

### TERMS OF REFERENCE

**Nature of Project:** Supply, Delivery and Installation of Modular Workstations at the Office of Commissioner Acosta

**Location :** Second Floor, Civil Service Commission – Central Office (CSC-CO)  
IBP Road, Constitution Hills, Diliman, Quezon City

**Approved Budget for the Contract: Php 620,640.00** (inclusive of government taxes)

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#### A. RATIONALE

The project requires the procurement of modular work stations to be installed at the Office of Commissioner Acosta to be completed within Forty-Five (45) Calendar Days upon receipt of the Purchase Order.

The procurement is intended to maximize the use of the limited workspace at the Office of the Commissioner and provide all staff an environment conducive workstation in order for them to have enough privacy hence focus on assigned tasks without distraction.

The procurement shall be in accordance with the general provisions, specifications and other requirements of the Civil Service Commission (CSC) and the guidelines under the Revised Implementing Rules and Regulations (IRR) of R.A. 9184, otherwise known as "The Government Procurement Reform Act (GPRA)". Specifically, the procurement of the supply, delivery and installation of modular work stations is based on, and consistent with, the duly approved Supplemental Annual Procurement Plan (SAPP), Approved Budget for the Contract (ABC) and Supplemental Procurement Project Management Plan (SPPMP) of the Commission.

#### B. GENERAL PROVISION

1. The intent of this specification is to prescribe the complete supply, delivery and installation of Modular Work Stations which the prospective bidder will undertake in full compliance with the CSC requirements. If there is any contradiction or ambiguity between sections of this specification, the bidder should bring the matter to the attention of the implementing Office which is the Office for Financial and Assets Management – Building and Grounds Maintenance Division (OFAM-BGMD) during the

actual site inspection and to ensure conformance to the objective or intention before submitting a bid quotation/proposal.

2. All exceptions or alternatives to the specifications/requirements shall be clearly listed or enumerated. As a matter of preference, however, CSC shall consider ALTERNATIVES only after considering the bids that comply fully with the specifications.
3. All prospective bidders shall conduct site inspection and conduct actual measurement and to raise concern/s or questions that might arise upon their site visit prior to the submission of bid/quotation.

### C. GENERAL WORK REQUIREMENT

The works to be performed under this procurement shall include the following:

1. Assessment of the area with initial lay-out of the modular work stations with specifications;
2. The bidder shall conform with the lay-out and specifications of the work station and shall perform the following:
  - a. The winning bidder shall thoroughly clean all areas affected by the works undertaken to the satisfaction of the OFAM-BGMD and Inspection and Acceptance Committee authorized representative of CSC-CO.
  - b. Should the winning bidder incur damages in the work area during the performance of the project, the same should be fixed/replaced by the winning bidder without additional charge, otherwise, the amount equivalent to the fixing of the same will be deducted on the payment due to the winning bidder.
3. Modular Work Stations to be installed by the winning bidder shall have the following minimum specifications:
  - a. **Proposed Description of Materials.** Considering that prospective bidder shall have conducted their site inspection and actual measurement prior to the submission of bids/quotations, any discrepancy on the size and quantity provided on the layout shall have been brought to the attention of Office for Financial and Assets Management, Building and Grounds Maintenance Division (CSC-BGMD) and settle the matter prior to the submission of bid quotations, otherwise, any discrepancy shall be borne or deducted on the amount due to the supplier, whichever is advantageous to the CSC.



- The **Partitions** shall be made with 6cm Aluminum Capping and Endtrim with Aluminum Skirting Base, durable laminate finish partition with double glass panels on top with frosted stripes sticker having a height specified in the quantity estimate; Partition beyond 2.40m in length must be divided into 2 partitions.
- The **Workstation** (desk, side return and back table) shall be made of stainless steel frame or aluminum in powder coat paint finish,  
**Desktops/Tabletop:** High-Pressure Laminate (HPL) finish and shall be “L” shaped (without cut) provide support on the panel with length of more than 1.50m to prevent sagging; desk/table which does not have support must have metal leg and front panel.
- The tabletops shall be made of 25 mm thick boards High-Pressure Laminate (HPL) finish with PVC edging and plastic grommets (anticipate the location of mobile pedestal), where the computer and electrical wirings can easily pass through from the table top to the convenience outlet at the baseboard.
- The **Acoustical panel** should have a minimum thickness of 6 cm. It should also be equipped with aluminum raceway with cover at the baseboard where wires and telephone and LAN cables can be placed, and electrical outlets can be easily, safely and conveniently installed. Aluminum baseboard shall be user-friendly and can be easily removed and fixed during installation and/or inspection of wires and cables.
- Each work station shall have ready accessories, namely; heavy duty three (3) drawers mobile pedestal steel cabinet, center drawer and CPU holders which includes: pulls/handles and key lock/s; and supply and install two (2) heavy duty duplex convenient outlet mounted at the base of the panel connected to the power source and one (1) IO Outlet.
- All partition and the peripherals comprising the modular workstations come with 1-year warranty from Manufacturers defect.

(The winning bidder shall be required to present swatches for color and design pattern from which the end-user shall identify its preference. The end-user reserves the right to choose the color and design pattern for the modular work station)

**b. Work Area/Stations Specification/Measurement**

- See attachment (Annex A – Approved Lay-out with Dimensions)
  - All items on the lay-out with legends are to be included for procurement. The size of partitions shall not be less than what is indicated on the layout except however if upon suppliers’ actual measurement, which shall

be prior to submission of quotations, find the working areas smaller than what is indicated on the lay-out. The discrepancy shall be brought to the attention of OFAM-BGMD and the bidders are advised to present alternative, if such situation would arise. Otherwise, any discrepancy shall be borne or deducted to the total contract price due to the winning bidder, whichever is applicable, by the CSC.

#### **D. PAYMENT TERMS AND PENALTY CLAUSE**

All items shall be delivered and installed first before payment is made by the CSC-CO within 10 (ten) government working days after the submission of complete documents. The Inspection and Acceptance Committee of the CSC-CO shall determine the completeness and accuracy of the delivered goods to ensure that defects are corrected if any, and said items conform to the specifications provided in the Letter Order (LO) / Purchase Order (P.O.) prior to the processing of the payment voucher.

That upon acceptance of the Inspection and Acceptance Committee, the OFAM-BGMD shall issue a Certification stating that the Project has been completed hence, processing of payment shall commence.

Upon failure to comply with the Terms and Conditions of the contract and also to make full delivery of the items as agreed by both parties, the winning bidder shall have corresponding penalties/liquidated damages of at least 1/10 of 1% of the total cost of undelivered/uninstalled items pursuant to Item 3.1 on the Guidelines issued on Contract Implementation for the Procurement of Goods, Supplies and Materials. Such amount shall be deducted from any money due or which may become due to the winning bidder.

In no case however, shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price, in which event the procuring entity concerned shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

#### **E. GUARANTEE/WARRANTY SERVICES**

The winning bidder shall issue a **CERTIFICATE** for a one (1) year warranty on any work slippage/ replacement of parts which are found to be manufacturer's defect.

#### **F. PRICE QUOTATION VALIDITY**

The price quotation shall be valid within 120 calendar days after the opening of quotations/bids.

**G. TAXES**

Any and all taxes, fees, charge, imposts, and other legal execution due or that may become due under the procurement shall be for the account of the winning bidder and shall be included in the price quotation.

The Civil Service Commission as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

**H. DELIVERY DATE**

The winning bidder shall commence the supply and complete the installation of the Modular Work Stations to the Office of Commissioner Acosta within forty-five (45) calendar days from receipt of the approved Letter Order/Contract.

The CSC-CO and the winning bidder shall coordinate and agree on the work schedule in the performance and completion of the job which shall not exceed a maximum period of forty-five (45) Calendar days upon the receipt of LO / PO. The CSC-CO may schedule it during non-working days as to avoid disruption on the daily activities of the Office concerned and/or when the situation so requires. It shall be clear, however, that the day scheduled for installation shall not incur additional cost on the part of the CSC.

**I. DELIVERY PLACE**

Office of Commissioner Acosta, Second Floor of CSC Main Building, Civil Service Commission- Central Office.

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