



CAMPUS PLANNING, DEVELOPMENT & MAINTENANCE OFFICE
UNIVERSITY OF THE PHILIPPINES MANILA

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Organic Office for the Bids and Awards
Committees (OOBAC)
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REF. NO. : **WD183APP10132015**
PROJECT TITLE : **SUPPLY & INSTALLATION OF OFFICE FURNITURE
CASH OFFICE**
Joaquin Gonzales Compound
University of the Philippines Manila
SUBJECT : **SCOPE OF WORKS AND SPECIFICATIONS**



Division 1 - General

Section 01000 General Requirements

1. The Supplier shall furnish all materials, equipment, tools, apparatus, appliances, accessories, transportation, labor and supervision required for the complete construction of the subject project, as shown on the drawings and called for in these specifications, ready for use.
2. All Suppliers submitting proposal for this project shall first examine the site. All proposal shall take into consideration all such conditions that may affect the work under this contract. The specifications and plans shall form part as one. Anything mentioned on plans and not mentioned on the scope of work and specifications and vice versa shall be properly consulted to the CPDMO Project Architect/Engineer for clarification. Any work or materials not in accordance with the drawings or specifications shall be replaced with new at the Supplier's expense.
3. The Supplier shall coordinate his work with all parties to ensure proper phasing or schedule of works. The Supplier shall engage under him, Technical representative to supervise his work. He shall remain at all times in the installation site.
4. A logbook shall be available at the site. It shall contain the daily activities in the site, including weather condition, delivery, manpower and other matter pertaining to the condition of the project. It will also serve as data for Supplier and the Project Inspector.
5. Identification Card of construction workers and engineer/representative shall be supplied by CPDMO with corresponding fees; it should be worn at all times while inside the building/campus premises. Those without IDs shall not be allowed to enter the premises for security purposes.
6. No alteration or additional work that will result in an additive or deductive cost change from the Contract shall be allowed without the approval of the chancellor.

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7. Complete specifications with product sample shall be submitted by the Supplier to CPDMO and end-user for evaluation. Inspection of the Project Architect/Engineer in-charge shall be required prior to installation of any item/material on the construction.
8. Regular coordination meeting shall be conducted with CPDMO, Supplier and End-user for proper project monitoring.
9. Existing condition of the work site shall be documented by the Supplier and photos shall be taken before commencement of work to ensure such status. Any damage on the areas due to the supplier's on-going work shall be refurbished at his expense.
10. The Supplier shall provide a complete copy of "As built plans/Furniture layout" of the project/unit concerned in 20" x 30" original sheets. It should be properly drawn indicating all the specifications, layouts, tables and necessary data. An initial layout should be submitted in a B4 sheet for checking and approval of Project Architect/Engineer. Final "As built plans" shall be submitted with soft and hard copies.
11. After completion of all works, the Supplier shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the construction works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.
12. All materials removed from the unit shall be properly documented prior to turn-over to the End-user for proper safe keeping.

Division 2 - Site Construction

Section 02290 Site Monitoring

- Site monitoring shall be a must to the Supplier for the effective implementation of the project. Any discrepancies on plans and actual site conditions shall be properly coordinated with the Project Architect/Engineer concerned for verification.
- Regular coordination meeting shall be done between the Supplier or its representative and the Project Architect/Engineer concerned at CPDMO.

Section 02500 Utility Services

Utility Service/Consumption

- Provision of electric and water meter shall be included in the quotation to be charged to the Supplier's overhead. All utility consumption shall be provided with meters to limit the usage of such during working period. Payments of bills shall be made thru the Cash Office after the renovation period presenting the statement of account issued by Accounting upon recommendation of the Chief of CPDMO.

Division 11 – EQUIPMENT

Section 11020 Security and Vault Equipment

General

- All Cash Safe/Vault mobile shall be of modern design and fabricated in accordance with the best practices of the security industry. Fabricated and design will result in steel reinforced, combination lock, fire & drill resistive, lock plate secured with relocking devices and locking mechanism.

Standard Material Specifications:

A. Locking Systems:

- Locking Mechanism shall be controlled by a three - tumbler key changing combination lockset, listed It is capable of 1,000,000 combination changes. Installed at an ideal height and place for operation and various combination functions.
- Locking Bolts shall be fitted with Eight (8) sliding solid high-chromium steel 1" diameters. Four (4) on the lock-side and five (5) on the hinge-side, carefully planned and positioned to attain the highest efficiency side and consistent ability to secure the vault door.
- Lock Plate shall have a thick special steel plate with is employed to support the insulation against pounding.
- Mechanical Relock shall have a relocking mechanism attached to the combination lockset that will active when an attack is made on the lockset itself.
- Thermal Link shall have a relocking mechanism installed strategically which will activate when fire occurs and temperature reaches 370 degrees Centigrade.
- Enhanced Locking Mechanism shall be entirely original and uniquely designed locking methods, carefully developed by various strong points of several products available in the market, and the design of mechanism is patterned to prevent the use of the conventional and widely-known method of locking technique on security equipment locking mechanism.

B. Door Construction and Insulation:

- Insulation shall be protected by Super CF160, a fire and drill resistive insulation, made to secure the entire portion of the door, developed and tested to withstand successive use of penetrating tools. Provides consistent security on ALL sides of door.
- Reinforcement shall have strategically enclosed with steel reinforcements, supported by metal studs, contained in a combination of steel bars and wrought iron welded and spaced intelligently to strengthen, endure and survive an attack.

- Slab Support shall be electrically welded wire mesh, interconnected with the reinforcing bars, made to withstand hammering or pounding which further retard burglary when engaged in an attack.
- Bed plate shall have a thick steel plate attached to the insulation of the door which serves as the last line of defensive block of the door. Fully welded with all other metals close to its section and which ultimately complete security and defense of the equipment.

Division 12 – Furnishings

Section 12500 Furniture

General

- All casework shall be of modern design and constructed in accordance with the best practices of the wood furniture industry. Construction and design will result in "built-in" installations of cabinetry that have the appearance of flush overlay construction without protruberances.

Standard Material Specifications:

Cashier Transaction Counter (L-Shaped)

Staff no. 1,2,3,4 & 5

Size: 1.60/0.60 (L) x 1.45/0.60 (W) x 0.75 (H)

Worktop: 25mm thick H2150 fabric/clear glass panel

Top file: 0.40 M (H) in clear glass

Middle file: 0.40 M (H) in new icon fabric/ clear glass

Bottom file: 0.95 M (H) in new icon fabric

Side panel: MFC woodgrain flate edge side panel 715 (H)

Door: Woodgrain door panel 1.55 M (H)

Leg: Mild steel and leg stabilizer 0.715 M (H)

Metal modesty panel 0.45 M (H)

Metal part in epoxy finish

1 set keyboard tray for each user

Metal high mobile pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.66 M (H)

3 drawers + 1 filing for each user

Staff Table-1 with hanging cabinet

Staff no. 6, 7, 8 & 9

Size: 1.20 M (L) x 0.60 M (W) x 0.75 M (H)

Worktop: 25mm thick MFC woodgrain

worktop C/W 2mm PVC matching edging

Panel: 18mm frameless fabric panel 0.45 M

Upholstery: In new icon fabric
Leg: Mild steel legs and structure in epoxy finish
Metal part in epoxy finish
1 set keyboard tray for each user
1 set hanging sliding cabinet for each user (2 layers)
Size: 0.50 M (D) x 1.20 M (W) x 0.85 M (H)

Metal high mobile pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.66 M (H)
3 drawers + 1 filing for each user

Staff Table-2

Staff no. 10 & 11
Size: 1.20 M (L) x 0.60 M (W) x 0.75 M (H) Work table
Size: 1.20 M (L) x 0.50 M (W) x 0.85 M (H) Hanging cabinet
Worktop: 25mm thick MFC woodgrain
worktop C/W 2mm PVC matching edging
Panel: 18mm frameless fabric panel 0.45
Upholstery: in new icon fabric
Leg: Mild steel legs and structure in epoxy finish
Metal part in epoxy finish
1 set keyboard tray for each user

Metal high mobile pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.66 M (H)
3 drawers + 1 filing for each user

Executive Table

Chief's room
Size: 1.80 M (L) x 0.80 M (W) x 0.75 M (H) Main desk
Size: 1.20 M (L) x 0.45 M (W) x 0.72 M (H) Side cabinet
Steel Frame W/ MFC W/ Side Cabinet / MPD

Information Counter-1 (L-Shaped) with mobile pedestal

Information Counter, Lobby
Size: 2.40 M/0.60 M (L) x 1.50 M/0.50 M (W) x 1.10 M/0.75 M (H)
Worktop: 25mm thick MFC woodgrain
worktop C/W 2mm PVC matching edging
Panel: 80 mm thk x 1.10 M (H)
Top tile: In new icon fabric
Bottom tile: In new icon fabric
Leg: Mild steel legs and structure in epoxy finish
1 set keyboard tray

Metal high mobile pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.66 M (H)
3 drawers + 1 filing for each user

Conference Table

Chief's Room

Size: 1.60 M (L) x 0.80 M (W) x 0.75 M (H)
Worktop: Melamine Laminated Finish, W/ Edge Band.
Legs: Steel Frame Powder Coated Finish

Pantry Table

Pantry

Size: 1.50 M (L) x 0.75 M (W) x 0.75 M (H)
Worktop: 25mm thick MFC woodgrain
worktop C/W 2mm PVC matching edging
Leg: Mild steel legs and structure in epoxy finish

Executive Chair

Headrest: Height adjustable filing headrest
Seat: Height adjustable
Arm: Height/forward adjustable
Lumbar: Adjustable lumbar support
Base: Crown base in chrome finish
Mechanism: Single lock, synchronize, fix seat
Upholstery: Backrest in black mesh & seat in black leather finish

Staff Chairs

Arm: Height adjustable
Base: Nylon base with castor in black finish
Mechanism: Single lock, synchronize, fix seat
Upholstery: Backrest in black mesh & seat in black PVC finish

Pantry Chair

Sled type, Stackable chrome base

Conference Chair

Seat: Fixed
Arm: Fixed die cast aluminum armrest in chrome finish
Base: Die cast aluminum cantilever base in chrome finish
Upholstery: Nylon mesh

Visitor Chair

Seat: Fixed

Arm: Height adjustable armrest

Base: Normal cantilever base in chrome finish

Upholstery: Backrest in black mesh & seat in black PVC finish

Safe master vault with wheels

Staff no 1, 2, 3, 4 & 5

Size: 0.22' (W) x 20' (D) x 29' (H)

Steel reinforced, combination lock, fire & drill resistive,

lock plate, relocking devices, locking mechanism

NOTE

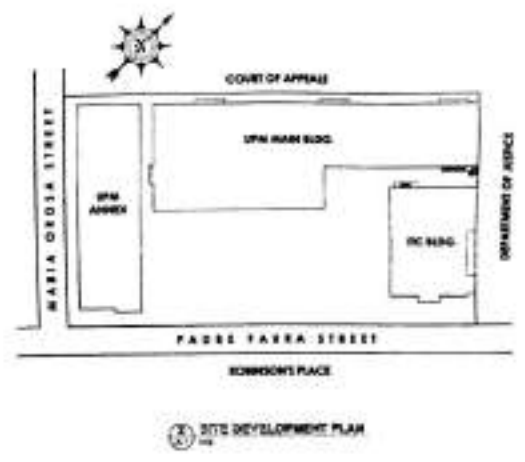
The foregoing list of item of works does not in any way limit the responsibility of the Supplier to perform all other works necessary for the completion of the project, Supply & installation of Office furniture at Cash Office

GUARANTEE

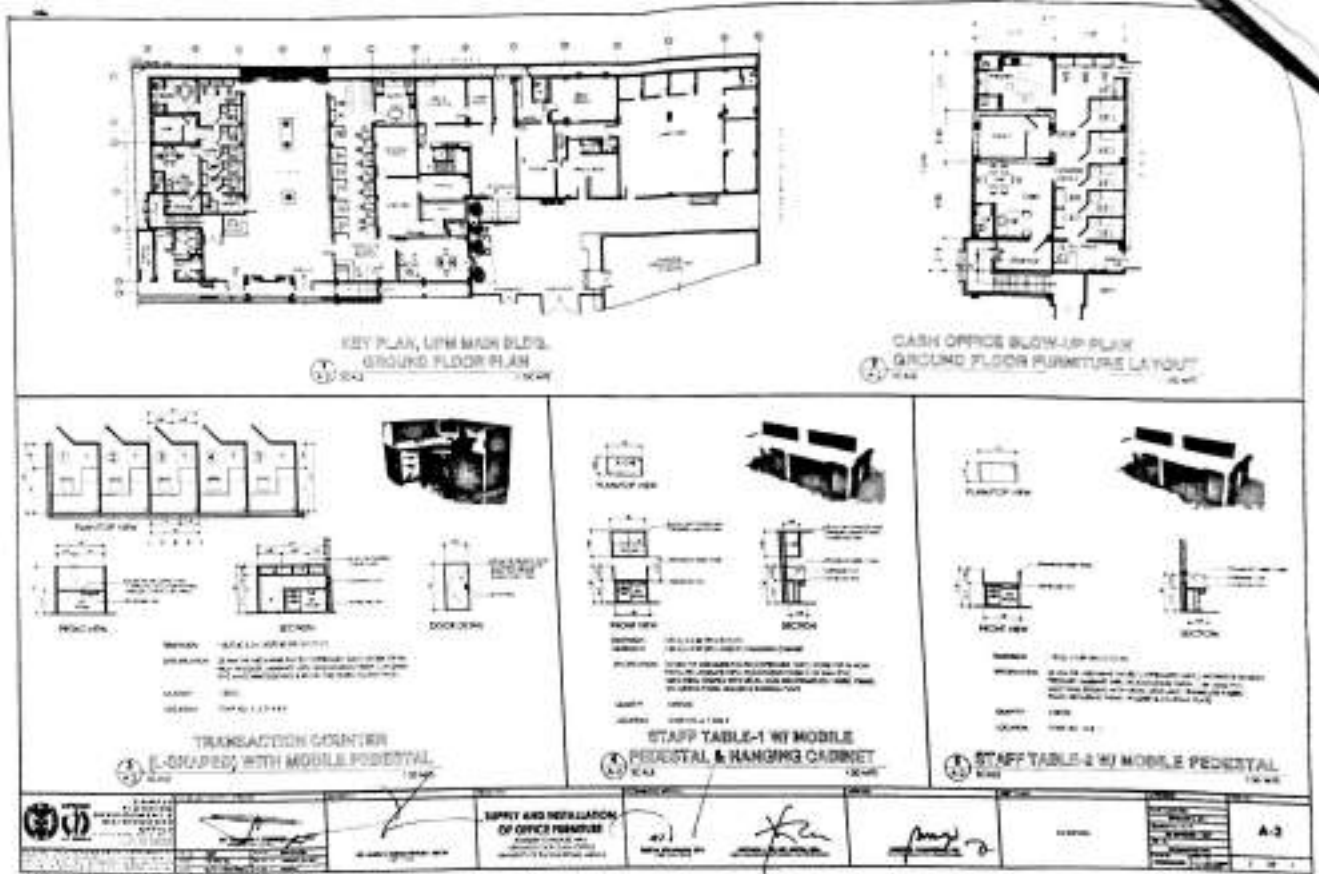
The Supplier shall guarantee all works under this contract to be free from any furniture defects and shall replace and repair to the satisfaction of the Project Architect / Engineer and/or to the Chief of CPDMO on any part or portion of the work which may fail within **a period of one (1) year after the final acceptance of the system** provided such failure is due to defects in the material or workmanship.

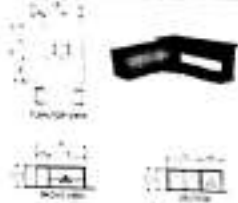
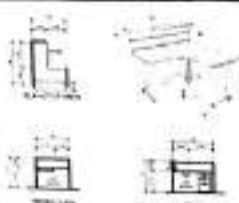
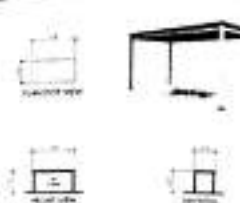









COMPLETION PERIOD

The Supplier is given **Sixty (60) Calendar days** to execute the renovation works including the installation all system requirements. The Supplier shall coordinate to the CPDMO Inspector and End-users for the schedule of testing of systems and other related job.



			<p>SUPPLY AND INSTALLATION OF OFFICE FURNITURE</p>				<p>A-1</p>
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 <p>EXECUTIVE TABLE 10' x 12'</p> <p>ITEM NO: 101234 QTY: 1 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	 <p>INFORMATION COUNTER - 2 STANDS BY MOBILE PEDISTAL 10' x 10'</p> <p>ITEM NO: 101235 QTY: 2 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	 <p>PANTRY TABLE 10' x 10'</p> <p>ITEM NO: 101236 QTY: 1 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	 <p>CONFERENCE TABLE 12' x 12'</p> <p>ITEM NO: 101237 QTY: 1 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	
 <p>EXECUTIVE CHAIR</p> <p>ITEM NO: 101238 QTY: 1 MATERIAL: MESH FINISH: BLACK COLOR: BLACK</p>	 <p>DWARF CHAIR</p> <p>ITEM NO: 101239 QTY: 1 MATERIAL: MESH FINISH: BLACK COLOR: BLACK</p>	 <p>CONFERENCE CHAIR</p> <p>ITEM NO: 101240 QTY: 1 MATERIAL: MESH FINISH: BLACK COLOR: BLACK</p>	 <p>MEAL BOOTH 10' x 10'</p> <p>ITEM NO: 101241 QTY: 1 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	
 <p>VISITOR BOOTH</p> <p>ITEM NO: 101242 QTY: 1 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	 <p>DWARF CHAIR</p> <p>ITEM NO: 101243 QTY: 1 MATERIAL: MESH FINISH: BLACK COLOR: BLACK</p>	 <p>MOBILE PEDISTAL</p> <p>ITEM NO: 101244 QTY: 1 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	 <p>STAFF TABLE ACCESSORIES</p> <p>ITEM NO: 101245 QTY: 1 MATERIAL: LAMINATED VENEER FINISH: BLENDED WOOD GRAIN COLOR: BIRCH</p>	
<p>UNIT AND RETENTION OF OFFICE FURNITURE</p> <p>APPROVED: _____</p> <p>DATE: _____</p>				<p>4-2</p>