



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority
REGULATORY OFFICE

TERMS OF REFERENCE

I. PROJECT

Procurement for supply and installation of various Furniture and Fixtures such as modular partitions with workstations, shelves, cabinets, mobile pedestals, office tables and chairs.

II. RATIONALE

The Regulatory Office (RO) has transferred from its 37 sqm room at Club Intramuros Golf Course, Manila, to a new 120 sqm office space (inclusive of 11 sqm separate storeroom) at the UP-Asian Institute of Tourism compound in UP Diliman, Quezon City. Aside from the six (6) sets of assorted tables and chairs lent by TIEZA from its old stocks, additional tables and chairs were temporarily borrowed from the MWSS Regulatory Office to complement its increasing manpower. However, such is still not sufficient nor suitable for RO's needs and TIEZA's stature. Therefore, RO would be requiring the services of a contractor/supplier for the installation of new modular partitions with workstations and supply of furniture and fixtures such as mobile pedestal, free standing tables, executive tables, chairs, shelves, cabinets and other office furniture that would be needed for the new office.

III. The following would be the area of installation for the modular partitions including other requirements, item description and specifications:

- a. Chief Regulator's Office
- b. Assistant Chief Regulator's Office for Operations and Customer Service Regulation Division (OCSRD)
Assistant Chief Regulator's Office for Finance Regulation Division
- c. Staff Area
- d. Conference Room

Approximate area of office space is 109.14 square meters (sq.m.)

IV. TERM OF CONTRACT AND PAYMENT SCHEDULE

The term of contract will be forty five (45) calendar days for the production, delivery and installation of the modular partitions and other furniture and fixtures. The contract will commence upon the receipt of the Notice to Proceed (NTP).

Estimated Budget for the Contract is TWO MILLION ONE HUNDRED THOUSAND PESOS (PhP2,100,000.00).

The payment schedule will be as follows:

Progress	Percentage of Payment	Terms and conditions
Mobilization Fee	15% of the contract price	Upon submission of a Surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission
Delivery of items	25%	Submission of delivery receipts, sales invoice, inspection and acceptance report
Installation of partitions	50%	Upon completion of installation
Full payment	10%	Upon inspection and acceptance

V. LAY OUT PLAN

Please refer to “ANNEX A”

VI. GENERAL TERMS AND CONDITIONS

1. The CONTRACTOR/SUPPLIER must have at least five (5) years experience and expertise in the supply of labor and materials for the installation of modular partitions with workstations and other furniture and fixtures.
2. The CONTRACTOR/SUPPLIER must have completed a single contract that is similar to this Project for the past 3 years, equivalent to at least fifty percent (50%) of the ABC.
3. The layout plan provided serves as guide and is for reference purposes only. The SUPPLIER/CONTRACTOR shall inspect the office site and may submit his own layout plan/design and perspective subject to the approval by the RO.
4. The CONTRACTOR/SUPPLIER shall provide their Company Profile with latest Government and Private contracts awarded. Product brochures, product specifications, perspective, and sample of fabric material and color swatches of the materials being offered shall likewise be submitted.
5. The Technical Specifications (ANNEX B) provided shall be the minimum requirement and the SUPPLIER/CONTRACTOR shall submit its proposal, equal or better that the specifications provided by the end user.
6. Workmanship shall be in accordance with the best standard practices and all operations required under and all parts of the specifications shall be undertaken in a neat, workmanlike manner.
7. The CONTRACTOR/SUPPLIER warrants that all materials, goods, parts and paraphernalia forming part of this Contract shall be complete, intact and in good order at all times.
8. All defective work, whether the result of poor workmanship, defective materials, damage through carelessness or any other cause, found to exist prior to acceptance of, or final payment for the work shall be removed immediately and replaced by work and materials

shall conform to the specifications, or shall be otherwise remedied in an acceptable manner. This clause shall have full effect regardless of the fact that the work may have been done within the full knowledge of the RO.

9. That in the event that the CONTRACTOR/SUPPLIER fails to complete the project with the time specified, the CONTRACTOR/SUPPLIER shall pay the RO of the liquidated damages, in accordance with the 2016 Revised Implementing Rules and Regulations of RA 9184.
10. The work covered under the Contract consists of providing all materials, labor equipment, transportation, incidentals, facilities, and supervision necessary to complete the project in accordance with Approved Plans and Specifications.
11. The Warranty Period will be one (1) year on parts and services.

Submitted by:


MARISSA P. GUERRERO
Asst. Chief Regulator, OCSR

RECOMMENDING APPROVAL


DARREN D. FERNANDEZ
Chief Regulator

APPROVED / DISAPPROVED


MARK T. LAPID
Chief Operating Officer