



CAMPUS PLANNING, DEVELOPMENT & MAINTENANCE OFFICE

UNIVERSITY OF THE PHILIPPINES MANILA

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CPDMO



U.P. MANILA

PROJECT TITLE : **SUPPLY AND INSTALLATION OF OFFICE AND CLASSROOM FURNITURE**
UPSHS Baler, Aurora
University of the Philippines Manila

SUBJECT : **SCOPE OF WORKS AND SPECIFICATIONS**



CPDMO10002971


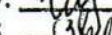
Division 1 - General



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 proposals 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, a 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.

SUPPLY AND INSTALLATION OF OFFICE AND CLASSROOM FURNITURE -UPSHS BALER
SCOPE OF WORKS AND SPECIFICATIONS

Office of the Vice Chancellor for
Planning and Development

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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 commence 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 an A3 sheet for checking and approval of Project Architect/Engineer. Final "As built plans/Furniture Layout" shall be submitted with soft and hard copies.
11. The Supplier shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials weekly. After the completion of all works, 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 installation period presenting the statement of account issued by Accounting upon recommendation of the Chief of CPDMO.

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 protuberances.

Standard Material Specifications: Ground Floor:

DIRECTOR'S OFFICE:

Director's Table

Size: 1.80 M (L) x 0.80 M (W) x 0.75 M (H) Main desk steel leg

Size: 1.20 M (L) x 0.45 M (W) x 0.66 M (H) Side cabinet

HPL woodgrain with flat edge

Metal perforated modesty panel 0.40 M (H)

HPL side cabinet 1.20 M (L) x 0.45 M (W) x 0.66 M (H) Metal mobile pedestal,

2 Drawers + 1 Filing. Charcoal grey color.

Director's Chair

Headrest: Height adjustable tilting headrest

Seat: Height adjustable

Arm: Height/forward adjustable

Back: High

Lumbar: Adjustable lumbar support Base :

Crown base in chrome finish Mechanism:

Single lock, synchronize, fix seat

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

Visitor Chair

Seat: Fixed

Back: Low

Arm: Height adjustable armrest

Base: Normal cantilever base in chrome finish (sled type)

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

Conference Table

Size: 2.40 (L) x 1.20 (W) x 0.75 (H)

Worktop: 25mm thick HPL woodgrain

finish worktop C/W 2mm PVC matching

edging Legs: Mild steel legs and frame

Metal part in epoxy finish

2 sets metal trunking box 4 gang

1 large wire management box and wire tray

Underneath the worktop

aluminum grommet with

brush

Conference Chair

Seat: Fixed

Back: Mid

Arm: Height adjustable armrest

Base: Normal cantilever base in chrome finish (sled type)
Upholstery: Backrest in black mesh & seat in black fabric finish

SECRETARY POOL:

Secretary's Table

L-Shape Freestanding Table
Size: 1.50 M / 0.60 M (L) x .90 M / 0.45 M (W) x 0.75 M (H)
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Leg: Mild steel legs
Metal part in epoxy finish
Metal perforated modesty panel 0.40 M (H)
1 set keyboard tray for each user

Secretary's Chair

Arm: Height adjustable-Midback Chairs
Base: Nylon base with castor in black finish
Mechanism: Single lock, synchronize, fix seat
Upholstery: Backrest in black mesh & seat in black fabric finish.

Meeting Round Table

Size: dia.60R
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Metal Rounded Base in charcoal grey color.

Meeting Chair

Seat: Fixed
Back: Low
Arm: Height adjustable armrest
Base: Normal cantilever base in chrome finish
Upholstery: Backrest in black mesh & seat in black fabric finish

Metal High Mobile Pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)
2 drawers + 1 filing for each user

COLLEGE SECRETARY OFFICE:

College Secretary's Table

L-Shape Freestanding Table
Size: 1.80 M / 0.70 M (L) x .90 M / 0.45 M (W) x 0.75 M (H)
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Leg: Mild steel legs
Metal part in epoxy finish
Metal perforated modesty panel 0.40 M (H)
1 set keyboard tray for each user

College Secretary's Chair

Arm: Height adjustable-Midback Chairs
Base: Nylon base with castor in black finish
Mechanism: Single lock, synchronize, fix seat

Upholstery: Backrest in black mesh & seat in black fabric finish.

Visitor's Chair

Seat: Fixed

Back: Low

Arm: Height adjustable armrest

Base: Normal cantilever base in chrome finish

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

Metal High Mobile Pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)

2 drawers + 1 filing for each user

Filing Cabinet

Four (4) drawer Vertical Filing Cabinet

Size: 46W x 62D x 138H cm.

Metal, powder coated finish in charcoal grey color
centralized lock, flush handle.

LOBBY

Information Counter

L-Shape Information Counter

Size: 2200/600W x 950/450D x 1050H mm

HPL Laminated finish

Information's Chair

Arm: Height adjustable-Midback Chairs

Base: Nylon base with castor in black finish

Mechanism: Single lock, synchronize, fix seat

Upholstery: Backrest in black mesh & seat in black fabric finish.

Metal High Mobile Pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)

2 drawers + 1 filing for each user

ACCOUNTING/CASHIER/REGISTRAR OFFICE:

Workstation 1

L-Shape Freestanding Table

Size: 2.13 M /0.60 M (L) x .90 M /0.45 M (W) x 0.75 M (H)

Worktop : 25mm thick HPL woodgrain finish

worktop C/W 2mm PVC matching edging

Leg: Mild steel legs

Metal part in epoxy finish

Metal perforated modesty panel 0.40 M (H)

1 set keyboard tray for each user

Workstation 2

L-Shape Freestanding Table

Size: 2.16 M /0.60 M (L) x .90 M /0.45 M (W) x 0.75 M (H)

Worktop : 25mm thick HPL woodgrain finish

worktop C/W 2mm PVC matching edging
Leg: Mild steel legs
Metal part in epoxy finish
Metal perforated modesty panel 0.40 M (H)
1 set keyboard tray for each user

Workstation 3,4 & 5

L-Shape Freestanding Table
Size: 1.50 M /0.60 M (L) x .90 M /0.45 M (W) x 0.75 M (H)
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Leg: Mild steel legs
Metal part in epoxy finish
Metal perforated modesty panel 0.40 M (H)
1 set keyboard tray for each user

Sectional Back Cabinet - Sliding Door Laminated finish
Size: 2.45W x .40D x .75H M.
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging

Workstation 2-Cashier Vault

Safety vault, Size: .22"W x 20"D x 29"H, steel reinforced,
combination lock, fire and drill resistive, lock plate, reloading
devices, locking mechanism.

Workstation Staff Chairs

Arm: Height adjustable-Midback Chairs
Base: Nylon base with castor in black finish
Mechanism: Single lock, synchronize, fix seat
Upholstery: Backrest in black mesh & seat in black fabric finish.

Workstation Visitor Chairs

Seat: Fixed
Back: Low
Arm: Height adjustable armrest
Base: Sled Type Normal cantilever base in chrome finish
Upholstery: Backrest in black mesh & seat in black fabric finish

Metal high mobile pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)
2 drawers + 1 filing for each user

Filing Cabinet

Four (4) drawer Vertical Filing Cabinet
Size: 46W x 62D x 138H cm.
Metal, powder coated finish in charcoal grey color
centralized lock, flush handle.

Workstation Partitions 1,2,3,4, & 5

Full Fabric Partition: Dim: 57thk x 2200H x 1500W (mm)
Fabric Partition: Dim: 57thk x 2200H x 950W (mm)
Full Fabric Partition: Dim: 57thk x 2200H x 1250W (mm)
Full Fabric Partition: Dim: 57thk x 2200H x 500W (mm)

Full Fabric Partition: Dim: 57thk x 2200H x 1200W (mm)
 Full Fabric Partition: Dim: 57thk x 2200H x 1000W (mm)
 Full Fabric Partition: Dim: 57thk x 2200H x 1050W (mm)
 Full Fabric Partition: Dim: 57thk x 1200H x 500W (mm)
 Fabric/Glass Partition: Dim: 57thk x 2200H x 1090W (mm)
 Fabric/Glass Partition: Dim: 57thk x 2200H x 290W (mm)
 Fabric/Glass Partition: Dim: 57thk x 2200H x 1450W (mm)
 Fabric/Glass Partition: Dim: 57thk x 2200H x 750W (mm)
 Fabric/Glass Partition: Dim: 57thk x 2200H x 800W (mm)
 Fabric/Glass Partition: Dim: 57thk x 2200H x 100W (mm)
 Fabric/Glass Partition Door: Dim: 57thk x 2200H x 800W (mm)

Pantry table

Size: 1.20 M (L) x 0.80 M (W) x 0.75 M (H)
 Worktop: 25mm thick HPL woodgrain finish
 worktop C/W 2mm PVC matching edging
 Leg: Mild steel legs and structure in epoxy finish

Pantry Chair

Fabric on seat and back rest.
 Back: Low
 Sled type, Stackable chrome base

COA OFFICE:

COA's Table

L-Shape Freestanding Table
 Size: 1.80 M /0.70 M (L) x .90 M /0.45 M (W) x 0.75 M (H)
 Worktop : 25mm thick HPL woodgrain finish
 worktop C/W 2mm PVC matching edging
 Leg: Mild steel legs
 Metal part in epoxy finish
 Metal perforated modesty panel 0.40 M (H)
 1 set keyboard tray for each user

COA's Chair

Arm: Height adjustable-Midback Chairs
 Base: Nylon base with castor in black finish
 Mechanism: Single lock, synchronize, fix seat
 Upholstery: Backrest in black mesh & seat in black fabric finish.

Visitor Chair

Seat: Fixed
 Arm: Height adjustable armrest
 Base: Normal cantilever base in chrome finish
 Upholstery: Backrest in black mesh & seat in black fabric finish

Metal High Mobile Pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)
 2 drawers + 1 filing for each user

Filing Cabinet

Four (4) drawer Vertical Filing Cabinet
 Size: 46W x 62D x 138H cm.

Metal, powder coated finish in charcoal grey color
centralized lock, flush handle.

CLASSROOM

Student Chair

4 legged chair with metal framing, PVC seat, back,
writing tablet and basket under the seat rest.

Second Floor:

FACULTY ROOM:

Faculty Tables and Partitions

Worktop: 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Size: 1500W x 600D (mm) (main table)
Size: 900W x 600D (mm) (side table)
1 set keyboard tray for each user
Fabric/Glass Partition: Dim: 57thk x 1200H x 1500W (mm)
Fabric/Glass Partition: Dim: 57thk x 1200H x 720W (mm)
Fabric/Glass Partition: Dim: 57thk x 1200H x 600W (mm)
Fabric/Glass Partition: Dim: 57thk x 1200H x 430W (mm)

Faculty Staff Chairs

Arm: Height adjustable-Midback Chairs
Base: Nylon base with castor in black finish
Mechanism: Single lock, synchronize, fix seat
Upholstery: Backrest in black mesh & seat in black fabric finish.

Metal High Mobile Pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)
2 drawers + 1 filing for each user

Filing Cabinet

Four (4) drawer Vertical Filing Cabinet
Size: 46W x 62D x 138H cm.
Metal, powder coated finish in charcoal grey color
centralized lock, flush handle.

Information Staff Table

L-Shape Freestanding Table
Size: 1.50 M /0.60 M (L) x .90 M /0.45 M (W) x 0.75 M (H)
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Leg: Mild steel legs
Metal part in epoxy finish
Metal perforated modesty panel 0.40 M (H)
1 set keyboard tray for each user

Information Staff Chairs

Arm: Height adjustable-Midback Chairs
Base: Nylon base with castor in black finish
Mechanism: Single lock, synchronize, fix seat

Upholstery: Backrest in black mesh & seat in black fabric finish.

Metal High Mobile Pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)

2 drawers + 1 filing for each user

Visitor Chair

Seat: Fixed

Arm: Height adjustable armrest

Base: Normal cantilever base in chrome finish

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

Conference Table

Size: 1.20 M (L) x 0.80 M (W) x 0.75 M (H)

Worktop: 25mm thick HPL woodgrain finish

worktop C/W 2mm PVC matching edging

Leg: Mild steel legs and structure in epoxy finish

Conference Chair

Seat: Fixed

Arm: Height adjustable armrest

Base: Normal cantilever base in chrome finish

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

Pantry Chair

Fabric on seat and back rest.

Sled type, Stackable chrome base

COMPUTER ROOM:

Computer Tables and Partitions

Worktop : 25mm thick HPL woodgrain finish

worktop C/W 2mm PVC matching edging

Size: 900w x 600d (mm)

Support Middle Legs: Mild steel legs

Metal part in epoxy finish

1 set keyboard tray for each user

Worktop : 25mm thick HPL woodgrain finish

worktop C/W 2mm PVC matching edging

Size: 800w x 600d (mm)

Support Middle Legs: Mild steel legs

Metal part in epoxy finish

1 set keyboard tray for each user

Full Fabric Partition: Dim: 57thk x 1200H x 900W (mm)

Full Fabric Partition: Dim: 57thk x 1200H x 800W (mm)

Full Fabric Partition: Dim: 57thk x 1200H x 600W (mm)

Computer Chairs

Arm: Height adjustable-Midback Chairs

Base: Nylon base with castor in black finish

Mechanism: Single lock, synchronize, fix seat
Upholstery: Backrest in black mesh & seat in black fabric finish.

LIBRARY:

Librarian Table and Partitions

Size: 1.50 M /0.70 M (L) x .90 M /0.45 M (W) x 0.75 M (H)
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Leg: Mild steel legs
Metal part in epoxy finish
Metal perforated modesty panel 0.40 M (H)
1 set keyboard tray for each user

Sectional Back Cabinet - Sliding Door Laminated finish
Size: 2.40W x .40D x .75H M.
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging

Librarian 's Chair

Arm: Height adjustable-Midback Chairs
Base: Nylon base with castor in black finish
Mechanism: Single lock, synchronize, fix seat
Upholstery: Backrest in black mesh & seat in black fabric finish.

Visitor Chair

Seat: Fixed
Back: Low
Arm: Height adjustable armrest
Base: Normal cantilever base in chrome finish
Upholstery: Backrest in black mesh & seat in black fabric finish

Metal High Mobile Pedestal

Size: 0.40 M (L) x 0.56 M (W) x 0.64 M (H)
2 drawers + 1 filing for each user

Information Staff Table

L-Shape Freestanding Table
Size: 2.90 M /0.60 M (L) x 2.00 M /0.60 M (W) x 0.75 M (H)
Worktop : 25mm thick HPL woodgrain finish
worktop C/W 2mm PVC matching edging
Leg: Mild steel legs
Metal part in epoxy finish
Metal perforated modesty panel 0.40 M (H)
2 sets keyboard tray

Information Staff Chairs

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

Book shelves

Metal Book Shelves, powder coated finish.

Size: 1120W x 300D x 1800H cm.

6 layers

Reading Table

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

Leg: Mild steel legs and structure in epoxy finish

Reading Chair

Fabric on seat and back rest.

Back: Low

Sled type, Stackable chrome base

3 Seater Sofa

Seat: Seat cushion with spring in PU moulded

Arm: PU moulded fixed arm

Frame: Stainless steel frame

Upholstery: Single line stitching in black bovine leather

CLASSROOM

Student Chair

4 legged chair with metal framing, PVC seat, back, writing tablet and basket under the seat rest

Roof Deck:

GUEST ROOM 1 & 2:

Living Area Furniture

Seat: Seat cushion with spring in PU moulded

Arm: PU moulded fixed arm

Frame: Stainless steel frame

Upholstery: Single line stitching in black bovine leather

3 seater - 1pc

1 seater - 2pcs

Center Table - 1pc

Dining Table

Size: 1.20 M (L) x 0.80 M (W) x 0.75 M (H)

Worktop: 25mm thick HPL woodgrain finish

worktop C/W 2mm PVC matching edging

Leg: Mild steel legs and structure in epoxy finish

Dining Chair

Fabric on seat and back rest.

Back: Low

Sled type, Stackable chrome base

Closest

Closest, HPL Laminated finish, sliding glass mirror door.

Size: 1200W x 600D x 1800H mm

Reading Table

Reading Table with center drawer
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
Leg: Mild steel legs and structure in epoxy finish

Reading Chair

Fabric on seat and back rest.
Sled type, Stackable chrome base

Queen Bed

Queen Size Bed, with headrest, laminated finish with solid wood carcass, including mattress and pillow.

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 AND INSTALLATION OF OFFICE AND CLASSROOM FURNITURE** at UPSHS Baler, Aurora.


GUARANTEE


The Supplier shall guarantee all works under this contract to be free from any technical, material, workmanship and/or factory 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.**

COMPLETION PERIOD

The Supplier is given **Seventy Five (75) Calendar days** to Supply, Delivery & Install the of Office and classroom furniture system. The Supplier shall coordinate to the CPDMO Inspector and End-users for the schedule of installation of systems and other related job.

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

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 **AUG 27 2019**