



OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor, MWSS Building, Balara, Katipunan Ave. Quezon City

SUPPLEMENTAL BID BULLETIN NO. 2

AMENDMENTS TO THE BIDDING DOCUMENTS OF THE PUBLIC BIDDING FOR THE SUPPLY, DELIVERY AND INSTALLATION OF OFFICE MODULAR PARTITION WITH TABLES, DRAWERS AND OFFICE CHAIRS ON THE WEST WING

As discussed during the Pre-Bid Conference held on 14 November 2019, the Bids and Awards Committee hereby issues amendments and clarifications to the previously issued Bidding Documents. All prospective bidders are hereby advised that the following portions of the Invitation to Bid (ITB) and Technical Specifications of the issued Bidding Documents for this procurement project, and the related provisions in the Bidding Documents are hereby amended as follows:

I. OBJECT OF THE BIDDING/ADDITIONAL WORKS:

The project now involves procurement of Office Fixtures for the pantry in the West Wing. Thus, the Procurement is now titled: **Supply, Delivery and Installation of Office Modular Partition with Tables, Drawers, Office Chairs and Fixtures for the Pantry in the OGCC, West Wing.**

The Approved Budget for the Budget (ABC) remains at **Two Million Three Hundred Thousand Pesos (PhP2,300,000.00).**

The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.

II. ADDITIONAL INSTRUCTION/S:

Bidders are encouraged to visit the OGCC Office from 28, 29 November and 2 December 2019 at any time between 9:00 am to 4:00 pm to conduct actual site inspection in order to enable them to prepare their bids in accordance with the minimum specification of the project.

Kindly look for Diane Camilla R. Borja for assistance. Bidders may call the OGCC Office to inform the OGCC of their planned site inspection.

Tel. No.: 3436-3779 or 3434-0598

III. TECHNICAL SPECIFICATIONS:

Please see revised Technical Specification. Revised floor plan is also attached together with the revised Technical Specification.

IV. REVISED SCHEDULE FOR THE SUBMISSION AND OPENING OF BIDS UNDER SBB NO. 1

<i>Amended Schedule</i>
BID SUBMISSION AND OPENING OF BIDS : <i>3 December 2019; 1:00 pm</i>

V. MISCELLANEOUS COST/S:

Dismantling Fee must be included in the cost/computation.

VI. TECHNICAL PROPOSAL WITH SAMPLE ILLUSTRATION

Please note that the Sample Illustration to be provided by the bidder is only intended for the Bids and Awards Committee and the Technical Working Group to have an idea of the exact item to be offered. Bids will still be evaluated based on the statement of compliance as provided in the Bidding Documents.

Item	Sample Illustration	Statement of Compliance
General Requirements for both GCAs, CAO and Administrative Staffs (Secretaries)		
Material: Full Fabric Partition		
Color : Two Toned (50-50) Light (upper part) Royal Blue (lower part)		
Partition Thickness : Minimum of 4.5cm Thick Partition with aluminum cappings		
Acoustical Panel Thickness : Minimum of 4.5cm, equipped with aluminium raceway with cover at baseboard where wires and electrical outlets can be easily, safely and conveniently installed.		

<p>Workstation accessories:</p> <p><u>Two (2) heavy duty duplex convenient outlet</u> (for each partition) mounted at the base of the panel and with electrical line connection to the main power source with the following minimum specifications:</p> <p style="padding-left: 40px;">-TYPE A; -Standard voltage: 220V -Standard frequency: 60Hz</p>		
<p>GCA's</p>		
<p>Dimensions of modular partition with separate workstation table: (ROWS A-E)</p> <p>(H)150cm x (W)150cm x (L)180cm</p>		
<p>Row A (Please see attached lay-out/drawing)</p> <p>Qty: 5</p> <p>with extended partition for privacy: (H) 150 x (L) 80 cm with doors and door knobs for privacy</p> <p><i>Please see Technical Specs.</i></p>		

<p>Rows B, C, D, E</p> <p>Qty: 20</p> <p><u>Without Doors</u> but with extended partition for privacy: (H) 150 x (L) 80 cm</p> <p><i>Please see Technical Specs.</i></p>		
<p>Stand-alone tables: For Rows A-E</p> <p>Qty: 25</p> <p>Executive Table: (W) 140 cm x (D) 70cm x (H) 74cm or nearest dimension to fit the area</p> <p>Side Table: (W) 120 cm x (D) 44cm x (H) 69cm or nearest dimension to fit the area</p> <p>Side Cabinet: (W) 105 cm x (D) 42cm x (H) 69cm or nearest dimension to fit the area</p> <p><i>Please see Technical Specs.</i></p>		
<p>Chairs</p> <p>Qty: 25</p> <p>Color: Black Type: High Back Chair Material: Leather finish Chrome arms, Chrome plated starbase with casters, tilt and height adjustable</p>		

<p><i>Please see design reference in the Technical Specifications</i></p>		
<p>CHIEF ADMINISTRATIVE OFFICER</p>		
<p>Qty: 1 Dimensions of modular partition with separate workstation table: (H)150 cm x (W) 200 cm x (L) 200 cm</p> <p>Extended Partition for Privacy: (H) 150 x (L) 80 cm</p> <p>Executive Table: (W) 140 cm x (D) 70cm x (H) 74cm or nearest dimension to fit the area</p> <p>Side Table: (W) 120 cm x (D) 44cm x (H) 69cm or nearest dimension to fit the area</p> <p>Side Cabinet: (W) 105 cm x (D) 42cm x (H) 69cm or nearest dimension to fit the area <i>Please see Technical Specs.</i></p>		
<p>Chair</p> <p>Color: Black Type: High Back Chair Material: Leather finish Chrome arms, Chrome plated starbase with casters, tilt and height adjustable</p>		

<p><i>Please see design reference in the Technical Specifications</i></p>		
<p>SECRETARIES</p>		
<p>Dimensions of modular partition with provision for worktable or table top and side table:</p> <p>Modular partition (H)90cm x (W) 150 cm x (L) 120cm</p> <p>Tabletop: (W) 140 cm x (D) 60cm x (H) 74cm <u>or</u> nearest dimension to fit the area</p> <p>Side Table: (W) 120 cm x (D) 40cm x (H) 74 cm <u>or</u> nearest dimension to fit the area <i>Please see Technical Specs.</i></p>		
<p>Workstation accessories:</p> <p>Mobile Pedestal Steel Drawers for Secretaries with the following minimum specifications:</p> <ul style="list-style-type: none"> -Quantity: 9 -With 3 drawers -With locking mechanism -With 1 pen tray -With 1 file divider -With 4 castors -Color: White -Dimensions: 40 (w) x 65 (h) 56 (d) x cm 		

<p>Keyboard holder for each workstation for the Secretaries</p>		
<p>Chairs:</p> <p>Qty: 9</p> <p>Color: All Black Type: Midback Chair Material: Nylon Finish With arm rest, chrome plated starbase, simple tilt mechanism and casters Dimensions (minimum): 22" (L) x 20" (W) x 40" (H)</p> <p><i>Please see design reference in the Technical Specifications</i></p>		
<p>ONE CUSTOMIZED EXECUTIVE OFFICE CHAIR FOR THE OFFICE OF ONE ASSISTANCE GOVERNMENT CORPORATE COUNSEL</p>		
<p>Specifications:</p> <p>Qty: 1</p> <p>Type: Highback Heavy duty office chair Can withstand up to 300 lbs With adjustable arm rest With tilt mechanism and heavy duty casters</p>		
<p>FIXTURES FOR THE PANTRY</p>		
<p>Modular Partition Wall for Pantry</p>		

<p>Qty: 1</p> <p>Dimensions: (H)150cm x (L)120cm Material, Color, Partition Thickness and Accoustical Panel Thickness: same with par. 3.1 to 3.4 of the Technical Specification</p>		
<p>Pantry table with Chairs</p> <p>Qty: 1</p> <p>For: 6 Seater Color: Brown Material: Wood Dimension: (L) 145cm X (W) 84cm or nearest dimension to fit the area</p>		
<p>Kitchen Rack</p> <p>Qty: 1</p> <p>Material: MDF Color: Black Dimension: (L)80 cm x (W) 33 cm x (H) 75cm or nearest dimension to fit the area</p>		
<p>Kitchen Cabinet</p> <p>Qty: 1</p> <p>Material: MDF Color: Brown Dimension: (L) 41" x (W) 15" x (H) 70" or nearest dimension to fir the area</p>		

TERMS OF REFERENCE

I. PROJECT TITLE

Supply, Delivery and Installation of Office Modular Partition with Tables, Drawers and Office Chairs on the West Wing of OGCC.

II. ITEMS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

ITEMS	Unit Price	Quantity	ABC
Modern Modular Partition		1 Lot	2,300,000.00
Total ABC			2,300,000.00

NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder's financial proposal.

III. TECHNICAL SPECIFICATIONS

Office Modular Partition
Specifications:
<p>1) Location: West Wing of OGCC, 3rd Floor MWSS Administration Building (occupied by Government Corporate Attorneys (GCAs) of TEAM 5 and 2; Secretaries; the Chief Administrative Officer and his Secretary)</p> <p>2) Quantity:</p> <p>Team 2: 7 GCAs + 3 Secretaries = 10 pax</p> <p>Team 5: 6 GCAs + 3 Secretaries = 9 pax</p> <p>1 Chief Admin Officer + 3 Secretaries = 4 pax</p> <p>Additional GCAs = 12 pax</p> <p>Total pax: 35</p> <p>3) Office Modular Partition:</p> <p>3.1) Material: Full Fabric Partition</p> <p>3.2) Color: Two Toned (50%-50%) - Light Blue (upper part) and Royal Blue (lower part)</p> <p>3.3) Partition Thickness: Minimum of 4.5cm Thick Partition with aluminum cappings</p>

3.4) Acoustical Panel Thickness: Minimum of 4.5cm, equipped with aluminium raceway with cover at baseboard where wires and electrical outlets can be easily, safely and conveniently installed.

3.5) Workstation accessories:

a) **Mobile Pedestal Steel Drawers** for Secretaries with the following minimum specifications:

- Quantity: 9
- With 3 drawers
- With locking mechanism
- With 1 pen tray
- With 1 file divider
- With 4 castors
- Color: White
- Dimensions: 40 (w) x 65 (h) 56 (d) x cm

b) **Two (2) heavy duty duplex convenient outlet** (for each partition) mounted at the base of the panel and with electrical line connection to the main power source with the following minimum specifications:

- TYPE A;
- Standard voltage: 220V
- Standard frequency: 60Hz

c) Keyboard holder for each workstation

3.6) Dimensions of modular partition with separate workstation table:

a) **For GCAs:** (H)150 cm x (W) 150 cm x (L) 180 cm

Row A (facing the Record Room): with extended partition for privacy: (H) 150 x (L) 80 cm with doors and door knobs for privacy

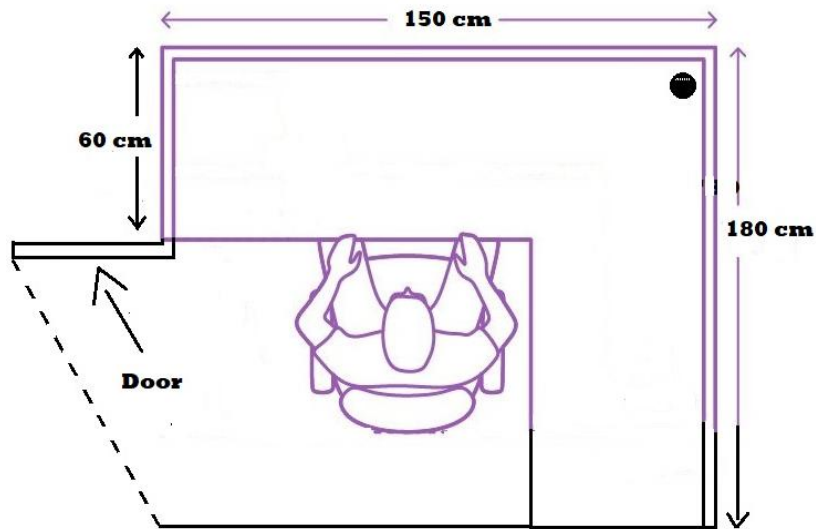
Executive Table: (W) 140 cm x (D) 70cm x (H) 74cm **or** nearest dimension to fit the area

Side Table: (W) 120 cm x (D) 44cm x (H) 69cm **or** nearest dimension to fit the area

Side Cabinet: (W) 105 cm x (D) 42cm x (H) 69cm **or** nearest dimension to fit the area

Quantity: 5

See figure below:



Rows B, C, D, and E: (H)150 cm x (W) 150 cm x (L) 180 cm

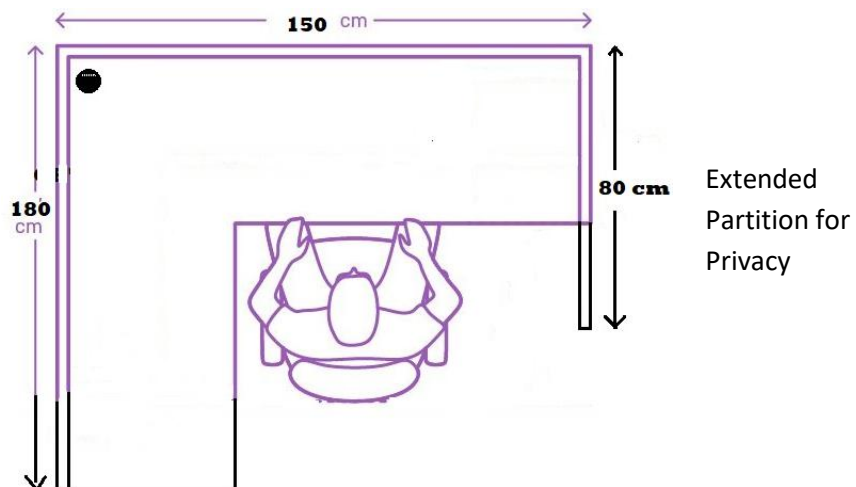
Without Doors but with extended partition for privacy: (H) 150 x (L) 80 cm

Executive Table: (W) 140 cm x (D) 70cm x (H) 74cm or nearest dimension to fit the area

Side Table: (W) 120 cm x (D) 44cm x (H) 69cm or nearest dimension to fit the area

Side Cabinet: (W) 105 cm x (D) 42cm x (H) 69cm or nearest dimension to fit the area

See Figure below.



b) **For Chief Admin Officer (CAO):** (H)150 cm x (W) 200 cm x (L) 200 cm

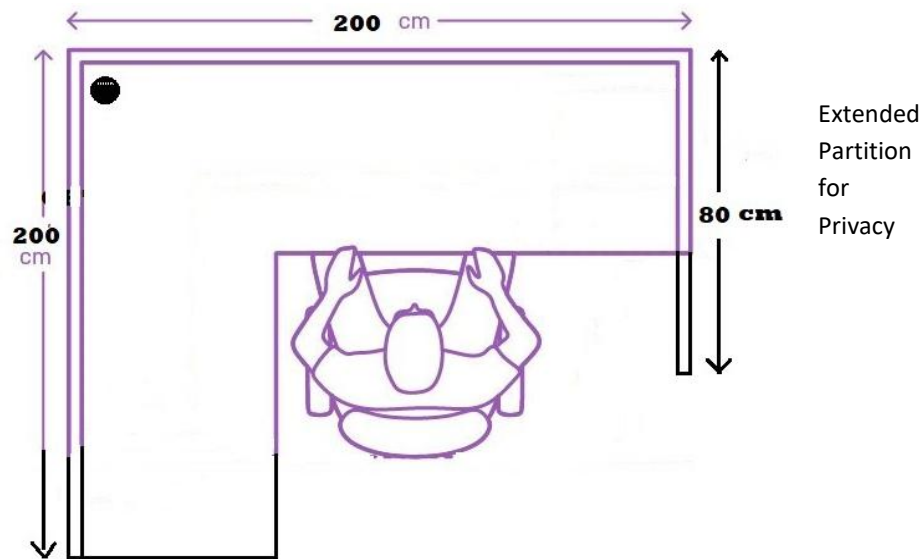
Extended Partition for Privacy: (H) 150 x (L) 80 cm

Executive Table: (W) 140 cm x (D) 70cm x (H) 74cm or nearest dimension to fit the area

Side Table: (W) 120 cm x (D) 44cm x (H) 69cm or nearest dimension to fit the area

Side Cabinet: (W) 105 cm x (D) 42cm x (H) 69cm or nearest dimension to fit the area

See Figure below.

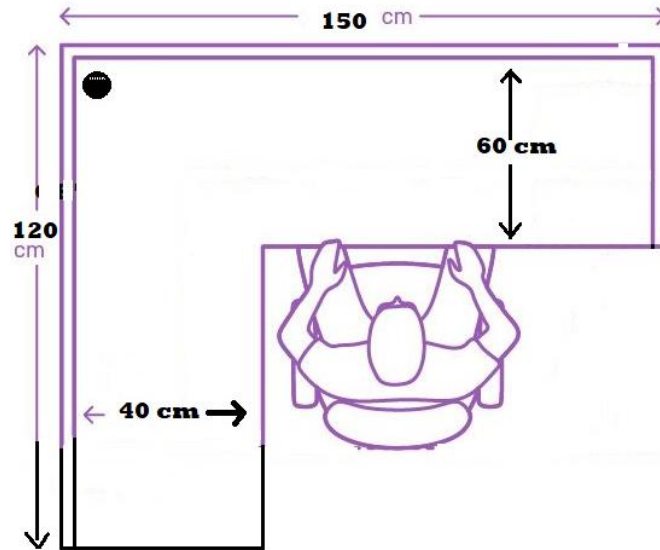


c) **For Secretaries:** (H)90cm x (W) 150 cm x (L) 120cm

Tabletop: (W) 140 cm x (D) 60cm x (H) 74cm or nearest dimension to fit the area

Side Table: (W) 120 cm x (D) 40cm x (H) 74 cm or nearest dimension to fit the area

See Figure below.



4) Modular Partition Wall for Pantry:

Dimensions: (H)150 cm x (L) 120 cm

Quantity: 1

Material, Color, Partition Thickness and Acoustical Panel Thickness:

Same as paragraphs 3.1 to 3.4

5) Office Chairs (minimum specifications):

5.1)For GCAs and Chief Admin Officer:

Color: Black

Type: High Back Chair

Material: Leather finish

Chrome arms, Chrome plated starbase with casters, tilt and height adjustable

Quantity: 26

See image below:



5.2) For Secretaries:

Color: All Black

Type: Midback Chair

Material: Nylon Finish

With arm rest, chrome plated starbase, simple tilt mechanism and casters

Dimensions (minimum): 22" (L) x 20" (W) x 40" (H)

Quantity: 9

See image below:



5.3) Customized Executive Office Chair for the Office of Assistant Government Corporate Counsel

Specifications:

Type: Highback

Heavy duty office chair

Can withstand up to 300 lbs
With adjustable arm rest
With tilt mechanism and heavy duty casters
Quantity: 1

6) Pantry table with Chairs:

Quantity: 1 set
For: 6-Seater
Color: Brown
Material: Wood
Dimension: (L) 145cm X (W) 84cm or nearest dimension to fit the area

7) Kitchen Rack

Quantity: 1
Material: MDF
Color: Black
Dimension: (L)80 cm x (W) 33 cm x (H) 75cm or nearest dimension to fit the area

8) Kitchen Cabinet

Quantity: 1
Material: MDF
Color: Brown
Dimension: (L) 41" x (W) 15" x (H) 70" or nearest dimension to fir the area

9) General Work Requirements: The works to be performed shall include the following:

9.1)The **initial layout** of the modular work stations with specifications will be provided by the OGCC upon posting of the requirements in PhilGEPS. From posting period and prior to the submission of bids/quotations, the bidders **must conduct actual inspection of the area and may provide a modified layout design plan** that would cater the requirements of OGCC.

Please see initial layout (revised) attached as Annex "A" hereof.

9.2)Assessment of the area (West Wing of the OGCC Building) with initial layout of the modular work stations with specifications.

9.3)Inspection of existing electrical wiring connections and provision of 2 heavy duty electrical outlet.

9.4)The winning bidder shall be required to present swatches for color

and design pattern from which the OGCC shall identify its preference.

9.5) Modular Partition with doors and doorknobs in Row A, extended modular partition for Rows B,C, D and E (for GCAs and CAO), and extended modular partition for Pantry Area must be considered.

9.6) Should the winning bidder incur damages in the work area during the performance of the project, the same should be repaired/replaced by the winning bidder without any additional charge, otherwise, the amount equivalent to the repair/replacement of the same will be deducted from the payment due to the winning bidder.

IV. REQUIREMENTS FOR BIDDERS

- a. Bidders must comply and submit the eligibility documents, financial documents and related documents listed in the Philippine Bidding Documents.
- b. Bidders must be registered with PhilGEPS as Platinum Member.

V. SCOPE OF WORK

- a. The Supply, Delivery and Installation of Office Modern Modular Partition with Tables, Drawers and Office Chairs shall cover the following:
 - i. Labor: Transportation, field allowance, and incidental expenses of personnel in charge of installation.
 - ii. Materials: such as cutting tools, hammer, nails, electrical wirings, electrical sockets and other incidental materials.
 - iii. On-site Inspection: The prospective bidder shall be responsible for coordinating and conducting an on-site inspection of the identified installation site(s) and electrical wiring connection.
 - iv. Installation Period: To prevent interruption and distraction of work, the Office Modular Partition shall be installed in the West Wing Portion of the OGCC (3rd flr, MWSS Admin Building) within three (3) consecutive days starting Saturday, Sunday and Monday from receipt of the Notice Proceed from 8am to 5pm, **unless a request for extension is submitted by the winning bidder with no additional cost on the part of OGCC.** Actual dates for installation period will be determined in the Notice to Proceed.
 - v. Dismantling of partitions: The contractor/supplier shall be responsible for the dismantling of existing partitions, hauling of debris, and installation of necessary hardware.

- vi. Electrical wiring: The contractor shall be responsible for the installation of electrical wiring and provision of 2 heavy duty electrical outlets in the modular partition which includes labor and materials.
 - vii. Supply and Delivery of Office Chairs, Tables, Drawers and other requirements listed herein in the OGCC.
- b. The winning bidder/supplier shall deliver, install and undertake the scope of work at the given office address below:

Property and Supply Office

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

3rd Flr MWSS Administration Building, Katipunan Ave., Balara, Quezon City

- c. The winning bidder/supplier shall deliver the items within 45 calendar days from receipt of the Notice to Proceed.
- d. The items shall be inspected by the supply officer upon delivery.
- e. The winning bidder/supplier shall replace all items with apparent defects and damage within seven (7) days from the date of discovery by the supply officer during the actual inspection.
- f. In case of non-apparent defect or damage on the items, the supply officer shall promptly report this matter to the supplier within three (3) days from the date of discovery thereof.

VI. TERMS OF PAYMENT

- a. Advance payment is not allowed.
- b. The OGCC shall pay the Service Contractor within **60** working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables/documentary requirements.

VII. WARRANTY

- a. 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.

Please be guided accordingly.

Sgd.

DOMINADOR R. ISIDORO, JR.

*Assistant Government Corporate Counsel
Bids and Awards Committee, Chairperson*