

## TECHNICAL SPECIFICATIONS

### PROJECT: SUPPLY AND DELIVERY OF VARIOUS OFFICE CHAIRS FOR DBP BBG-SOUTHERN MINDANAO

#### I. APPROVED BUDGET FOR THE CONTRACT

FOUR HUNDRED SEVENTY-SIX THOUSAND PESOS ONLY (P476,000.00), inclusive of all applicable government taxes.

UNIT/BRANCH	ABC
Cotabato Branch	32,000.00
Davao Branch	88,000.00
Gensan Branch	47,000.00
Malita Branch	12,000.00
Marbel Branch	197,000.00
Tacurong Branch	100,000.00
<b>Total</b>	<b>476,000.00</b>

*Project will be awarded to the Supplier with the lowest total quoted price, subject to the condition that quoted price shall not exceed the set ABC per unit/branch.*

#### II. EQUIPMENT'S SPECIFICATION AND OTHER DETAILS

BRANCH	FILING CABINET TYPE	NO. OF UNITS	Budget per Unit
Cotabato Branch	Clerical Chair	8	4,000.00
Davao Branch	Teller's Chair	6	8,000.00
	Clerical Chair	10	4,000.00
Gensan Branch	Clerical Chair	8	4,000.00
	Visitor's Chair	5	3,000.00
Malita Branch	Visitor's Chair	4	3,000.00
Marbel Branch	High-back Chair	1	10,000.00
	Mid-back Chair	2	10,000.00
	Clerical Chair	10	4,000.00
	Visitor's Chair	9	3,000.00
	Gang Chair	5	20,000.00
Tacurong Branch	Gang Chair	5	20,000.00

*see attached approved specifications for each type of filing cabinet*

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date

**III. DELIVERY AND INSTALLATION PERIOD**

1. Within 45 calendar days upon receipt of Purchase Order (PO) / Notice to Proceed (NTP). If delivery will extend to 2025, supplier is required to have partial delivery on or before December 27, 2024.
2. Complete delivery addresses and branch's point person will be provided upon issuance of PO/NTP.
3. Winning bidder shall handle freight cost.
4. Upon delivery, the Supplier shall provide duly signed individual Delivery Receipts to the identified branches.

**IV. CONDITIONS OF THE CONTRACT**

1. The Winning Bidder shall ensure that the items delivered are in accordance with the approved Specifications. DBP may terminate /cancel the Purchase Order/Notice to Proceed when the Winning Bidder fails to deliver, perform and comply with its obligation as required in the contract.
2. The Winning Bidder, in consideration of the payment to be made by DBP, binds itself to pay, furnish and complete any and all necessary permits, materials, labor, tools, equipment, supplies, utilities, transportation, superintendence, supervision and other facilities to ensure performance on the supply, delivery, installation and testing of the units in the Procuring Entity.
3. DBP shall be free from any kind of claims, damages, liabilities or course of action in the event the Winning Bidder violates any terms and conditions hereof, including nay and all liabilities arising from the Winning Bidder's non-compliance with the requirements of the Workmen's Compensation, Social Security and other labor laws.
4. The Winning Bidder shall hold all obligations, duties and responsibilities necessary to the successful completion of the contract assigned to be undertaken by the Winning Bidder, including labor, materials, equipment and services, other incidentals and furnishings thereof in accordance with the specifications and the addenda prepared by DBP.

**V. LIQUIDATED DAMAGES**

If the winning bidder fails to satisfactorily deliver any or all of the Goods within the period specified in the Contract, inclusive of duly granted time extensions if any, the Procuring entity shall, without prejudice to its other remedies under the Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay until actual delivery performance. The maximum amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind the Contract, without prejudice to other courses of action and remedies open to it.

**VI. PAYMENT**

1. **ONE-TIME FULL PAYMENT** shall be processed and credited to the Winning Bidder's DBP deposit account or through Manager's Check upon issuance of Certificate of Inspection and Acceptance by the Procuring Entity, which shall be based on the completion of all deliverables.
2. The Winning Bidder shall open an account with DBP within ten (10) banking days upon receipt of Notice of Award (if no existing account yet).
3. Official receipt/Sales Invoice/Invoice shall be issued by the Winning Bidder upon receipt of full payment.

**VII. RETENTION MONEY**

The obligation for one (1) year warranty (reckoned from the date of acceptance) shall be covered by either retention money or a special bank guarantee equivalent to **five percent (5%)** of the total contract amount. The said amount shall only be released after the lapse of the warranty period of one (1) year, provided, however, that the good delivered are free from patent and latent defects and all conditions imposed under this Contract have been fully met.

Conforme:
_____ Bidder's Company Name
_____ Name & Signature of Authorized Representative
_____ Designation
_____ Date

**VIII. WARRANTY**

1. One year warranty on parts upon acceptance of the project and shall be covered by a certificate. If the unit malfunctions or develop any trouble within the warranty period, the same shall be subject to repair or parts/unit replacement free of charge. Warranty shall likewise extend until such time the Winning Bidder completes the repair or replaces the defective part/unit.
2. Cost of transportation or delivery fee shall also be to the account of the supplier/contractor.
3. The Winning Bidder shall warrant that the goods subject to Purchase Order/ Notice to Proceed are free from the latent defects during inspection and testing periods.

**IX. DOCUMENTARY REQUIREMENTS**

The supplier must submit the following:

1. Signed Request for Quotation (RFQ)
2. Proposal/Quotation
3. Valid and Current Business Permit
4. BIR Certificate of Registration
5. Proof of PhilGEPS Registration/PhilGEPS Profile
6. Income/Business Tax Return
7. Technical Data Sheet/Brochure of the brand/model being offered.
8. Notarized Omnibus Sworn Statement signed by owner / authorized representative.
9. Signed/conformed technical specifications
10. Signed/conformed Integrity Pledge
11. Signed/conformed Data Privacy Consent Forms

Prepared By:

**SIGNED**

CAMILLE MARIANNE M. DELOS REYES  
RBAC-SM Secretariat

Approved by:

**SIGNED**

VP MARY JOYCE B. SALGADOS  
OIC, BGG-SM

Conforme:

\_\_\_\_\_  
Bidder's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

## TECHNICAL SPECIFICATIONS

### HIGH-BACK CHAIR

#### Specification:



- Description : Executive high back chair leatherette double foam-cushion upholstered seat and backrest; foam-padded upholstered armrest; gas lift; chrome plated star base with twin caster; tilting/swivel mechanism
- Color : Black

#### Dimensions

- Seat : minimum of 550 mm x 600 mm
- Backrest : minimum of 520 mm x 740 mm
- Height : minimum of 1200 mm (adjustable)
- Size Tolerance :  $\pm 25.4$  mm in either direction

Note : Design should be the same or similar as the attached photo.

## TECHNICAL SPECIFICATIONS

### MID-BACK CHAIR

#### Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.
- Color : Blue

#### Dimensions

- Seat : minimum of 500 mm x 470 mm
- Backrest : minimum of 550 mm x 500 mm
- Height : minimum of 901 mm (adjustable)
- Size Tolerance :  $\pm 25.4$  mm in either direction

Note : Design should be the same or similar as the attached photo.

Conforme:
_____ Bidder's Company Name
_____ Name & Signature of Authorized Representative
_____ Designation
_____ Date

## TECHNICAL SPECIFICATIONS

### TELLER'S CHAIR

#### Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; without armrest; tilting/swivel mechanism; five (5) legged with foot ring; fixed base.
- Color : Blue

#### Dimensions

- Seat : minimum of 480 mm x 450 mm
- Backrest : minimum of 470 mm x 500 mm
- Height : minimum of 950 mm (adjustable height)
- Size Tolerance :  $\pm 25.4$  mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers.

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date



## TECHNICAL SPECIFICATIONS

### CLERICAL CHAIR

#### Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; gas lift; with arm rest; five (5) legged nylon star base with twin caster; tilting/swivel mechanism.
- Color : Blue

#### Dimensions

- Seat : minimum of 500 mm x 450 mm
- Backrest : minimum of 450 mm x 500 mm
- Height : minimum of 800 mm (adjustable height)
- Size Tolerance :  $\pm 25.4$  mm in either direction

Note : Design should be the same or similar as the attached photo.

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date

## TECHNICAL SPECIFICATIONS

### VISITOR'S CHAIR

#### Specification:



- Description : Fabric moulded foam-cushion upholstered seat and backrest; without armrest; gauge 18 steel with 5/8" round-tubular construction chrome finish (sled type leg) and poly floor glides.
- Color : Blue
- Dimensions : minimum of 584 mm (W) x 584 mm (D) x 762 mm (H)
- Seat : minimum of 420 mm x 420 mm
- Foam Thickness : 1.5 inches
- Size Tolerance :  $\pm 25.4$  mm in either direction

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers for evaluation on your end.

Conforme:
Bidder's Company Name
Name & Signature of Authorized Representative
Designation
Date



## TECHNICAL SPECIFICATIONS

### GANG CHAIR (4-SEATER)

#### Specification:



- Description : Leatherette molded foam cushion upholstered backrest and seat; 1.4 mm thickness perforated metal seats sprayed with static powder after anti rust treatment; with armrest and steel frame legs
- Color : Black leatherette and matte silver for the steel base

Note : Design should be the same or similar as the attached photo and request quotation from prospective suppliers.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date