

## TERMS OF REFERENCE

### I. PROJECT TITLE:

**SUPPLY OF LABOR AND MATERIALS FOR THE ADDITIONAL WORKSTATIONS AND FURNITURE OF VARIOUS OFFICES OF THE BUREAU OF THE TREASURY CENTRAL OFFICE.**

### II. DESCRIPTION:

To set up an additional workstation within the existing office infrastructure to support increased workload, enhance productivity, and accommodate a new employee or division expansion.

### III. APPROVED BUDGET FOR THE CONTRACT (ABC):

Six Hundred Eighty-Eight Thousand Pesos (Php688,000.00)

*Inclusive of all applicable tax*

### IV. SCOPE OF WORK:

#### A. Hardware Maintenance Division

1. Mobilization of manpower and equipment
2. Supply and Installation of modular partitions
3. Supply and Installation of laminated folding table
4. Supply and Installation of Five (5) layer steel racks
5. Clearing of the working area.
6. Demobilization of equipment and manpower.

#### B. Bureau Budget Division

1. Mobilization of manpower and equipment
2. Supply and Installation of modular partitions
3. Supply and Installation of adjustable round table
4. Supply and Installation of sledge type office chair
5. Supply and Installation of Laminated Folding Table
6. Clearing of the working area.
7. Demobilization of equipment and manpower.

#### C. Human Resource Management Division

1. Mobilization of manpower and equipment
2. Dismantling of existing modular partition.
3. Reconfiguration of existing modular partition
4. Supply and Installation of additional parts of existing modular partition
5. Supply and Installation of additional modular partitions
6. Supply and Installation of countertop table.
7. Supply and Installation of side panel
8. Supply and Installation of table bracket and grommet
9. Clearing of the working area.
10. Demobilization of equipment and manpower.

### V. BILL OF QUANTITIES

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>
			<b>HARDWARE MAINTENANCE DIVISION</b>
1	6	<i>Units</i>	Laminated Table with Metal Legs, with Floor Adjuster Leveler 110cm (W) x 70cm (D) x 75cm (H)
2	2	<i>Units</i>	Folding Table with Foldable Metal Legs, Hard Plastic Top 180cm (L) x 75cm (W) x 75cm (H)
3	2	<i>Sets</i>	Modular Partition with Glass/Fabric/Metal Perforated 120cm x 180cm Lower Part: Metal Perforated Powder Coated Finish Middle Part: Fabric Upholstered Finish

			Upper Part: Clear Class with Aluminum Powder Coated Frame <i>Note: See the existing color of the modular partition</i>
4	1	Set	Frosted Sticker <i>Note: Design Cut Out Same as Existing Frosted Sticker</i>
5	3	Units	Five (5) Layer Steel Racks, 1 ½" x 1 ½" x 1.5mm Thick Angular Posts - Metal Powder Coated Steel Plates Shelves - 120cm (W) x 40cm (D) x 225cm (L)
			<b>BUREAU BUDGET DIVISION</b>
1	1	Set	Modular Partition with Glass/Fabric/Metal Perforated 70cm (W) x 120cm (H) x 6cm thk Lower Part: Metal Perforated Powder Coated Finish Middle Part: Fabric Upholstered Finish Upper Part: Clear Class with Aluminum Powder Coated Frame <i>Note: See the existing color of the modular partition</i>
2	1	Set	Frosted Sticker
3	1	Set	Adjustable Round Table with Metal Legs, 1.0m – 1.40m Diameter - In laminated finish
4	8	Units	Meeting Chair with Arm rest, Sledge Base, Black Leatherette
			<b>HUMAN RESOURCE MANAGEMENT DIVISION</b>
1	1	Lot	Dismantling and reconfiguration works
2	1	Lot	Additional Modular Partition Parts - Must refit existing modular partitions from existing to new propose layout - All excess parts shall be properly wrap and turn over to end-user
3	17	Sets	Modular Partition with Glass/Fabric/Metal Perforated 120cm (H) x 147cm (W) x 6cm thk Lower Part: Metal Perforated Powder Coated Finish Upper Part: Clear Class with Aluminum Powder Coated Frame <i>Note: See the existing color of the modular partition</i>
4	9	Sets	Modular Partition with Glass/Fabric/Metal Perforated 120cm (H) x 120cm (W) x 6cm thk Lower Part: Metal Perforated Powder Coated Finish Upper Part: Clear Class with Aluminum Powder Coated Frame <i>Note: See the existing color of the modular partition</i>
5	1	Lot	Frosted Sticker <i>Note: Design Cut Out Same as Existing Frosted Sticker</i>
6	6	Units	Countertop in Laminated Finish Size: 68cm (W) x 72.5cm (H) x 2.5cm thk - Double Side Lamination - With 2mm PVC Edgeband on 2 long sides and 1 short side - With Floor Adjuster for leveling purposes
7	1	Unit	Side Panel in Laminated Finish Size: 72.5cm (H) x 68cm (W) x 2.5cm thk - Double Side Lamination - With 2mm PVC Edgeband on 2 long sides and 1 short side - With Floor Adjuster for leveling purposes
8	30	Pcs	Table Bracket in Metal Powder Coated Finish - Use for Hanging
9	12	Pcs	Grommet in PVC Finish - Use for organizing desk cables - Size: 50mm diameter
			Nothing Follows

**VI. CONTRACT DURATION:**

The project must be completed in Thirty (30) calendar days from the issuance of the Purchase Order.

**VII. RESPONSIBILITIES OF SUPPLIER / CONTRACTOR:**

- a. Must have at least five (5) years of existence in the business.

*Nature of Business: Supply and Installation of Office Furniture*

**VIII. RESERVATION CLAUSE:**

The BTr reserves the right to reject documents that do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance rejects any bids; declare a failure of bidding, annul the bidding process, or not award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the BTr.

The BTr assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

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