unit of the Commission on Human Rights – Phase 2

REQUEST FOR QUOTATION NO. : **09-156, s. 2020**

September ____, 2020

Director ONESIMO L. CUYCO
Chairman
Special Bids and Awards Committee
Procurement Division, Commission on Human Rights
3rd Floor, General Administrative Office
Procurement Division, SAAC Building,
U.P. Complex, Commonwealth Avenue,
Diliman, Quezon City

Dear Dir. Cuyco :

This is to submit the following bid quotation/proposal for the subject procurement with a total bid price of _____ **Pesos (PhP_____00)**, inclusive of all existing and appropriate government taxes and charges:

Quantity	Unit	Description

I hereby certify that the above bid quotation/proposal is true and correct, and I accept the rights of the Commission on Human Rights, as the Procuring Entity, under Section 41 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Thank you.

Truly yours,

Name of Bidder	:	_____
Authorized Representative	:	_____
Designation/Position	:	_____
Address	:	_____
Telephone No./Mobile No.	:	_____
Email address	:	_____
TIN No	:	_____
Landbank Account Name	:	_____
Landbank Account Number	:	_____
PhilGEPS Registration No.	:	_____
Signature	:	_____



REPUBLIC OF THE PHILIPPINES
COMMISSION ON HUMAN RIGHTS

GSDTOR CONTROL NO. 24H2020-009

TERMS OF REFERENCE

**SUPPLY, DELIVERY AND INSTALLATION OF MODULAR OFFICE PARTITIONS
AND FURNITURE FOR THE CLEARANCE,
CITIZENS HELP ACTION DIVISION AND ANALYSIS UNIT OF THE
COMMISSION ON HUMAN RIGHTS**

I. BACKGROUND

The Commission on Human Rights (Commission) is an independent National Human Rights Institution (NHRI) created under the 1987 Philippine Constitution, established on 05 May 1987 by virtue of Executive Order No. 163. The Commission is mandated to conduct investigations on human rights violations against marginalized and vulnerable sectors of the society, involving civil and political rights.

The Commission seeks a suitable supplier to provide modular office system and furniture for its personnel located at the SAAC Building, Citizens Help Action Division (CHAD), Clearance and Analysis office.

II. OBJECTIVE

The objective of this project is to obtain the services of a qualified supplier who can provide modular office partitions and/or workstations as required for staff offices and other required areas of Citizens Help Action Division (CHAD), Clearance and Analysis office as set below in the Scope of Work and Technical Specifications.

III. SCOPE OF WORK

- a. Supply and installation of labor, tools and technical supervision for the delivery and installation of modular office partitions for Citizens Help Action Division (CHAD), Clearance and Analysis office.
- b. Space planning and design, inclusive of detailed work drawings for the Commission's reference and approval, such as electrical and furniture layout, 3D renderings and furniture technical specification sheet stating compliance to required Commission's office furniture specification.

- c. Supply and installation of Systems Furniture (Modular Partitions) and Desk System. Inclusive of customization of cabinetries + desk on areas with fill-in spaces.
- d. Supply of office chairs (mid-back - heavy duty) and mobile pedestal three (3) layer drawers.
- e. Installation of all necessary electrical wirings and outlets for power, cable, internet switch and telephone networks.
- f. Project Management
 - Implementation of approved office furniture layout
 - Coordination with other trades such as electrical, IT and civil works
 - Conduct meeting with all technical and administrations involve
 - Logistics in delivery and installation of Systems and Office Furniture
 - Punch listing
 - Housekeeping and Hand over
 - Submission of certificates and warranties

IV. TECHNICAL SPECIFICATIONS AND BILL OF QUANTITIES

A. Systems Furniture/ Modular Partitions

PARTITION

- 60mm thickness fabric modular partition with 4mm thick fixed glass window
- 10cm height raceway with spot welded pre-punched holes with separator for IT and electrical wires with wire management provision for outlet
- 2 gang outlets for each workstation located at lower part of the partitions
- aluminum in oven baked powder coat finish
- base cover size: .8mm thick aluminum plate powder coated finish zero-rush, mound produced frame for consistent shape and size
- aluminum capping in powder –coat finish

TABLE WORKSTATION

- High pressure laminated top and side table, 2.5 - 3cm thickness, with leg on side table
- Each worktop should have a center or side drawer.
- All worktops and freestanding desks should have at least one (1) grommet for wiring to pass thru and modesty

CHAIR

- Foam padded on Korean mesh fabric finish on pvc star base with gas lift and tilting mechanism with armrests

1. GENERAL REQUIREMENTS

CHAD OFFICE				
1. TABLE NO. 1	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (2400mm L x 600mm D x 750mm H) w/ 2 central or side drawer,leg support,and 45cm modesty	1.00	
2. TABLE NO. 2	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1800mm L x 600mm D x 750mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00	
3. TABLE NO. 3	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 450mm D x 750mm H)	1.00	
4. TABLE NO. 4	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1010mm L x 600mm D x 750mm H) w/ 1 central or side drawer and 45cm modesty	1.00	
5. TABLE NO. 5	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 750mm H) w/ 1 central or side drawer and 45cm modesty	1.00	
6. TABLE NO. 6	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1500mm L x 600mm D x 750mm H) w/ 1 central or side drawer and 45cm modesty	1.00	

7. TABLE NO. 7	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. Main table (900mm L x 450mm W x 750mm H)	1.00
8. Mid Back Chair	ea	Foam padded on korean mesh fabric finish on pvc starbase with gaslift and tilting mechanism with armrests (510mm W X 47d X 1045-1165h) Star base nylon casters	5.00
9. Drawer Mobile Pedestial	ea	3 Drawer steel cabinet movable with casters (400w X 560d X 650h)	5.00
5. Partitions	ea	6cm Thk aluminum half fabric half glass partitions	
		450mm L x 1200mm H	1.00
		600mm L x 1200mm H	3.00
		1200mm L x 1200mm H	2.00
		1500mm L x 1200mm H	2.00
		1610mm L x 1200mm H	1.00
		1800mm L x 1200mm H	1.00
8. Electrical	lot	Electrical and Lan wirings and Accessories and Labor	1.00
CLEARANCE OFFICE			
1. TABLE NO. 1	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 1100mm H)	2.00
2. TABLE NO. 2	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1100mm L x 600mm D x 1100mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00

3. TABLE NO.3	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 1100mm H)	1.00
4. TABLE NO. 4	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1700mm L x 600mm D x 1100mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00
5. Mid Back Chair	ea	Foam padded on korean mesh fabric finish on pvc starbase with gaslift and tilting mechanism with armrests (510mm W X 47d X 1045-1165h) Star base nylon casters	2.00
3. Mobile Pedestal	ea	3 Drawer steel cabinet movable with casters (400w X 560d X 650h)	2.00
ANALYSIS UNIT			
1. TABLE NO. 1	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. Main table (1650mm L x 600mm W x 750mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	1.00
2. TABLE NO. 1 - SIDE TABLE	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1000mm L x 450mm D x 750mm H)	3.00
3. TABLE NO. 2-6	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (1200mm L x 600mm D x 750mm H) w/ 1 central or side drawer,leg support,and 45cm modesty	3.00
4. TABLE NO. 2-6 SIDE TABLE	ea	25mm thk HPL top w/ pvc edgeband and powder coated steel leg. (900mm L x 450mm D x 750mm H)	3.00
5. Mid Back Chair	ea	Foam padded on korean mesh fabric finish on pvc starbase with gaslift and tilting mechanism with armrests (510mm W X 47d X 1045-1165h) Star base nylon casters	2.00
6. Mobile Pedestal	ea	3 Drawer steel cabinet movable with casters (400w X 560d X 650h)	7.00
7. Partitions	ea	6cm Thk aluminum half fabric half	

		glass partitions	
		450mm L x 1200mm H	3.00
		1500mm L x 1200mm H	9.00
		6cm Thk aluminum full fabric	
		1500mm L x 1500mm H	1.00
8. Electrical	lot	Electrical wirings and Accessories and Labor	1.00

2. ELECTRICAL REQUIREMENTS

Electrical works shall comprise of the supply and installation of power outlet (duplex type) per workstation and shall be coordinated with Commission’s in-house electrician prior to tapping to the existing Main Panel Boards. The installation of LAN Networks/Network Switch and Telephone Cables, shall also be coordinated prior to fix cover of aluminum raceway. Details of the electrical works are as follows:

- A. The installation of all electrical works shall be done in accordance with the provisions of the latest edition of the Philippine Electrical Code, the laws and ordinances of the local code enforcing authorities;
- B. The wiring to be used shall be 3.5mm sq. THW or THHN concealed on modular panel base plate and use of aluminum threshold for connection to other work station. Use of Mica Tubing shall be limited to a length of six inches (6”) on outlet termination and there shall be no open wiring, no exposed or dangling wires seen at the work stations; and
- C. Electrical plans provided by the bidder.

3. LAY-OUT

Please refer to the attached Lay-out/s for your reference.

V. TRANSPORTATION AND HANDLING

- A. Transport of goods to the Commission shall be arranged and paid for by the supplier and the costs thereto deemed included in the Bid Price.
- B. The goods, while in transit, shall be the property of the supplier and any loss and damage resulting thereto shall be at the account of the supplier.

VI. PROJECT DURATION

Supply and delivery must be completed within twenty-five (25) calendar days upon receipt of Notice to Proceed (NTP). Any delay beyond the stipulated period shall be subject to penalty charges specified in the succeeding provisions.

VII. REQUIREMENTS

A. QUALIFICATION REQUIREMENTS

The Supplier must have the necessary experience and expertise in the supply, delivery and installation of the above-mentioned project or similar project by submitting proofs of the following as part of the technical proposal:

1. Business Permit/Licenses of the Bidder.
2. Engaged in with the same business for at least two (2) years or more.
3. No record of at least 3 months overdue project delivery at the CHR (those without request for extension);
4. Prospective Bidder's office must be within Mega Manila.

B. ELIGIBILITY REQUIREMENTS

1. Interested suppliers are required to submit their valid and current Mayor's permit, and PhilGeps Registration Number, upon submission of Quotation/Proposal. PhilGeps Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGeps Registration Number.
2. The prospective supplier must submit, in addition to the bidding documents and in a separate envelope, at least three (3) client satisfaction rating from a government agency or a private corporation with whom the bidder has a past or on-going contract.

C. FINANCIAL OFFER

1. Quote the best offer for the items stated above. The financial offer shall be tax inclusive and shall be use as basis for the evaluation and calculation of the quotation.

VIII. TERMS AND CONDITIONS

- A. The supplier shall present a sample or marked up of items for approval of end-user/s.
- B. The Purchase Order (P.O.) shall be accepted by the supplier prior to the delivery of goods.

- C. Non-availability of goods shall be made known to the Procuring Entity/End-User prior to the implementation of the project.
- D. The Commission shall have the right to reject the good/s and/or cancel the P.O., and request a replacement if they are found to be non-compliant with the specifications. Further, the Commission shall have the right to inspect and/or test the goods to confirm if the latter are in conformity with the technical specifications.
- E. Supplier may submit a request for extension within the period specified in the contract for the approval of the Head of Procuring Entity (HoPE).
- F. Failure to deliver goods as specified in the contract or within the extension period shall authorize the Commission to liquidated damages of at least equal to one-tenth of one percent (0.0001) of the cost of unperformed portion for everyday of delay. The Commission may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available under the circumstances.
- G. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.
- H. Any modifications in the contract implementation must be approved by the Commission.
- I. No subcontracting shall be allowed for the entire project.

IX. TERMS OF PAYMENT

Payment shall be made through Land Bank's LDDAP-ADA/BANK Transfer facility, processed within twenty (20) calendar days upon final acceptance of goods as described in the Scope of Work and Technical Specifications and upon approval of Inspection and Acceptance (IAR)/Acceptance and Completion Report. Bank Transfer fee shall be charged against the creditor's account for other Banking Institution.

PAYMENT TRANCHES

1. Fifteen percent (15%) Mobilization Fund
2. Eighty-five percent (85%) upon approval of the Final Acceptance Report by the end-user

Note: Includes Retention Fund, and shall be claim after three (3) months from the date of acceptance.

X. APPROVED BUDGET FOR THE CONTRACT (ABC):

Five Hundred Thousand Pesos – P 500,000.00

XI. WARRANTY AND COVERAGE

Warranty – One (1) year warranty on equipment, parts and services (modulars, partitions, office chairs, mobile pedestal, drawers and etc.) from the date of the Final Acceptance of the delivery of goods.

XII. EXECUTION AND PRE-TERMINATION OF THE CONTRACT

1. This Terms of Reference (TOR) shall form an integral part of the Contract, which shall be executed by and between the Commission as the Procuring Entity and the Supplier upon issuance of the Notice of Award (NOA).
2. The Contract and this TOR shall be implemented in accordance with the terms and conditions herein stipulated. Failure on the part of the Supplier to comply with any of the provisions of the Contract and this TOR shall warrant its pre-termination. The Commission shall inform the Supplier within ten (10) calendar days prior to the effectivity of the termination.
3. In case of pre-termination, the Supplier shall be liable to pay an additional liquidated damages equivalent to five percent (5%) of the Contract Price, in accordance with the Government Accounting Manual, and the performance security shall be forfeited. The Supplier shall further be blacklisted or disqualified from participating in any other project.

Prepared by:


MARJORIE C. MALABANAN
General Services Division (GSD)

Recommending Approval:


MARIA NARLITA GARCIA SIO
Chief, General Services Division (GSD)

Approved by:


ONESIMO L. CUYCO
Director, General Administration Office

CHAD AND CLEARANCE LAYOUT

