



Republic of the Philippines
National Irrigation Administration
Central Office

SUPPLEMENTAL NOTICE NO. 1

For

**SUPPLY, DELIVERY AND INSTALLATION OF MATERIALS FOR MODULAR WORKSTATION
INCLUDING ELECTRICAL WORKS AND FURNITURE FOR THE RENOVATION OF THE
ENGINEERING DEPARTMENT AND FINANCIAL MANAGEMENT DEPARTMENT OFFICES**

ITB NO. BS-002-2021

A. The clarifications and modifications are hereby made on the above-captioned Invitation:

1. Delete **Section VII: Technical Specifications** of the Bid Documents in its entirety and replace it with Attachment Sheet No. 1. (Please see items highlighted in yellow for the amendments)
2. Please refer to Attachment Sheet No. 2 for the perspectives / 3D Models of both Lots 1 and 2.
3. Delete page 23 of the Bid Data Sheet specifically ITB Clause No. 15 and replace it with Attachment Sheet No. 3.

All other terms and conditions remain unchanged.

For the guidance and information of all concerned.


Atty. MILYNE C. AGTUCA-SELDA
Chairperson, BAC-B

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

TERMS OF REFERENCE (TOR) – LOT 1 – ENGINEERING DEPARTMENT

A. Objectives

This project aims to provide the Engineering Department offices with modular workstation, including its accessories, furniture and fixtures including electrical works, located at the 4th, 5th and 6th Floor, NIA Building "A", EDSA, Diliman, Quezon City.

B. Scope of Work

The work includes the supply, delivery and installation of materials for modular workstation, including electrical works and furniture consisting of, but not limited to, the items mentioned in the technical specifications and approved layout plan.

C. Technical Specifications

See Section VII: Technical Specifications and Terms of Reference.

D. Manpower Requirements

The supplier shall provide the manpower for each lot before the implementation (upon receipt of Purchase Order) consisting of but not limited to One (1) Project in Charge, Two (2) Modular Installers and One (1) Electrician (with License / TESDA Certification and/or equivalent) whose undertaking includes but not limited to installation of modular workstation, electrical works and maintaining cleanliness of the areas, such that scraps/parts and other materials in work areas and/or the materials that are no longer needed therein be immediately removed from the workplace. The supplier shall also provide the necessary uniforms, identification tags and safety gears to its personnel while working.

E. Contract Period

The contract period for the procurement and service as described above is One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed.

F. Materials, Standards and Miscellaneous Provisions

1. The contractor/supplier shall be responsible shall be responsible to the delivery of all materials, tools and/or equipment to the correct workstation. It is understood that all the materials used shall be durable and brand new. All work for any installation shall be executed according to the approved layout plans. The quality of material or workmanship that is not to the satisfaction of the procuring entity and/or its duly authorized representative shall be rectified at the cost of the contractor/supplier. All rejected materials, tools, and/or equipment shall be removed from site and replaced at the cost of the contractor/supplier.

2. All work activities under this TOR shall conform to the National Irrigation Administration (NIA) House Rules and or National Building Code, and other applicable installation standards. Any additional work necessary for the completion of the project shall be undertaken by the contractor/supplier without any additional cost to NIA.
3. All necessary accessories and brackets shall be included in the workstations.
4. Items in the Technical Specifications that require submission of proposals prior to the delivery shall be accomplished during the implementation period.
5. All necessary accessories, brackets and 100mm baseboards for wire management shall be included in all of the workstation

G. Payment Schedule

Payment shall be made in four (4) installments upon completion of each of the following milestones subject to the acceptance of the authorized representative of NIA.

First Milestone: Payment of Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been delivered in accordance with the terms of the Contract.

Second Milestone: Payment of another Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been installed in the Construction Management Division Office in accordance with the terms of the Contract and have been duly inspected and completed.

Third Milestone: Payment of another Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been installed in Design and Specification Division Offices in accordance with the terms of the Contract and have been duly inspected and completed.

Fourth Milestone: Payment of another Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been installed in the Project Planning Division Office in accordance with the terms of the Contract and have been duly inspected and completed.

Fifth Milestone: Payment of remaining Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been installed in All Divisions (DSD, PPD and CMD) in accordance with the terms of the Contract and have been duly inspected, completed and accepted.

NO.	QUANTITY & DESCRIPTION	LEGEND	MATERIAL	SPECIFICATIONS	STATEMENT OF COMPLIANCE
ENGINEERING DEPARTMENT					
DESIGN AND SPECIFICATIONS DIVISION					
A.1	41 Sets - Typical DSD Office Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster - 55mm Gauge: .9mm (ga 20) Color: Beige Dimensions: 400mm W x 560mm D x 650mm H Warranty: 1 year (materials) Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system Dimension: 550 mm x 400 mm x 100 mm H To be mounted under the table top Color: Beige Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top	<ul style="list-style-type: none"> Laminated finish Color: Beige Size: 1600mm x 700mm x 1000mm x 400mm x 750mm H 	

				<ul style="list-style-type: none"> • Support: 3 heavy duty metal legs, 240mm x 700mm H; black • 2 - 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposals for this item prior to delivery • Warranty: 1 year (materials) 	
		6	1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition.	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges - pencil polished) 	

				<ul style="list-style-type: none"> • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		6a	1800 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	1600 mm W x 1050 mm H x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	

		8	750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		9	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 – heavy duty caster wheels with break • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
A.2	3 Sets – Typical DSD Section Head Module 1	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm • Gauge: .9mm (ga 20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) 	

				<ul style="list-style-type: none"> • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm x 400 mm x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top with semi-circle end at one side	<ul style="list-style-type: none"> • Laminated table top finish • Color: Beige with black outline • Size: 2000mm x 700mm x 1500mm x 600mm x 750mm H • 2 – 52 mm Ø grommet • Support: 4 heavy duty metal legs, 240mm x 700mm H; black • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	

		5	Mid-back visitor's chair	<ul style="list-style-type: none"> • Fixed chair with arm rest • Material: Leatherette • Weight: capacity at least 350lbs • Color: Black • Warranty: 1 year (materials) • Present at least 3 proposal for this item prior to delivery (complimentary to the section head chair) 	
		6	2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 – heavy duty caster wheels with break • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	

		8	High Back Chair	<ul style="list-style-type: none"> Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees Weight capacity at least 350lbs Gas lift with arm rest Color: Black Present at least 3 proposal for this item prior to delivery <p>Warranty: 1 year (materials)</p>	
A.3.	1 Set – Typical DSD Section Head Module 2	1	Mobile Pedestal	<ul style="list-style-type: none"> Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm Gauge: .9mm (ga 20) Color: Beige Dimensions: 400mm W x 560mm D x 650mm H Warranty: 1 year (materials) Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system Dimension: 550 mm x 400 mm x 100 mm H To be mounted under the table top Color: Beige Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	

		3	L-Shaped Table Top with semi-circle end at one side	<ul style="list-style-type: none"> • Laminated table top finish • Color: Beige with black outline • Size: 2000mm x 700mm x 1200mm x 600mm x 750mm H • 2 - 52 mm Ø grommet • Support: 4 heavy duty metal legs, 240mm x 700mm H; black • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid-back visitor's chair	<ul style="list-style-type: none"> • Fixed chair with arm rest • Material: Leatherette • Weight: capacity at least 350lbs • Color: Black • Warranty: 1 year (materials) • Present at least 3 proposals for this item prior to delivery (complimentary to the section head chair) 	
		6	2 - 1350 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 	

				<p>250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished)</p> <ul style="list-style-type: none"> • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 – heavy duty caster wheels with break • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		8	High Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery • Warranty: 1 year (materials)) 	
B.1	47 Sets – Power Outlets including all accessories needed			<ul style="list-style-type: none"> • Duplex Receptacle, 15A, 230V, Flush Type with plate • Copper wire, 2mm dia. (12AWG), THHN, Solid • Male Adapter, 20mm dia. w/ steel lock nut 	

				<ul style="list-style-type: none"> • uPVC Conduit • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.2	6 Sets – Telephone Outlets including all accessories needed			<ul style="list-style-type: none"> • Telephone Wire • Single telephone face plate w/ box • Male adapter, 20mm dia. w/ steel lock nut • uPVC Conduit • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.3	47 Sets – Data/ internet Outlets including all accessories needed			<ul style="list-style-type: none"> • Internet cables (CAT6 UTP Cables) • Internet faceplate • CAT6 internet Plug (RJ45) • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
102 CONSTRUCTION MANAGEMENT DIVISION					
A.1	44 Sets – Typical CMD Office Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm • Gauge: .9mm (ga 20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	

		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm x 400 mm x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige • Size: 1600mm x 700mm x 1000mm x 400mm x 750mm H • Support: 3 heavy duty metal legs, 240mm x 700mm H; black • 2 - 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs 	

				<ul style="list-style-type: none"> • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery • Warranty: 1 year (materials) 	
		6	1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		6a	1800 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition.	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	1600 mm W x 1050 mm H x 50-60 mm THK.	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent 	

			Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		8	750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 or equivalent Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		9	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> Open top box cabinet with front flush handle, MDF Laminated Board Dimension: 700 mm W x 300mm D x 400 mm H 4 – heavy duty caster wheels with break Color: Beige Warranty: 1 year (materials) 	
A.2	3 Sets –	1	Mobile Pedestal	<ul style="list-style-type: none"> Material: All metal construction with plastic molded top, 	

	Typical CMD Section Head Module 1			nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm <ul style="list-style-type: none"> • Gauge: .9mm (ga 20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi- rust treatment with locking system • Dimension: 550 mm x 400 mm x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top with semi- circle end at one side	<ul style="list-style-type: none"> • Laminated table top finish • Color: Beige with black outline • Size: 2000mm x 700mm x 1500mm x 600mm x 750mm H • 2 – 52 mm Ø grommet • Support: 4 heavy duty metal legs, 240mm x 700mm H; black • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years 	

				(workmanship and maintenance)	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid-back visitor's chair	<ul style="list-style-type: none"> • Fixed chair with arm rest • Material: Leatherette • Weight: capacity at least 350lbs • Color: Black • Warranty: 1 year (materials) • Present at least 3 proposal for this item prior to delivery (complimentary to the section head chair) 	
		6	2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board 	

				<ul style="list-style-type: none"> • Dimension: 700 mm W x 300mm D x 400 mm H • 4 – heavy duty caster wheels with break • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		8	High Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery <p>Warranty: 1 year (materials)</p>	
A.3	2 Sets – Typical CMD Office Data Encoder Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm • Gauge: .9mm (ga 20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system 	

				<ul style="list-style-type: none"> • Dimension: 550 mm x 400 mm x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige • Size: 1600mm x 700mm x 1000mm x 400mm x 750mm H • Support: 3 heavy duty metal legs, 240mm x 700mm H; black • 2 – 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery 	

				<ul style="list-style-type: none"> Warranty: 1 year (materials) 	
		6	1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 or equivalent Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		6a	1800 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 or equivalent Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	1650 mm W x 900 mm H x 50-60 mm THK. Half Glass Full Laminated Partition with 1850mm x	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 or equivalent Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. 	

			300mm x 650mm x 300mm x 950mm x 50mm thk. heige counter top	<p>Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished)</p> <ul style="list-style-type: none"> • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		8	750 mm W x 900 mm x 50-60 mm THK. Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		9	1600mm x 1050mm x 50- 60 mm thk. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		10	Customized Plan /	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board 	

			Document Cabinet	<ul style="list-style-type: none"> • Dimension: 700 mm W x 300mm D x 400 mm H • 4 – heavy duty caster wheels with break • Color: Beige • Warranty: 1 year (materials) 	
A.4	17 Sets – Modular Laminated Partition		1500 mm W x 980 mm x 50-60 mm thk. Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
A.5	3 Sets – Modular Laminated Partition		1500 mm W x 750 mm x 50-60 mm thk. Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
A.6	12 Sets – Modular Laminated Partition		1200 mm W x 1000 mm x 50-60 mm thk. Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years 	

				(workmanship and maintenance)	
A.7	6 Sets – Modular Laminated Partition		1200 mm W x 1000 mm x 50-60 mm thk. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.1	49 Sets – Power Outlets including all accessories needed			<ul style="list-style-type: none"> • Duplex Receptacle, 15A, 230V, Flush Type with plate • Copper wire, 2mm dia. (12AWG), THHN, Solid • Male Adapter, 20mm dia. w/ steel lock nut • uPVC Conduit • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.2	5 Sets – Telephone Outlets including all accessories needed			<ul style="list-style-type: none"> • Telephone Wire • Single telephone face plate w/ box • Male adapter, 20mm dia. w/ steel lock nut • uPVC Conduit • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.3	49 Sets –			<ul style="list-style-type: none"> • Internet cables (CAT6 UTP Cables) 	

	Data/ internet Outlets including all accessories needed			<ul style="list-style-type: none"> • Internet faceplate • CAT6 interet Plug (RJ45) • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
103 PROJECT PLANNING DIVISION					
A.1	70 Sets – Typical PPD Office Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm • Gauge: .9mm (ga 20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm x 400 mm x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige 	

		4	Keyboard Tray	<ul style="list-style-type: none"> • Size: 1600mm x 700mm x 1000mm x 400mm x 750mm H • Support: 3 heavy duty metal legs, 240mm x 700mm H; black • 2 - 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery • Warranty: 1 year (materials) 	
		6	1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film 	

				<p>(soften all sharp glass edges – pencil polished)</p> <ul style="list-style-type: none"> • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		6a	<p>1800 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition</p>	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	<p>1600 mm W x 1050 mm H x 50-60 mm THK. Half Glass Full Laminated Partition</p>	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	

		8	750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		9	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 – heavy duty caster wheels with break • Color: Beige Warranty: 1 year (materials) 	
A.2	6 Sets – Typical PPD Section Head Module 1	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm • Gauge: .9mm (ga 20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	

		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm x 400 mm x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top with semi-circle end at one side	<ul style="list-style-type: none"> • Laminated table top finish • Color: Beige with black outline • Size: 2000mm x 700mm x 1500mm x 600mm x 750mm H • 2 - 52 mm Ø grommet • Support: 4 heavy duty metal legs, 240mm x 700mm H; black • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid-back visitor's chair	<ul style="list-style-type: none"> • Fixed chair with arm rest • Material: Leatherette • Weight: capacity at least 350lbs 	

				<ul style="list-style-type: none"> • Color: Black • Warranty: 1 year (materials) • Present at least 3 proposal for this item prior to delivery (complimentary to the section head chair) 	
		6	2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames with 250mm x 8mm thk. tempered glass with frosted glass film (soften all sharp glass edges – pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 – heavy duty caster wheels with break • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		8	High Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs 	

				<ul style="list-style-type: none"> • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery <p>Warranty: 1 year (materials)</p>	
A.3	4 Sets – Typical PPD Office Data Encoder Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm • Gauge: .9mm (ga 20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm x 400 mm x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		3	L-Shaped Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige • Size: 1600mm x 700mm x 1000mm x 400mm x 750mm H 	

				<ul style="list-style-type: none"> • Support: 3 heavy duty metal legs, 240mm x 700mm H; black • 2 - 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery • Warranty: 1 year (materials) 	
		6	1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 • Black powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges - pencil polished) • Verify on plan for the quantity and dimensions 	

				<ul style="list-style-type: none"> Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		6a	1800 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 Black powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		7	1650 mm W x 900 mm H x 50-60 mm THK. Half Glass Full Laminated Partition with 1850mm x 300mm x 650mm x 300mm x 950mm x 50mm thk. beige counter top	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 Black powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		8	750 mm W x 900 mm x 50-60 mm THK. Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 Black powder coated aluminum Verify on plan for the quantity and dimensions 	

				<ul style="list-style-type: none"> Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		9	1600mm x 1050mm x 50-60 mm thk. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 Black powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges – pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
		10	Customized Plan / Document Cabinet	<ul style="list-style-type: none"> Open top box cabinet with front flush handle, MDF Laminated Board Dimension: 700 mm W x 300mm D x 400 mm H 4 - caster wheels with break Color: Beige Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
A.4	19 Sets – Modular Laminated Partition		1000 mm W x 1200 mm x 50-60 mm thk. Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 or equivalent Black / Charcoal Grey powder coated aluminum frames Verify on plan for the quantity and dimensions Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	

A.5	13 Sets – Modular Laminated Partition		1000 mm W x 2000 mm x 50-60 mm thk. Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
A.6	11 Sets – Modular Laminated Partition		1000 mm W x 1500 mm x 50-60 mm thk. Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 or equivalent • Black / Charcoal Grey powder coated aluminum frames • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
A.7	4 Sets – PPD – Customized Working Table		Working Office Table	<ul style="list-style-type: none"> • See plan for details • Rectangular Table with drawers, good for 4-6 persons • Color: American Maple; SPSF 1176 or equivalent; scratch resistant, smooth • Heavy Duty Steel / Metal legs for support, black • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.1	84 Sets – Power Outlets including all			<ul style="list-style-type: none"> • Duplex Receptacle, 15A, 230V, Flush Type with plate 	

	accessories needed			<ul style="list-style-type: none"> • Copper wire, 2mm dia. (12AWG), THHN, Solid • Male Adapter, 20mm dia. w/ steel lock nut • uPVC Conduit • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.2	10 Sets – Telephone Outlets including all accessories needed			<ul style="list-style-type: none"> • Telephone Wire • Single telephone face plate w/ box • Male adapter, 20mm dia. w/ steel lock nut • uPVC Conduit • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	
B.3	80 Sets – Data/ internet Outlets including all accessories needed			<ul style="list-style-type: none"> • Internet cables (CAT6 UTP Cables) • Internet faceplate • CAT6 Internet Plug (RJ45) • Warranty: 1 year (materials); 3 years (workmanship and maintenance) 	

I hereby certify to comply with all the guidelines, conditions and technical specifications.

Name of Company/ Bidder

Signature over Printed Name

Date

TERMS OF REFERENCE (TOR) – LOT 2 – FINANCIAL MANAGEMENT DEPARTMENT

A. Objectives

This project aims to provide the Financial Management Department offices with modular workstation, including its accessories, furniture and fixtures including electrical works, located at the 3rd Floor, NIA Building "B", EDSA, Diliman, Quezon City.

B. Scope of Work

The work includes the supply, delivery and installation of materials for modular workstation, including electrical works and furniture consisting of, but not limited to, the items mentioned in the technical specifications and approved layout plan.

C. Technical Specifications

See Section VII: Technical Specifications and Terms of Reference.

D. Manpower Requirements

The supplier shall provide the manpower for each lot before the implementation (upon receipt of Purchase Order) consisting of but not limited to One (1) Project in Charge, Two (2) Modular Installers and One (1) Electrician (with License / TESDA Certification and/or equivalent) whose undertaking includes but not limited to installation of modular workstation, electrical works and maintaining cleanliness of the areas, such that scraps/parts and other materials in work areas and/or the materials that are no longer needed therein be immediately removed from the workplace. The supplier shall also provide the necessary uniforms, identification tags and safety gears to its personnel while working.

E. Contract Period

The contract period for the procurement and service as described above is One Hundred Twenty (120) calendar days upon receipt of Notice to Proceed.

F. Materials, Standards and Miscellaneous Provisions

1. The contractor/supplier shall be responsible to the delivery of all materials, tools and/or equipment to the correct workstation. It is understood that all the materials used shall be durable and brand new. All work for any installation shall be executed according to the approved layout plans. The quality of material or workmanship that is not to the satisfaction of the procuring entity and/or its duly authorized representative shall be rectified at the cost of the contractor/supplier.

2. All work activities under this TOR shall conform to the National Irrigation Administration (NIA) House Rules and or National Building Code, and other applicable installation standards. Any additional work necessary for the completion of the project shall be undertaken by the contractor/supplier without any additional cost to NIA.
3. All necessary accessories and brackets shall be included in the workstations.
4. Items in the Technical Specifications that require submission of proposals prior to the delivery shall be accomplished during the implementation period.
5. All necessary accessories, brackets and 100mm baseboards for wire management shall be included in all of the workstation.

G. Payment Schedule

Payment shall be made in four (4) installments upon completion of each of the following milestones subject to the acceptance of the authorized representative of NIA.

First Milestone: Payment of Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been delivered in accordance with the terms of the Contract.

Second Milestone: Payment of another Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been installed in the Accounting Division Office in accordance with the terms of the Contract and have been duly inspected and completed.

Third Milestone: Payment of another Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been installed in the Budget and Revenue Division Office in accordance with the terms of the Contract and have been duly inspected and completed.

Fourth Milestone: Payment of remaining Twenty Percent (20%) of the total contract price shall be made only upon a certification by the Inspectorate Team to the effect that the items have been installed in both Accounting and Budget and Revenue Division Offices in accordance with the terms of the Contract and have been duly inspected, completed and accepted.

NO.	QUANTITY & DESCRIPTION	LEGEND	MATERIAL	SPECIFICATIONS	STATEMENT OF COMPLIANCE
A.	4 Sets - Typical "A" Section Head Module	I	Mobile Pedestal	<ul style="list-style-type: none"> Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster - 55mm Gauge: .9mm (ga20) 	•

				<ul style="list-style-type: none"> • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm W x 400 mm D x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		3	L-Shaped Table Top with semi-circle end at one side	<ul style="list-style-type: none"> • Laminated table top finish • Color: Beige with black outline • Size: 1850mm x 700mm x 1200mm x 600mm x 750mm H • 2 - 52 mm Ø grommet • Support: 4 heavy duty metal legs, 240mm x 700mm H; black Verify on plan for the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials) 	•
		5	High Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposals for this item prior to delivery 	•

				<ul style="list-style-type: none"> Warranty: 1 year (materials) 	
		6	2700 mm W x 1050 mm H x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 or equivalent Black / Charcoal Gray powder coated aluminum frames with 250mm x 8mm thk. tempered glass with frosted glass film (soften all sharp glass edges - pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		7	Document Cabinet	<ul style="list-style-type: none"> Open top box cabinet with front flush handle, MDF Laminated Board Dimension: 700 mm W x 300mm D x 400 mm H 4 - caster wheels with break Color: Beige Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		8	Mid-back visitor's chair	<ul style="list-style-type: none"> Fixed chair with arm rest Material: Leatherette Weight: capacity at least 350lbs Color: Black Warranty: 1 year (materials) Present at least 3 proposal for this item prior to delivery (complimentary to the section head chair) 	•
B.	2 Sets - Typical "B" Section Head Module	1	Mobile Pedestal	<ul style="list-style-type: none"> Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster - 55mm Gauge: .9mm (ga20) 	•

				<ul style="list-style-type: none"> • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 years (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm W x 400 mm D x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		3	L-Shaped Table Top with semi-circle end at one side	<ul style="list-style-type: none"> • Laminated table top finish • Color: Beige with black outline • Size: 1850mm x 700mm x 1500mm x 600mm x 750mm H • 2 - 52 mm Ø grommet • Support: 4 heavy duty metal legs, 240mm x 700mm H; black • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials) 	•
		5	High Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposals for this item prior to delivery 	•

				<ul style="list-style-type: none"> Warranty: 1 years (materials) 	
		6	3000 mm W x 1050 mm H x 50-60 mm THK Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 or equivalent Black / Charcoal Gray powder coated aluminum frames with 250mm x 8mm thk. tempered glass with frosted glass film (soften all sharp glass edges - pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		7	Document Cabinet	<ul style="list-style-type: none"> Open top box cabinet with front flush handle, MDF Laminated Board Dimension: 700 mm W x 300mm D x 400 mm H 4 - caster wheels with break Color: Beige Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		8	Mid-back visitor's chair	<ul style="list-style-type: none"> Fixed chair with arm rest Material: Leatherette Weight: capacity at least 350lbs Color: Black Warranty: 1 years (materials) Present at least 3 proposals for this item prior to delivery (complimentary to the section head chair) 	•
C.	59 Sets - Typical Office Workstation Module "C"	1	Mobile Pedestal	<ul style="list-style-type: none"> Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster - 55mm 	•

				<ul style="list-style-type: none"> • Gauge: .9mm (ga20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 years (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm W x 400 mm D x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		3	L-Shaped Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige • Size: 1600mm x 700mm x 1000mm x 400mm x 750mm H • Support: 3 heavy duty metal legs, 240mm x 700mm H; black • 2 - 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials) 	•
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposals for this item prior to delivery 	•

				<ul style="list-style-type: none"> Warranty: 1 year (materials) 	
		6	1800 mm W x 1050 mm x 50- 60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 Black / Charcoal Gray powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges - pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		7	1600 mm W x 1050 mm H x 50- 60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 Black / Charcoal Gray powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges - pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		8	750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> Color: American Maple; SPSF 1176 Black / Charcoal Gray powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges - pencil polished) Verify on plan for the quantity and dimensions Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•

		9	Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 - caster wheels with break • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
D.	1 Set - Typical "D" Office Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster – 55mm • Gauge: .9mm (ga20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 years (materials) • Present at least 2 proposals for this item prior to delivery 	•
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm W x 400 mm D x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		3	L-Shaped Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige • Size: 1600mm x 700mm x 1500mm x 400mm x 750mm H • Support: 3 heavy duty metal legs, 240mm x 700mm H; beige 2 – 52 mm Ø grommet • Verify on plan for the quantity and dimensions 	•

				<ul style="list-style-type: none"> • Warranty: 1 yaer (materials) 3 years (workmanship and maintenance) 	
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials) 	•
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery • Warranty: 1 year (materials) 	•
		6	1600 mm W x 1200 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: SC9142, NT2221 • White powder coated aluminum frames with 400mm x 6 mm thk. Clear Glass with frosted glass film stripes • With 1700 mm x 300 mm Laminated Counter Top (Color: Beige) • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		7	1600 mm W x 1200 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: SC9142, NT2221 • White powder coated aluminum frames with 400mm x 6 mm thk. Clear Glass with frosted glass film stripes • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		8	4550 mm W x 1200	<ul style="list-style-type: none"> • Color: SC9142, NT2221 	•

			mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • White powder coated aluminum frames with 400mm x 6 mm thk. Clear Glass with frosted glass film stripes • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	
		9	750 mm W x 1200 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: SC9142, NT2221 • White powder coated aluminum frames with 400mm x 6 mm thk. Clear Glass with frosted glass film stripes • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		10	Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 - caster wheels with break • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
E.	1 Set - Typical "E" Office Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; plastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster - 55mm • Gauge: .9mm (ga20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	•

		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm W x 400 mm D x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		3	L-Shaped Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige • Size: 1600mm x 700mm x 700mm x 400mm x 750mm H • Support: 3 heavy duty metal legs, 240mm x 700mm H; beige • 2 - 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		4	Keyboard Tray	<ul style="list-style-type: none"> • Hard plastic on aluminum roller • Color: Beige • Warranty: 1 year (materials) 	•
		5	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposal for this item prior to delivery • Warranty: 1 year (materials) 	•
		6	1600 mm W x 1200 mm x 50- 60 mm THK. Half	<ul style="list-style-type: none"> • Color: SC9142, NT2221 • White powder coated aluminum frames with 400mm x 6 mm thk. Clear Glass with frosted glass film stripes 	•

			Glass Full Laminated Partition	<ul style="list-style-type: none"> • With 3350 mm x 300 mm Laminated Counter Top (Color: Beige) • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	
		7	1450 mm W x 1200 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: SC9142, NT2221 • White powder coated aluminum frames with 400mm x 6 mm thk. Clear Glass with frosted glass film stripes • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		8	750 mm W x 1200 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: SC9142, NT2221 • White powder coated aluminum frames with 400mm x 6 mm thk. Clear Glass with frosted glass film stripes • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		9	Document Cabinet	<ul style="list-style-type: none"> • Open Cabinet, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 Castor Wheels with break • Color: Beige • Warranty: 1 yaer (materials) 3 years (workmanship and maintenance) 	•
F.	1 Set - Typical "F" Office Workstation Module	1	Mobile Pedestal	<ul style="list-style-type: none"> • Material: All metal construction with plastic molded top, nylon slide for all drawers; piastic pencil tray and file divider, central locking system, 2 small drawers, 1 big drawer, caster - 55mm 	•

				<ul style="list-style-type: none"> • Gauge: .9mm (ga20) • Color: Beige • Dimensions: 400mm W x 560mm D x 650mm H • Warranty: 1 year (materials) • Present at least 2 proposals for this item prior to delivery 	
		2	Center Drawer	<ul style="list-style-type: none"> • Steel Automatic Temperature Tunnel Type High Temperature Powder Coated; Multi-rust treatment with locking system • Dimension: 550 mm W x 400 mm D x 100 mm H • To be mounted under the table top • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		3	Table Top	<ul style="list-style-type: none"> • Laminated finish • Color: Beige • Size: 1600mm x 700mm x 750mm H • Support: 2 heavy duty metal legs, 240mm x 700mm H; black • 2 - 52 mm Ø grommet • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		4	Mid Back Chair	<ul style="list-style-type: none"> • Ergonomic; Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Weight capacity at least 350lbs • Gas lift with arm rest • Color: Black • Present at least 3 proposals for this item prior to delivery • Warranty: 1 year (materials) 	•

		5	750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 • Black / Charcoal Gray powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges - pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year materials 3 years (workmanship and maintenance) 	•
		6	1600 mm W x 1050 mm H x 50- 60 mm THK. Half Glass Full Laminated Partition	<ul style="list-style-type: none"> • Color: American Maple; SPSF 1176 • Black / Charcoal Gray powder coated aluminum frames with 250mm x 8mm thk. Tempered Glass with frosted glass film (soften all sharp glass edges - pencil polished) • Verify on plan for the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
		7	Document Cabinet	<ul style="list-style-type: none"> • Open top box cabinet with front flush handle, MDF Laminated Board • Dimension: 700 mm W x 300mm D x 400 mm H • 4 - caster wheels with break • Color: Beige • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
G.	Others 1 Unit		Conference Table (Departme nt)	<ul style="list-style-type: none"> • Good for 20 persons • Rectangular with round edges • Wood veneer / top grade MDF • Heavy Duty Steel / Metal legs for support • Scratch resistant, smooth • Color: American Maple; SPSF 1176 	•

				<ul style="list-style-type: none"> • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	
	20 Units		Conference High Back Chairs (Department)	<ul style="list-style-type: none"> • Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Gas lift with arm rest • Color: Black • Warranty: 1 year (materials) • Present at least 3 proposals for this item prior to delivery 	•
	1 Unit		Conference Table (Division)	<ul style="list-style-type: none"> • Good for 12 persons • Rectangular with round edges • Wood veneer / top grade MDF • Heavy Duty Steel / Metal legs for support • Scratch resistant, smooth • Color: American Maple; SPSF 1176 • Verify on plan the quantity and dimensions • Warranty: 1 year (materials) 3 years (workmanship and maintenance) 	•
	12 Units		Conference Mid Back Chairs (Division)	<ul style="list-style-type: none"> • Leatherette with heavy-duty metal base, great stability and mobility, caster swivels at 360 degrees • Gas lift with arm rest • Color: Black • Warranty: 1 year (materials) • Present at least 3 proposals for this item prior to delivery 	•
H.	Power Outlets 71 sets	1	Wall Outlet	<ul style="list-style-type: none"> • Duplex Receptacle, 15A, 230V, Flust Type with Plate 2.0 mm dia. 	•

		2	Wiring	<ul style="list-style-type: none"> • Copper Wire, 2.0 mm dia., (12 AWG), Thin, Solid 	
1	Data / Internet Outlets 71 sets	1	Wall Outlet	<ul style="list-style-type: none"> • IO Single RJ45 Data Outlet, Flush Type with plate • UTP Cable CAT5 	•
		2	Wiring		

I hereby certify to comply with all the guidelines, conditions and technical specifications.

<hr/> Name of Company/ Bidder	<hr/> Signature over Printed Name	<hr/> Date
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TYPICAL WORKSTATION -
ENGINEERING DEPARTMENT



DATA ENCODER WORKSTATION -
ENGINEERING DEPARTMENT



SECTION HEAD WORKSTATION - ENGINEERING DEPARTMENT





TYPICAL WORKSTATION -
ENGINEERING DEPARTMENT



DATA ENCODER WORKSTATION -
ENGINEERING DEPARTMENT

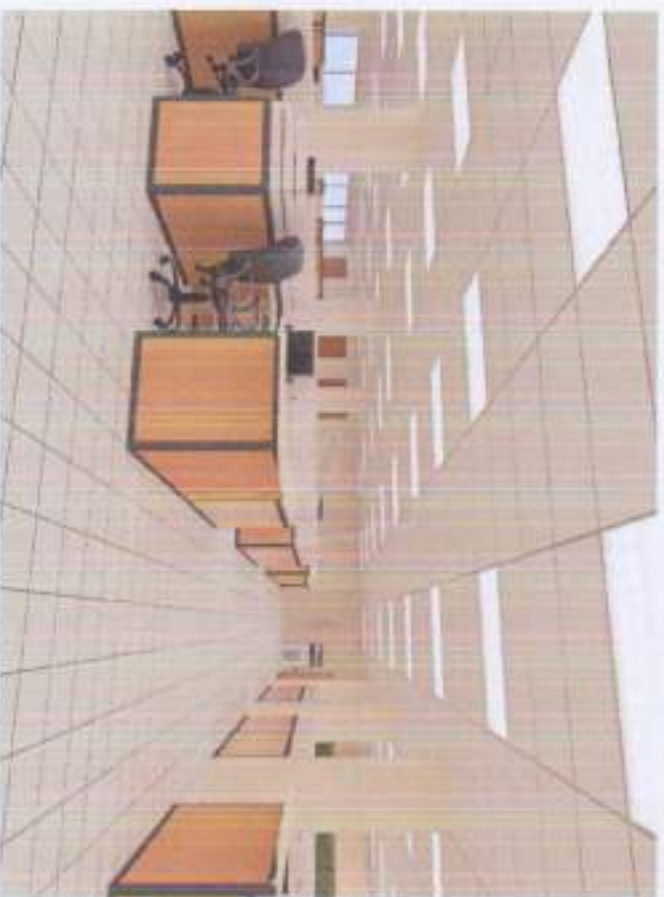


SECTION HEAD WORKSTATION - ENGINEERING DEPARTMENT





PROJECT PLANNING DIVISION - ENGINEERING DEPARTMENT



**CONSTRUCTION MANAGEMENT DIVISION -
ENGINEERING DEPARTMENT**



**DESIGN AND SPECIFICATIONS DIVISION -
ENGINEERING DEPARTMENT**



**BUDGET AND REVENUE DIVISION -
FINANCIAL MANAGEMENT DEPARTMENT**



**ACCOUNTING DIVISION -
FINANCIAL MANAGEMENT DEPARTMENT**

15	Each Bidder shall submit one (1) original copy and two (2) copies of the first and second components of its Bid <u>for each lot.</u>
19.3	<i>No further instructions</i>
20.2	<u>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission</u>
21.2	<i>No further instructions</i>