

TERMS OF REFERENCE

PROJECT : Supply and Installation of Systems Furniture for the PDIC
One Stop Shop and ISD/RMAS Office.

LOCATION : 3th floor Ayala Wing, SSS Makati Building, 6782 Ayala
Avenue corner V.A. Rufino St., Makati City

SUBJECT : Terms of Reference (TOR)

DATE : April 14, 2015

I. SCOPE OF WORK

1. Supply and Installation of systems furniture for the One Stop Shop (OSS) and ISD/RMAS office based on the attached approved layout and specifications.
2. Submission of color/material samples or swatches for approval by the authorized representative of PDIC.
3. On-site inspection to validate the actual measurements of the areas where the systems furniture will be installed.
4. Coordination with the authorized officers/personnel of the General Services Department (GSD) in charge of the project relative to the schedule of delivery/actual installation of the systems furniture and other related matters.

II. Delivery period

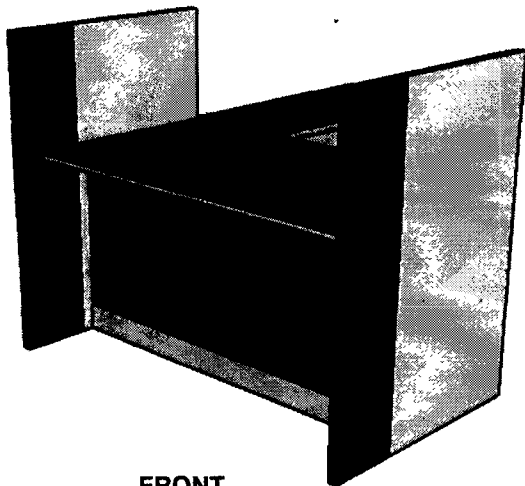
The delivery to the project site and/or date of completion of installation/assembly works shall be on or before June 20, 2015.

III. SPECIFICATIONS

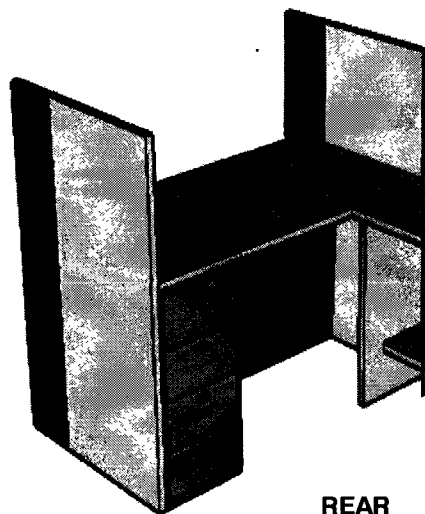
a. ONE STOP SHOP CLIENT COUNTERS

Quantity – Eleven (11) counters

DESIGN	
	Rectangular shaped transaction counter in medium density fiber (MDF) board and marine plywood, synthetic granite stone and high pressure laminate (HPL) finish, with built-in drawers and integrated outlet box/raceway for datacom/power outlets.
CONSTRUCTION	
Main Desk:	1200mm (W) x 600mm (D) x 740mm (H)
Worktop	30 mm thick MDF board with 20mm thk. synthetic granite stone and plastic grommet with rotating cover.
High partition/ End panels	30mm thick MDF board in 2-tone high pressure laminate (HPL) finish with 2 mm thick PVC edging and adjustable PVC gliders.
Front Panel	25mm thick marine plywood panel with horizontal strips using 1/2" thick MDF board in HPL finish
ACCESSORIES	
Raceway	19mm thk marine plywood integrated outlet box/raceway for datacom/power outlets
Built-in drawer	400mm (W) x 450mm (D), 4 layers drawer in MDF board in HPL finish, with centralized lock and recessed drawer pulls.
Skirting	100 mm (H) Stainless Steel Skirting (Front Panel)
COLORS/FINISHES	
High Pressure Laminate	End panels: Royal blue & Natural Maple Horizontal Strips: Royal Blue & Natural Maple
Synthetic Granite Stone	Tabletop: Black (Submit sample for approval)



FRONT



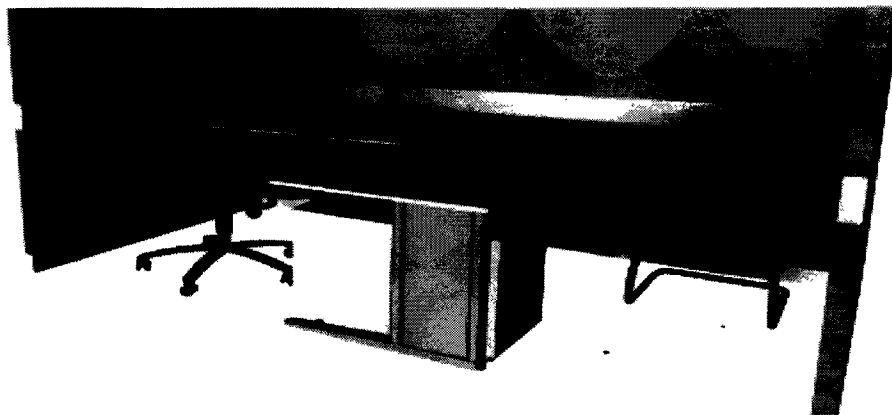
REAR

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b. OFFICER'S WORKSTATION

Quantity – One (1) pc.

DESIGN	Rectangular shaped main desk with rectangular side desk in medium density fiber (MDF) board table top in high pressure laminate (HPL) finish
CONSTRUCTION	
Main Desk :	1500mm (L) x 700mm (D) x 740mm (H)
Worktop	30 mm thick MDF board in high pressure laminate (HPL) finish with 2 mm thick PVC edging and plastic grommet with rotating cover.
Modesty Panel	25 mm thick MDF board in high pressure laminate (HPL) finish with 2 mm thick PVC edging.
Legs/Support	30mm thick MDF board in high pressure laminate (HPL) finish with 2 mm thick PVC edging and adjustable PVC gliders.
Side Desk :	450 mm(D) x 1200 mm (L) x 740mm (H)
Worktop	30 mm thick MDF board in high pressure laminate (HPL) finish with 2 mm thick PVC edging and plastic grommet with rotating cover.
Legs/Supports	25 mm thick MDF board in high pressure laminate (HPL) finish with 2 mm thick PVC edging and PVC gliders
Modesty Panel	25mm thick MDF board in high pressure laminate (HPL) finish with 2 mm thick PVC edging and PVC gliders.
ACCESSORIES	
Center Drawer w/ Lock	540 mm(W) x 400mm(D) x 95 mm(H); Gauge 22 cold rolled steel in powder coated finish and full extension ball-bearing slides; color:black
Keyboard Tray	Hard plastic with full extension ball-bearing slides; Color: Black
COLOR/FINISHES	Specific colors/finishes subject for approval.
High Pressure Laminate Finish	Tabletop: Maple Legs/Supports: Maple



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c. TELLERING BOOTH

Quantity – One (1) pc.

DESIGN	1500mm (L) x 2100mm (W)
Single enclosed cubicle in 50 mm modular panels in particle board and high pressure laminate (HPL) finish, with quarter glass panel in aluminum frames, integrated worktop and fixed drawers.	
Note: Verify actual dimensions, appropriate configuration and door location on site (3th floor-Ayala wing)	
CONSTRUCTION	
Worktop	30 mm thick MDF in high pressure laminate (HPL) finish and double post-formed edges; provide plastic grommet with rotating cover for each worktop.
Frames, Capping, Jambs, Trims and Corner Posts	powder-coated steel and aluminum sections.
Enclosure/Door panels	50 mm thick modular panels in particle board and high pressure laminate (HPL) finish and 1/4" thick quarter glass panel; provide openings on the front glass panel.
Skirting/Baseboard	100mm (H) powder-coated aluminum panel with raceway for cables and knockouts for power/datacom outlets.
ACCESSORIES	
Fixed Drawer	400mm (W) x 400mm (D), 3 layers drawer in MDF board and HPL finish, with centralized lock and recessed drawer pulls.
Locks/hinges	deadbolt (Schlage brand or approved equivalent) with barrel bolt, 2 pcs heavy-duty loose pin hinges and stainless steel push plate.
Foot Glide	adjustable heavy-duty foot glides, 2 pieces each panel.
Floor mounting	powder-coated steel plates welded to the vertical steel components, to be anchored to the floor using appropriate bolts/screws.
COLORS/FINISHES	Specific colors/finishes subject for approval.
Fabric upholstery	Fire retardant fabric
HPL	High pressure laminates
Glass panel	1/4" thick clear glass.



FRONT



SIDE DOOR ACCESS

d. STAFF WORKSTATION

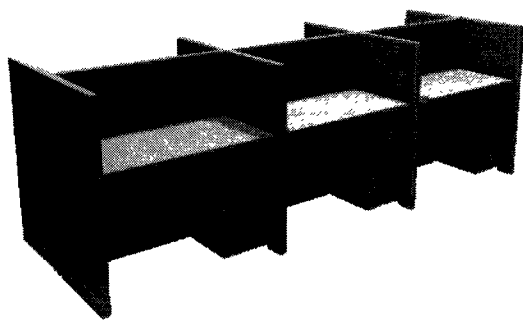
Quantity – three (3) pcs. cluster of 4 and one (1) pc. Cluster of 2

(Provision for stand-alone, cluster of 4 and 2 workstations-refer to approved layout for cluster configuration)

DESIGN	
Modular workstation with 40 mm thick modular panels in cushioned fire retardant fabric upholstery with 30mm thick MDF board tabletop in High Pressure Laminate finish.	
CONSTRUCTION	
Worktop	1200mm (W) x 600mm (D) x 30mm thick medium density fiber (MDF) board in HPL finish, with 2 mm thick PVC edging and plastic grommet with rotating cover.
Frame, Trim, Capping, and Corner Posts	Extruded aluminum in powder-coated finish. Submit sample for approval
End Supports	40 mm thick modular panel in fire retardant fabric finish and 1/8" thick foam padding.
Modesty Panel	25 mm thick medium density fiber (MDF) board in HPL finish; provide 2 mm thick PVC edging on all sides of modesty panel.

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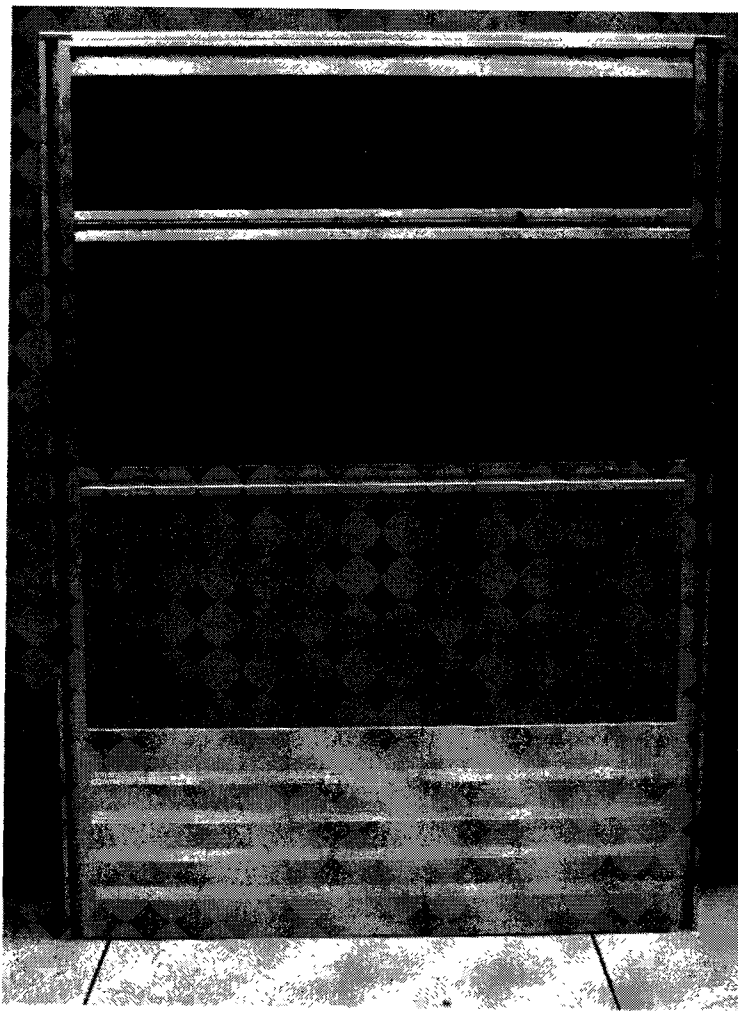
Skirting/Base	100mm (H) powder-coated aluminum panel with raceway for cables and knockouts for power/datacom outlets.
COLORS/FINISHES	Specific colors/finishes subject for approval.
Modular Panel Fabric upholstery	Royal blue
High pressure Laminate (HPL)	Tabletop: Teak



e. MODULAR PANEL PARTITIONS

Quantity – 13 pcs

DESIGN	40mm thk. Modular panels on powder coated aluminum frames with fire retardant fabric finish
Frame/Panel	40mm thk.; aluminum framing; vertical slotted connectors with foam for sound insulation; wood panel cover with foam for sound insulation
Trims	1.2mm thk. Aluminum extruded trims; powder coated finish
Basecover	Clip-on metal/aluminum base cover; double sided with punchout provision
Upholstery	Flame retardant fabric
Size	Height: 2400 mm on adjustable gliders Width: 1500 mm (refer to floor layout)
Accessories	Provide surface support for stability
Color/Finish	Fabric: Royal blue Frame: Powder coated aluminum
Note:	Panels should be reconfigurable and transferrable



f. OFFICER'S CHAIR

Quantity - One (1) pc.

DESIGN	High back swivel chair with synchronized tilt mechanism, pneumatic seat height adjustment, fixed contoured polypropylene armrest and 5-prong base.
DIMENSION	
Backrest height	700 mm
Seat width	490 mm
Seat height	470 mm (adjustable)
CONSTRUCTION	
Backrest	with lumbar support made of plastic shell and cushioned with high density molded foam.

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Tilt	synchronized swivel/tilt mechanism that allows tilting forward at 80° and backward at 110° ; with tilt tension adjustment, control lever that releases tilt for free float of backrest and safety feature that allows non-movement of backrest upon initial unlocking of lever.
Seat	plastic shell with high density molded foam (Uratex or approved equal).
Armrest	fixed contoured polypropylene arm frame and armrest.
Gas lift Mechanism	28mm diameter gas cylinder head with outer tube diameter of 50 – 60 mm, German Brand gas lift mechanism (Manufacturer's Certification required)
Wheel Casters	50 mm diameter twin wheel casters, nylon type.
Base	5-prong metal or nylon base with crisscrossed inner core; load capacity of not less than 250 lbs (Manufacturer's Certification required).
Upholstery	Fire retardant fabric
COLOR	
Upholstery	Black
Frame/Base	black nylon or glossy/satin metal finish.



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g. STAFF/MEETING ROOM/OSS COUNTER CHAIR

Quantity – Thirty (30) pcs.


DESIGN	Low back swivel chair with pneumatic seat height adjustment, single position tilt lock, molded polypropylene armrest and 5-prong nylon base.
DIMENSION	
Backrest height	460 mm
Seat width	490 mm
Seat height	584 mm to 838 mm
CONSTRUCTION	
Backrest	with lumbar support made of plastic shell with high density molded foam.
Tilt	single position tilt lock or control lever which releases tilt for free float of backrest .
Seat	made of plastic shell with high density molded foam (Uratex or approved equal).
Armrest	fixed molded polypropylene arm frame and armrest.
Gas lift Mechanism	28mm diameter gas cylinder head with outer tube diameter of 50 – 60 mm, Suspa or Stabilus brand (Manufacturer's certification required).
Wheel Casters	50 mm diameter twin wheel casters, nylon type.
Base	5-prong black nylon base with crisscrossed inner core and load capacity of not less than 250 lbs (Manufacturer's Certification required).
Upholstery	Fire retardant fabric
COLOR	
Upholstery	Black/Dark Grey



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h. GANG CHAIR (four (4) seater)


Quantity – Fourteen (14) pcs.

DESIGN	4-seater Hard Plastic Gang Chair	
DIMENSIONS	4 seater – 2380mm x 680mm x 800mm	
CONSTRUCTION		
Backrest and seat	Heavy duty hard plastic	
Side Strips	2.2mm thk cold-rolled steel powder coated	
Beam	1.8mm thk x 80mm x 40mm rectangular steel tube sprayed with static powder after anti-rust treatment	
Armrest/Legs	1.2mm thk cold-rolled steel with surface chrome plating treatment	
COLOR		
Legs/Frame	Black powder coated	
seat & back	Royal blue	

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i. CLIENT/VISITOR'S CHAIR

Quantity – Twelve (12) pcs.

DESIGN	Mid-back chair with cantilever tubular legs, cushioned seat and backrest, polypropylene armrest and cantilever legs.	
CONSTRUCTION		
Backrest and Seat	polypropylene back and seat with 2" thick high density molded foam cushion (Uratex or approved equal) and leatherette upholstery.	
Legs	tubular legs in powder-coated finish, cantilever-type; load capacity of not less than 250 lbs (Manufacturer's Certification is required).	
Arm/armrest	Fixed polypropylene armrest.	
Upholstery	Fabric	
COLOR		
Upholstery	Black/Dark Grey	
Frame/Base	Black	

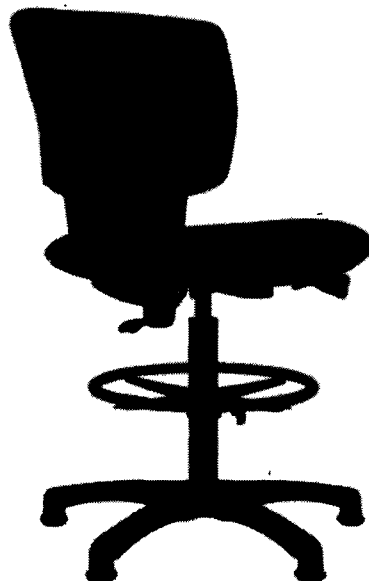
j. TELLER'S HIGH CHAIR WITH FOOTRING

Quantity – One (1) pc.

DESIGN	
	Mid-back swivel chair with built-in lumbar support with pneumatic seat height adjustment, single position tilt lock, and 5-prong nylon base.
DIMENSIONS	
	1170mm (H) x 660mm (W) x 660mm (D)
Backrest width	458 mm
Backrest height	460 mm
Seat width	490 mm

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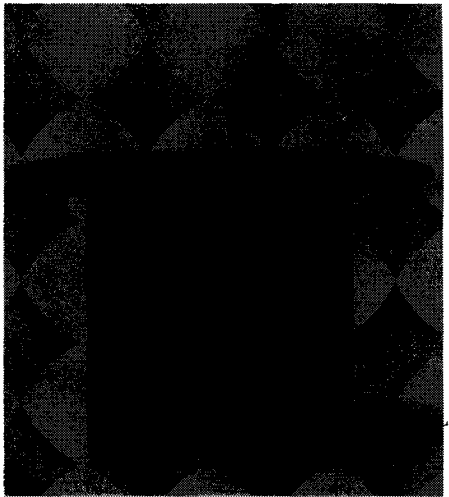
Seat height	470 mm (adjustable)
Back Angle	90 deg to 105 deg
CONSTRUCTION	
Tilt	single position tilt lock or control lever which releases tilt for free float of backrest .
Backrest	with lumbar support made of plastic shell with high density molded foam.
Seat	made of plastic shell with high density molded foam (Uratex or approved equal).
Gas Lift Mechanism	28mm diameter gas cylinder head with outer tube diameter of 50 – 60 mm, German brand gas lift mechanism (Manufacturer's certification required).
Wheel Casters	50 mm diameter twin wheel casters, nylon type.
Foot Ring	18" diameter stainless steel foot ring.
Base	5-prong black nylon base with crisscrossed inner core and load capacity of not less than 250 lbs (Manufacturer's Certification required).
Upholstery	Fabric
COLOR	
Upholstery	Black/Dark Grey



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k. MEETING TABLE (5-SEATER) ROUND

Quantity – One (1) pc.

DESIGN	5-seater round table in medium density fiber (MDF) board in high pressure laminate (HPL) finish.	
DIMENSION	1000 mm diameter x 750 mm (H)	
CONSTRUCTION		
Tabletop	30 mm thick medium density fiber (MDF) board in high pressure laminate finish (HPL) and 2 mm thick PVC flat edging same color as worktop.	
Supports/Legs	25 mm thick medium density fiber (MDF) board in high pressure laminate (HPL) finish with 2 mm thick PVC flat edging same color as worktop and adjustable PVC gliders on gable ends.	
COLOR		
High pressure Laminate (HPL)	Tabletop & Support: Walnut HPL	

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I. MODULAR BACK CABINETS

Quantity – 16 pcs.

Back cabinet:	1200mm (W) x 300mm (D) x 740mm (H) (refer to floor layout for location of back cabinet)
Top	20mm thick MDF board in HPL finish
Body/Cabinet doors/shelves	20mm thick MDF board in HPL finish; 2 layer shelves; 4 cabinet doors (2 sections) per unit with heavy duty concealed hinges and stainless steel or aluminum cabinet handles



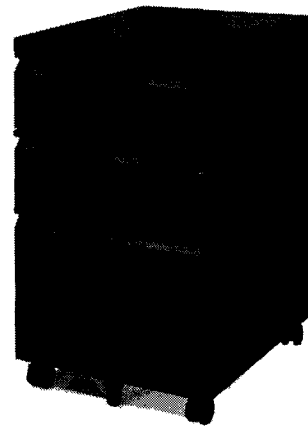
**MODULAR OSS
BACK CABINET**

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m. MOBILE PEDESTAL DRAWER

Quantity – Twenty Eight (28) pcs.

DESIGN	Cold Rolled steel with high quality powder coating finish with three (3) layer drawers in powder coated finish, with full extension ball-bearing slides, central lock system, recessed drawer pulls, with 2 pcs stationery tray/organizer and heavy-duty caster wheels.	
DIMENSION	400mm (W) x 560mm (D) x 650mm (H)	
CONSTRUCTION		
Body/Case	Manufactured in cold rolled sheet Ga. #22 (0.80mm) in powder coated finish.	
Pull-out Drawer	Fabricated in cold rolled sheet Ga. #24 (0.60 mm) with central control lock on the top drawer.	
Rail	Made in cold rolled sheet Ga. #20 (0.90mm), hang on roller bearing in powder coated finish.	
Casters	Lockable Caster Wheel with fifth wheel for stability.	
COLOR	Submit sample for approval	



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GENERAL SPECIFICATIONS

1. Hooks and brackets shall be provided with locking devices to prevent accidental dismounting of worktop when attached to the panels/supports. Panels that are perpendicular or parallel to a fix wall shall be anchored to the wall using metal connectors, otherwise all assemblies shall be properly anchored to the floor.
2. Modular panels shall be fully interchangeable and can be dismantled or assembled without the use of special tools.
3. Panels and worktops with thickness that are not commercially available shall be fabricated using the same material, laminated together using appropriate adhesives and applicable technology.
4. Materials or accessories deemed necessary to complete the modular workstations but not specifically mentioned in the Specifications, Bid Breakdown Form, working drawings or in the other contract documents are inferred and shall be supplied, installed and rendered by the contractor without extra cost to the owner. Such material shall be of the highest quality available and installed in an appropriate manner.

IV. LAYOUT (Please refer to attached approved layout-Annex A)

V. Minimum Qualifications of the Contractor:

- a. No. of years in the Business/operation – Must have been engaged in the business for the past ten (10) years reckoned from the date of the opening of bids.
- b. Nature of Business/Operation – Must be a manufacturer, not just a trader/importer of office furniture.
- c. Facilities - Must have a showroom and manufacturing plant (not just a warehouse) in Metro Manila or nearby provinces (i.e Laguna, Bulacan, Pampanga, Rizal, etc.) Must have the capacity to resize, refinish, reupholster locally.
- d. Service teams – Must have a team of installers and delivery crew in their regular staff.

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