



Republic of the Philippines
National Irrigation Administration
Central Office

SUPPLEMENTAL NOTICE No. 3

to the

BID DOCUMENTS

for the

**Supply, Delivery and Installation of Materials for Modular Workstation Including Electrical Works and Furniture for the Renovation of the Engineering Department Offices
ITB No. BS-010-2020**

A. The modification is hereby made on the above-captioned Invitation:

1. Delete page 33 and 34 under the Terms of Reference and replace it with Attachment Sheet No. 1.
2. Delete "Price Schedule for Goods Offered from Within the Philippines" and "Price Schedule for Goods Offered from Abroad" and replace it with Attachment Sheet No. 2 and 3.

All other terms and conditions remain unchanged.

For the guidance and information of all concerned.


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

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.

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 Contracts Management Division Office in accordance with the terms of the Contract and have been duly inspected.

Third Milestone: Payment of remaining Forty Percent (40%) 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 Design and Specification Division Offices in accordance with the terms of the Contract and have been duly inspected and accepted.

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.

TERMS OF REFERENCE (TOR)

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

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. All rejected materials, tools, and/or equipment shall be removed from site and replaced at the cost of the contractor/supplier.

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
A.1) 41 Sds -Typical DSD Office Workstation Module <ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table Top - Keyboard Tray - Mid Back Chair - 1750 mm W x 1050 mm x 50-60 mm THK. - Half Glass Full Laminated Partition - 1800 mm W x 1050 mm x 50-60 mm THK. 								

<ul style="list-style-type: none"> - Half Glass Full Laminated Partition 1600 mm W x 1050 mm H x 50-60 mm THK. Half Glass Full Laminated Partition 750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition Customized Plan / Document Cabinet 							
<ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer L-Shaped Table Top with semi-circle end at one side - Keyboard Tray - Mid-back visitor's chair - 2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition - Customized Plan / Document Cabinet High Back Chair 							

A.2) 3 Sets –Typical DSD
Section Head Module 1

<p>A.3) 1 Set –Typical DSD Section Head Module 2</p> <ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table Top with semi- circle end at one side - Keyboard Tray - Mid-back visitor's chair - 2 - 1350 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition - Customized Plan / Document Cabinet - High Back Chair <p>B.1) 47 Sets –Power Outlets including all accessories needed</p> <p>B.2) 6 Sets –Telephone Outlets including all accessories needed</p> <p>B.3) 47 Sets –Data/ internet Outlets including all accessories needed</p>								
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A.2) 3 Sets -Typical CMD Section Head Module 1	- 60 mm THK. Half Glass Full Laminated Partition Customized Plan / Document Cabinet								
	- Mobile Pedestal								
	- Center Drawer								
	- L-Shaped Table Top with semi- circle end at one side								
	- Keyboard Tray								
	- Mid-back visitor's chair								
	- 2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition								
	- Customized Plan / Document Cabinet								
	- High Back Chair								
A.3) 2 Sets - Typical CMD Office Data Encoder Workstation Module	- Mobile Pedestal								
	- Center Drawer								
	- L-Shaped Table Top with semi- circle end at one side								
	- Keyboard Tray								
	- Mid-back Chair								

-	1750 mm W x 1050 mm x 50- 60 mm THK. Half Glass Full Laminated Partition							
-	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							
-	750 mm W x 900 mm x 50- 60 mm THK. Full Laminated Partition							
-	1600mm x 1050mm x 50- 60 mm thk. Half Glass Full Laminated Partition Customized Plan / Document Cabinet							
-	A.4) 17 Sets –Modular Laminated Partition							
-	A.5) 3 Sets –Modular Laminated Partition							
-	A.6) 12 Sets –Modular Laminated Partition							

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<ul style="list-style-type: none"> - Customized Plan / Document Cabinet 								
A.2) 6 Sets –Typical PPD Section Head Module 11								
<ul style="list-style-type: none"> - Mobile Pedestal 								
<ul style="list-style-type: none"> - Center Drawer - L-Shaped Table Top with semi-circle end at one side - Keyboard Tray - Mid-Back visitor's chair - 2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition - Customized Plan / Document Cabinet High Back Chair 								
A.3) 4 Sets –Typical PPD Office Data Encoder Workstation Module								
<ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table Top - Keyboard Tray - Mid-Back Chair - 1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition 								

-	1800 mm W x 1050 mm x 50- 60 mm THK. Half Glass Full Laminated Partition
-	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
-	750 mm W x 900 mm x 50- 60 mm THK. Full Laminated Partition
-	1600mm x 1050mm x 50- 60 mm thk. Half Glass Full Laminated Partition Customized Plan / Document Cabinet
A.4) 19 Sets –Modular Laminated Partition	
A.5) 13 Sets –Modular Laminated Partition	
A.6) 11 Sets –Modular Laminated Partition	

A.7) 4 Sets -PPD - Customized Working Table B.1) 84 Sets -Power Outlets including all accessories needed B.2) 10 Sets -Telephone Outlets including all accessories needed B.3) 80 Sets -Data/ internet Outlets including all accessories needed									

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page _____ of _____

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<p>THK. Half Glass Full Laminated Partition</p> <p>- 750 mm W x 1050 mm x 50- 60 mm THK. Half Glass Full Laminated Partition</p> <p>- Customized Plan / Document Cabinet</p>								
<p>A.2) 3 Sets –Typical DSD Section Head Module 1</p> <p>- Mobile Pedestal</p> <p>- Center Drawer L-Shaped Table Top with semi- circle end at one side</p> <p>- Keyboard Tray</p> <p>- Mid-Back visitor's chair</p> <p>- 2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition</p> <p>- Customized Plan / Document Cabinet High Back Chair</p>								

A.3) 1 Set –Typical DSD Section Head Module 2									
<ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table - Top with semi-circle end at one side - Keyboard Tray - Mid-back - visitor's chair - 2 - 1350 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition - Customized Plan / Document Cabinet - High Back Chair 									
B.1) 47 Sets –Power Outlets including all accessories needed									
B.2) 6 Sets –Telephone Outlets including all accessories needed									
B.3) 47 Sets –Data/ internet Outlets including all accessories needed									

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<ul style="list-style-type: none"> - Customized Plan / Document Cabinet 								
<p>A.2) 3 Sets –Typical CMD Section Head Module 1</p> <ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table Top with semi-circle end at one side - Keyboard Tray - Mid-back visitor's chair - 2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition - Customized Plan / Document Cabinet - High Back Chair 								
<p>A.3) 2 Sets - Typical CMD Office Data Encoder Workstation Module</p> <ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table Top with semi-circle end at one side - Keyboard Tray - Mid-back Chair - 1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full 								

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<ul style="list-style-type: none"> - Customized Plan / Document Cabinet 								
<p>A.2) 6 Sets –Typical PPD Section Head Module 11</p> <ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table Top with semi-circle end at one side - Keyboard Tray - Mid-back visitor's chair - 2 - 1750 mm W x 1500 mm H x 50-60 mm THK. Half Glass Full Laminated Partition - Customized Plan / Document Cabinet - High Back Chair 								
<p>A.3) 4 Sets –Typical PPD Office Data Encoder Workstation Module</p> <ul style="list-style-type: none"> - Mobile Pedestal - Center Drawer - L-Shaped Table Top - Keyboard Tray - Mid-back Chair - 1750 mm W x 1050 mm x 50-60 mm THK. Half Glass Full Laminated Partition 								

-	1800 mm W x 1050 mm x 50- 60 mm THK. Half Glass Full Laminated Partition							
-	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							
-	750 mm W x 900 mm x 50- 60 mm THK. Full Laminated Partition							
-	1600mm x 1050mm x 50- 60 mm thk. Half Glass Full Laminated Partition Customized Plan / Document Cabinet							
A.4) 19 Sets –Modular Laminated Partition								
A.5) 13 Sets –Modular Laminated Partition								
A.6) 11 Sets –Modular Laminated Partition								

A.7) 4 Sets -PPD - Customized Working Table B.1) 84 Sets -Power Outlets including all accessories needed B.2) 10 Sets -Telephone Outlets including all accessories needed B.3) 80 Sets -Data/ Internet Outlets including all accessories needed									

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____