

PROJECT: Supply and Installation of Systems Furniture for the PDIC Public Assistance Department (PAD) Office, Call and Email Center and Manpower Pool.

Location: 6th floor Herrera wing, SSS Building 6782 Ayala Ave. corner V.A. Rufino St., Makati City

I. SCOPE OF WORK

1. Supply and Installation of systems furniture for the PAD office, Call and Email Center and Manpower Pool 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 Public Assistance Department (PAD) 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.

II. SPECIFICATIONS

Quantity	PAD CALL & EMAIL CENTER	
	16 workstations with 1 staff per workstation and 2 workstations with 2 staff per workstation (shared) total of 20 workstations (Refer to attached layout)	
	CCLUSTER OF 16 WORKSTATIONS (1 staff per workstation)	
	Full fabric partition on aluminum frames:	
12	-1200mm (height) x 850mm (width)	Flame retardant fabric
20	-1200mm (height) x 6000mm (width)	color: royal blue (submit color/ provide necessary brackets/connectors) fabric swatches for approval)
	Worktops:	
16	-850mm (width) x 600mm (depth)	
	-High pressure woodgrain laminate top	
16	Chairs:	
	-Low back swivel chair with armrest	
	-Fabric upholstered	
	-Gas lift seat height adjustment	
	-Tilting function	
	-with heavy duty hard plastic wheel casters	
16	Mobile pedestal:	
	-3 drawers	
	-Steel/metal sidings; powder coated finish	

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-with heavy duty hard plastic wheel casters

CLUSTER OF 2 WORKSTATIONS (2 staff per workstation)

Full fabric partition on aluminum frames:

- | | | |
|---|---|---|
| 2 | -1200mm (height) x 1500mm (width) | Flame retardant fabric |
| 3 | -1200mm (height) x 600mm (width)
(provide necessary brackets/connectors) | color: royal blue (submit color/
fabric swatches for approval) |

Worktops:

- | | |
|---|--|
| 2 | -1500mm (width) x 600mm (depth)
-High pressure woodgrain laminate top |
|---|--|

Chairs:

- | | |
|---|--|
| 2 | -Low back swivel chair with armrest
-Fabric upholstered
-Gas lift seat height adjustment
-Tilting function
-with heavy duty hard plastic wheel casters |
|---|--|

Mobile pedestal:

- | | |
|---|---|
| 2 | -3 drawers
-Steel/metal sidings; powder coated finish
-with heavy duty hard plastic wheel casters |
|---|---|

PAD OFFICE/WORK AREA

8 workstations for staff and 3 workstations for officers (inclusive of manager's workstation)

OFFICER'S WORKSTATIONS:

Full fabric partition on aluminum frames:

- | | | |
|---|--|---|
| 4 | -1500mm (height) x 1500mm (width) | Flame retardant fabric |
| 2 | -1500mm (height) x 1200mm (width)
(provide necessary brackets/connectors) | color: royal blue (supplier to
submit color/fabric swatches for
approval) |

Tables/Worktops:

- | | |
|---|--|
| 3 | -1500mm (width) x 700mm (depth) |
| 3 | -1200mm (width) x 450mm (depth)
-High pressure woodgrain laminate top |

Chairs:

- | | |
|---|---|
| 3 | -high back swivel chair with armrest
-Fabric upholstered |
|---|---|

- Gas lift seat height adjustment
- Tilting function
- with heavy duty hard plastic wheel casters

- 3 **Mobile pedestal:**
- 3 drawers
 - Steel/metal sidings; powder coated finish
 - with heavy duty hard plastic wheel casters

- 3 **Visitor's chair:**
- Low back chair with armrest
 - Fabric upholstered
 - Sled base

STAFF WORKSTATIONS:

Full fabric partition on aluminum frames:

- 9 -1200mm (height) x 1200mm (width) Flame retardant fabric
- 15 -1200mm (height) x 600mm (width) - color: royal blue (supplier to submit
- 7 -1200mm (height) x 1000mm (width) color/fabric swatches for approval
(provide necessary brackets/connectors)

- 8 **Worktops:**
- 1200mm (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

- 8 **Mobile pedestal:**
- 3 drawers
 - Steel/metal sidings; powder coated finish
 - with heavy duty hard plastic wheel casters

PAD MANPOWER POOL

10 workstations with 2 staff per workstation (shared) and 2 workstations with 1 staff per workstation (total of 22 workstations-refer to attached layout)

CLUSTER OF 10 WORKSTATIONS (2 staff per workstation)

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Full fabric partition on aluminum frames:

- 8 -1200mm (height) x 1500mm (width) Flame retardant fabric
- 15 -1200mm (height) x 600mm (width) color: royal blue (supplier to
(provide necessary brackets/connectors) submit color/fabric swatches for approval

Worktops:

- 10 -1500mm (width) x 600mm (depth)
- High pressure woodgrain laminate top

Chairs:

- Low back swivel chair with armrest
- Fabric upholstered
- Gas lift seat height adjustment
- Tilting function
- with heavy duty hard plastic wheel casters

Mobile pedestal:

- 20 -3 drawers
- Steel/metal sidings; powder coated finish
- with heavy duty hard plastic wheel casters

2 INDIVIDUAL WORKSTATIONS

Full fabric partition on aluminum frames:

- 1 -1200mm (height) x 1200mm (width) Flame retardant fabric
- 3 -1200mm (height) x 600mm (width) color: royal blue (supplier to
- 1 -1200mm (height)x1000mm (width) (submit color/fabric swatches for
(provide necessary brackets/connectors)

Worktops:

- 1 -1200mm (width) x 600mm (depth)
- 1 -1000mm (width) x 600mm (depth)
- High pressure woodgrain laminate top

Chairs:

- Low back swivel chair with armrest
- Fabric upholstered
- Gas lift seat height adjustment
- Tilting function
- with heavy duty hard plastic wheel casters

Mobile pedestal:

- 2 -3 drawers

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- Steel/metal sidings; powder coated finish
- with heavy duty hard plastic wheel casters

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

IV 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. 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 Fact Sheet (Minimum Mandatory Requirement):

1.0	Full Fabric Partition	
	- Thickness	38mm 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	38mm 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

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5.0	Visitor's Chairs	
	- Features	Low back with armrest Sied base
	- Fabric (upholstered)	Flame Retardant Fabric
	- Color	Royal Blue (supplier to submit color/fabric swatches for 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-



PHILIPPINE DEPOSIT
INSURANCE CORPORATION

OWNER

PROJECT TITLE

SHEET CONTENTS

REVISIONS

NO.

DATE

DATE

DATE

SHEET NO.

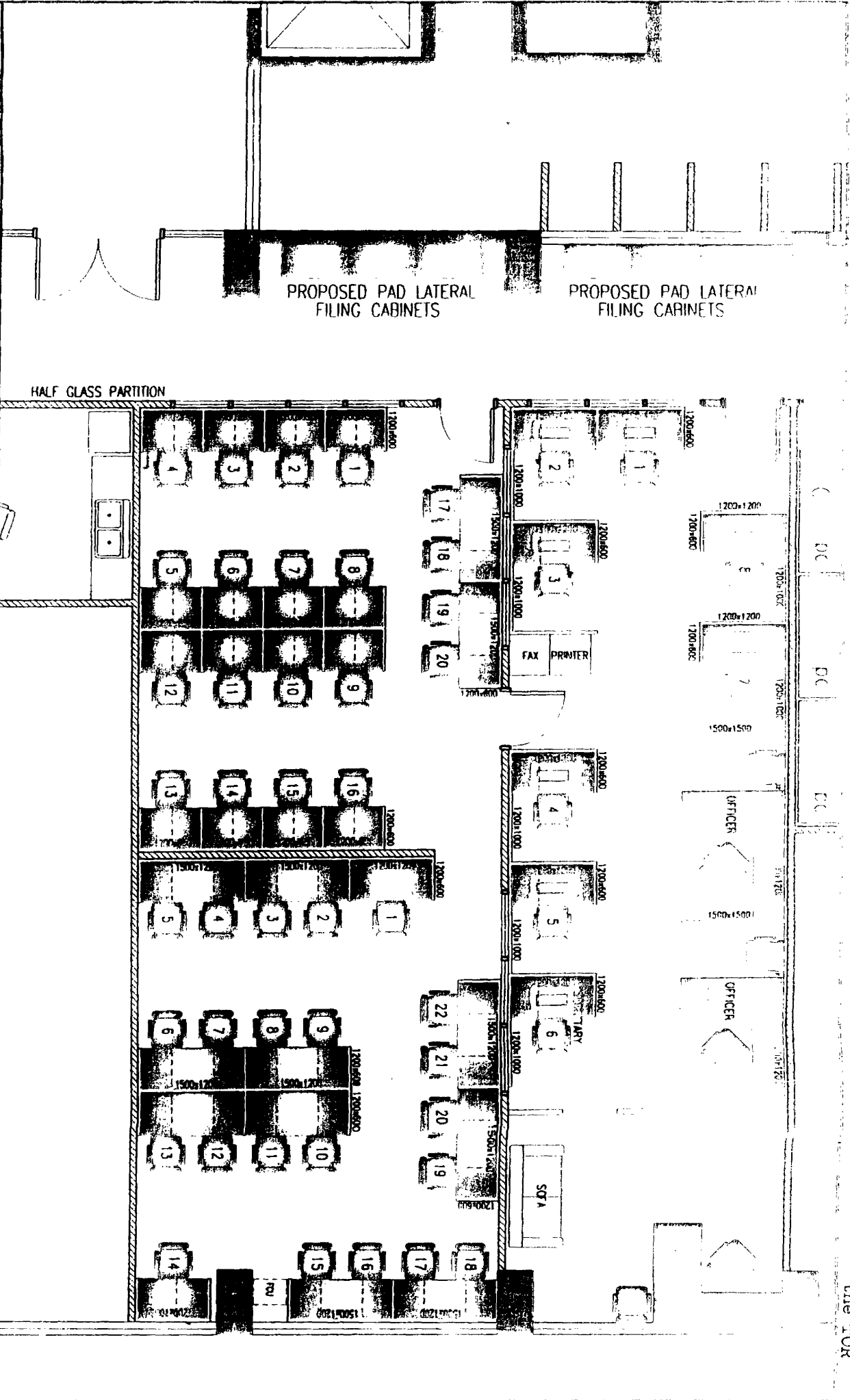
PROPOSED PAD OFFICE @
6TH FLOOR (Herrera wing)

PROPOSED PAD OFFICE,
CALL CENTER &
MANPOWER POOL LAYOUT

LOCATION
SSS MAHAT BLDG, ANA AVE, CORONA
VA RIZON ST, MAHAT CITY, PHILIPPINES

NO.	DATE	REV. NAME

AR-000

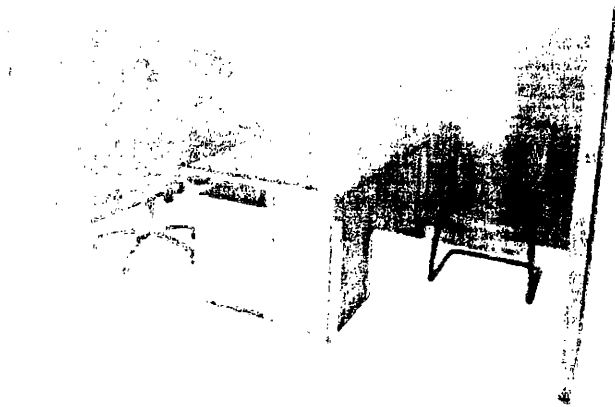


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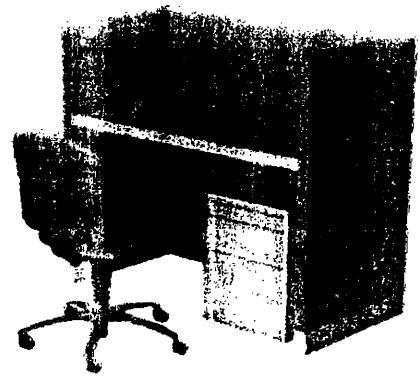
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WORKPLACE STANDARDS

Positions	Job Level	PDIC Existing Space Allocation	Using Systems furniture
		Workplace Area (sqm)	Workplace Area (sqm)
1 Officer (ADM/CEO)	A,B,C	5.40	4.20
2 Staff (Rank & File)	1-6	3.60	2.40
3 Call Center Staff	-	2.16	1.50
4 Manpower Pool Staff	-	2.16	1.30



OFFICER'S WORKSTATION



STAFF WORKSTATION



CALL CENTER WORKSTATIONS



MANPOWER POOL WORKSTATIONS

WORKSTATIONS WITH SYSTEMS FURNITURE

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