

PROJECT: Supply and Installation of Systems Furniture for the OVP-RMO; OVP CGO and OCS at the 8th floor, PDIC Ayala office (Ayala wing)
 Location: 8th floor Ayala wing, SSS Building 6782 Ayala Ave. cor. V.A. Rufino St., Makati City
 Subject: **TERMS OF REFERENCE/SPECIFICATIONS**
 Date: October 22, 2013

I. SCOPE OF WORK:

1. Supply and Installation of systems furniture for the OVP-RMO, OVP-CGO, & OCS based on the approved layout and specifications.
2. Submission of color/material samples or swatches for approval by the concerned department.
3. On-site inspection to validate the actual measurements of the areas where the systems furniture will be installed.
4. Coordination with officers/personnel of the OVP-RMO, OVP-CGO, OCS and 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.

Note: The construction of half-glass fixed partitions and built-in cabinets for the two (2) VP rooms will be undertaken in-house by the General Services Department (GSD).

II. SPECIFICATIONS:

| Quantity | 2-VP WORKSTATIONS |
|----------|---|
| | Tables/Worktops: |
| 2 | -1500mm (width) x 700mm (depth) |
| 2 | -1200mm (width) x 450mm (depth) |
| | -High pressure woodgrain laminate top |
| | |
| 2 | Chairs: |
| | -High back swivel chair with armrest |
| | -Fabric upholstered |
| | -Gas lift seat height adjustment |
| | -Tilting function |
| | -with heavy duty hard plastic wheel casters |
| | |
| 2 | Mobile pedestal: |

| | | |
|--|--|----------------------------------|
| | -3 drawers | |
| | -Steel/metal sidings; powder coated finish | |
| | -with heavy duty hard plastic wheel casters | |
| 2 | Visitor's chair: | |
| | -Low back chair with armrest | |
| | -Fabric upholstered | |
| | -sled base | |
| 2 | Conference Table: | |
| | -Capacity: 5 persons approx. diameter: 1 mtr. | |
| | -High pressure woodgrain laminate top | |
| 10 | Conference chairs: | |
| | -Low back swivel chair with armrest | |
| | -Fabric upholstered | |
| | -Gas lift seat height adjustment | |
| | -Tilting function | |
| | -with heavy duty hard plastic wheel casters | |
| 4-OFFICER'S WORKSTATIONS | | |
| Full fabric partition on aluminum frames: | | |
| 8 | -1500mm (height) x 1500mm (width) | Flame retardant fabric |
| 4 | -1500mm (height) x 1200mm (width) | color: royal blue (supplier to |
| | <i>(provide necessary brackets/connectors)</i> | submit color/fabric swatches for |
| | | approval |
| Tables/Worktops: | | |
| 4 | -1500mm (width) x 700mm (depth) | |
| 4 | -1200mm (width) x 450mm (depth) | |
| | -High pressure woodgrain laminate top | |
| 4 | Chairs: | |
| | -High back swivel chair with armrest | |
| | -Fabric upholstered | |
| | -Gas lift seat height adjustment | |
| | -Tilting function | |
| | -with heavy duty hard plastic wheel casters | |
| 4 | Mobile pedestal: | |
| | -3 drawers | |
| | -Steel/metal sidings; powder coated finish | |
| | -with heavy duty hard plastic wheel casters | |

| | | |
|----|--|---|
| | | |
| 4 | Visitor's chair: | |
| | -Low back chair with armrest | |
| | -Fabric upholstered | |
| | -Sled base | |
| | | |
| | 8-STAFF WORKSTATIONS | |
| | Full fabric partition on aluminum frames: | |
| 9 | -1200mm (height) x 1200mm (width) | Flame retardant fabric |
| 14 | -1200mm (height) x 600mm (width) | color: royal blue (supplier to submit color/fabric swatches for approval) |
| | (provide necessary brackets/connectors) | |
| | | |
| | Tables/Worktops: | |
| 7 | -1200mm (width) x 600mm (depth) | |
| 1 | -2400mm (width) x 600mm (depth) | |
| | -High pressure woodgrain laminate top | |
| | | |
| 8 | Chairs: | |
| | -Low back swivel chair with armrest | |
| | -Fabric upholstered | |
| | -Gas lift seat height adjustment | |
| | -Tilting function | |
| | -with heavy duty hard plastic wheel casters | |
| | | |
| 7 | Mobile pedestal: | |
| | -3 drawers | |
| | -Steel/metal sidings; powder coated finish | |
| | -with heavy duty hard plastic wheel casters | |
| | | |
| | PARTITION ALONG HALLWAY | |
| | Full fabric partition on aluminum frames | |
| 4 | -1500mm (height) x 1200mm (width) | Flame retardant fabric |
| 1 | -1500mm (height) x 400mm (width) | color: royal blue (supplier to submit color/fabric swatches for approval) |
| 3 | -1500mm (height) x 900mm (width) | |
| | (provide necessary brackets/connectors) | |
| | | |

III. **APPROVED LAYOUT** (Please refer to attached approved layout-Annex A and 3d images-Annex B)

IV. Minimum Qualifications of the Contractor/Supplier:

- 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). 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.

V. Minimum Mandatory Requirement:

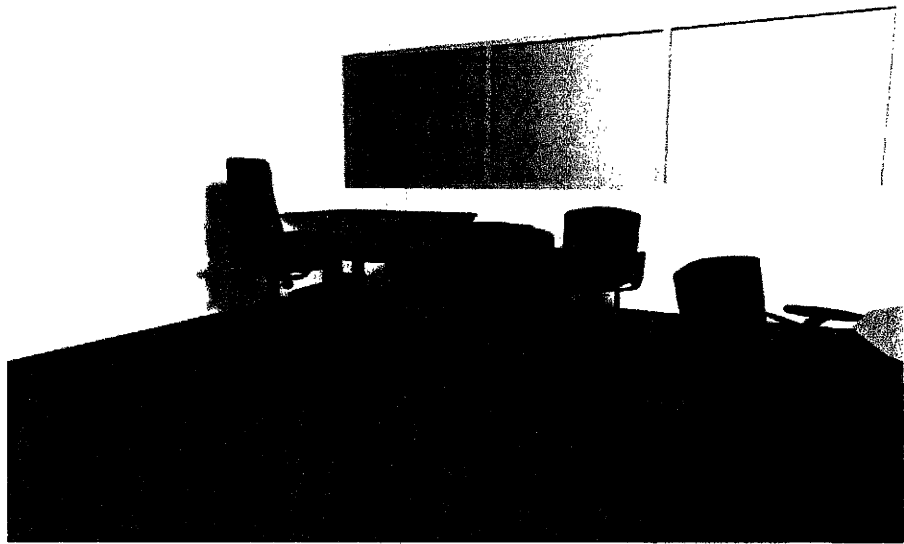
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|-----|------------------------------|---|
| 1.0 | Full Fabric Partition | |
| | -Thickness | 40mm thick in powder coated aluminum; connectors in powder coated GI sheet |
| | - Frame | Sturdy Aluminum |
| | - Fabric | Flame Retardant Fabric on HDF backing |
| | - Color | Royal Blue (supplier to submit color/fabric swatches for approval) |
| 2.0 | Worktops | |
| | - Thickness | 30mm thick High Pressure Laminated (HPL) particle board; with machine bonded PVC edge |
| | - Color | (supplier to submit color swatches for approval) |
| | - Material | Heavy duty, high pressure woodgrain laminate top |
| 3.0 | Mobile pedestal | |
| | - Material | Steel metal sidings/powder coated finish |
| | - No. of drawers | three (3) |
| | - Color | (supplier to submit color swatches for approval) |
| | - Wheels/Casters | Heavy duty hard plastic wheel casters |
| 4.0 | Staff Chairs | |
| | - Features | Low back swivel chair with armrest |
| | | Gas lift height adjustment |
| | | Tilting function |
| | - Fabric (upholstered) | Flame Retardant Fabric |
| | - Color | Royal Blue (supplier to submit color/fabric swatches for approval) |
| | - Wheels/casters | Heavy duty hard plastic wheel casters |
| 5.0 | Visitor's Chairs | |
| | - Features | Low back with armrest |
| | | Sled base |
| | - Fabric (upholstered) | Flame Retardant Fabric |
| | - Color | Royal Blue (supplier to submit color/fabric swatches for approval) |

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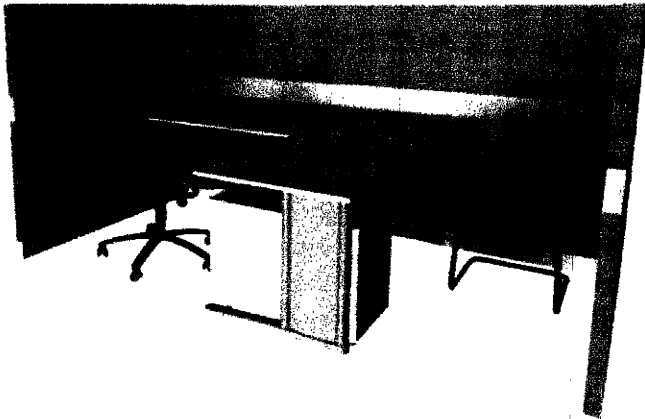
| | | |
|-----|-------------------------|--|
| | | approval) |
| 6.0 | Officer's Chairs | |
| | - Features | High back swivel chair with armrest |
| | | Gas lift height adjustment |
| | | Tilting function |
| | - Fabric (upholstered) | Flame Retardant Fabric |
| | - Color | Royal Blue (supplier to submit color/fabric swatches for approval) |
| | - Wheels/casters | Heavy duty hard plastic wheel casters |

-END-

| WORKPLACE STANDARDS | | | |
|-----------------------|-----------|--------------------------------|-------------------------|
| Positions | Job Level | PDIC Existing Space Allocation | Using Systems furniture |
| | | Workplace Area (sqm) | Workplace Area (sqm) |
| 1 Vice President | E | 25.00 | 25.00 |
| 2 Officer (ADM/CEO) | A,B,C | 5.40 | 4.26 |
| 3 Staff (Rank & File) | 1-6 | 3.60 | 2.40 |



VP WORKSTATION



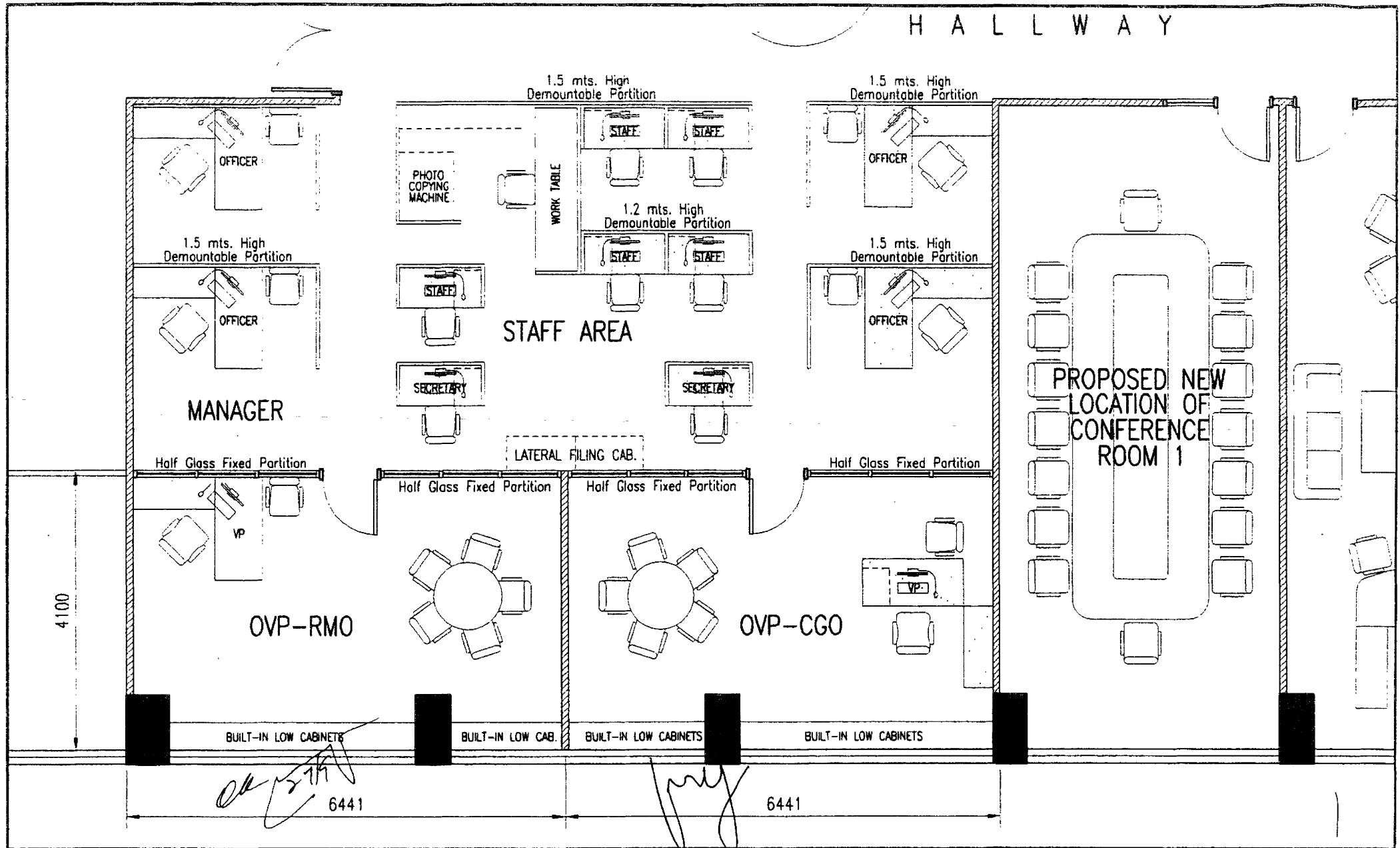
OFFICER'S WORKSTATION



STAFF WORKSTATION

WORKSTATIONS WITH SYSTEMS FURNITURE

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| OWNER | PROJECT TITLE | SHEET CONTENTS | REVISIONS | NO. | DATE | FILE NAME: | DATE | SHEET NO. |
|---|--|---|-----------|-----|------|--------------|---------|---------------|
|  PHILIPPINE DEPOSIT INSURANCE CORPORATION | RECONFIGURATION OF OVP-RMO; OVP-CG & OCS @ 8TH FLOOR LOCATION: SSS MAKATI BUILDING, AYALA AVE., CORNER V.A. RUFINO ST., MAKATI CITY, PHILIPPINES | PROPOSED OVP-RMO; OVP-CG & OCS LAYOUT (Full Systems Furniture) | - | | | DESIGNED BY: | | AR-000 |
| | | | | | | CADD BY: | | |
| | | | | | | CHECKED BY: | | |
| | | | | | | APPROVED BY: | | |
| | | | | | | SCALE: | 1:75 M. | |