



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT  
BIDS AND AWARDS COMMITTEE –  
GOODS AND SERVICES



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR OFFICE OF THE CITY ASSESSOR AT CIVIC CENTER BUILDING B**

**PROJECT NO. OCM-24-FIXTURES-1585**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission,*” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. **Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.**
  
- f. **For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





Republika ng Pilipinas  
Lungsod Quezon

**BIDS AND AWARDS COMMITTEE – GOODS & SERVICES**

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City  
8988-4242 local 8712 / 8710 / 8709  
[Procurement@quezoncity.gov.ph](mailto:Procurement@quezoncity.gov.ph)



**INVITATION TO BID**

October 7, 2024

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BCRD-24-TA-1633	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	VARIOUS TOKENS, FOOD AND DRINKS AND OTHERS	P 1,319,300.00	GENERAL FUND	1 MONTH
2.	CGSD-24-VRM-1391	CITY GENERAL SERVICES DEPARTMENT	PREVENTIVE & CORRECTIVE REPAIR AND MAINTENANCE SERVICES OF CITY-OWNED BUSES, COASTERS, TRUCKS AND PICK-UP (PARTS AND LABOR)	P 4,327,441.09	GENERAL FUND	1 MONTH
3.	CGSD-24-OE-1592	CITY GENERAL SERVICES DEPARTMENT	MULTI-FUNCTION DOCUMENT SYSTEMS AND COPIER MACHINE WITH SCANNER	P 1,244,700.00	GENERAL FUND	30 CD
4.	CLIMATE-24-EM-1523	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	EVENTS ORGANIZATION FOR FILM SHOWING IN MALLS AND SCHOOLS	P 3,000,000.00	GENERAL FUND	1 MONTH
5.	CLIMATE-24-FOODSTUFF-1412B	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	VARIOUS VEGETABLES AND NATIVE BAYONG BAG	P 1,250,000.00	GENERAL FUND	1 MONTH
6.	HEALTH-24-DM-1641	QUEZON CITY HEALTH DEPARTMENT	ANTI-RABIES VACCINE FOR HUMAN, ISONIAZID AND OTHERS	P 22,499,995.80	GENERAL FUND	30 CD
7.	NDH-24-GRMS-1578	NOVALICHES DISTRICT HOSPITAL	MEDICAL GAS MANIFOLD FOR MEDICAL OXYGEN	P 1,200,000.00	GENERAL FUND	1 MONTH
8.	OCIBELMONTE-24-FOODSTUFF-1673	OFFICE OF COUN. IRENE BELMONTE	CUPCAKE AND JUICE DRINK	P 1,269,940.00	GENERAL FUND	30 CD
9.	OCM-24-FIXTURES-1585	OFFICE OF THE CITY MAYOR	SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR OFFICE OF THE CITY ASSESSOR AT CIVIC CENTER BUILDING B	P 42,975,513.00	GENERAL FUND	270 CD
10.	OCM(GAD)-24-EM-1631	OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	MALE OPPOSED TO VIOLENCE AGAINST WOMEN EVERYWHERE (MOVE) SUMMIT 2024	P 1,200,000.00	GENERAL FUND	30 CD
11.	OCM(POPS)-24-EM-1656	OFFICE OF THE CITY MAYOR - POPS PLAN	EVENTS MANAGEMENT	P 4,635,000.00	GENERAL FUND	30 CD
12.	OCM(POPS)-24-SSDE-0990	OFFICE OF THE CITY MAYOR - POPS PLAN (BJMP)	X-RAY BAGGAGE SCANNER AND WALK-THROUGH METAL DETECTOR	P 3,384,290.00	GENERAL FUND	90CD
13.	QCRRMO-24-FFRSE-0638	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (BFP)	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF FIRE HOSE CABINET	P 3,000,000.00	GENERAL FUND	120CD
14.	QCRRMO-24-HLMF-1642	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PAISD)	HOTEL ACCOMMODATION AND OTHERS	P 1,345,000.00	GENERAL FUND	1 MONTH
15.	QCRRMO-24-PS2-1648	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PAISD)	PRINT MEDIA FOR HAZARD AWARENESS CAMPAIGN	P 3,883,990.00	GENERAL FUND	1 MONTH
16.	CONSO-24-SOP-1663	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	LINE 1: RES-QC BAG	P 11,823,805.00	GENERAL FUND	1 MONTH
			LINE 2: GO BAG FOR PWD	P 4,678,200.00	GENERAL FUND	1 MONTH
			LINE 3: PERSONAL PROTECTIVE EQUIPMENT FOR OPERATIONS AND ACTIVATION DURING TYPHOONS AND OTHER NATURAL DISASTERS, MAN-MADE HAZARDS AND/OR PLANNED EVENTS	P 5,988,997.00	GENERAL FUND	1 MONTH
17.	QCGH-24-HME-1557	QUEZON CITY GENERAL HOSPITAL	LINE 1: ANESTHESIA MACHINE WITH PATIENT MONITOR AND BRAIN FUNCTION AND CEREBRAL OXIMETRY MONITORING	P 4,800,000.00	GENERAL FUND	90 CD
			LINE 2: ANESTHESIA MACHINE WITH PATIENT MONITOR	P 2,500,000.00	GENERAL FUND	90 CD
			LINE 3: SUPPLY AND DELIVERY OF X-RAY FLAT PANEL DIGITIZER WITH DIGITAL RADIOGRAPHY SYSTEM	P 4,682,000.00	GENERAL FUND	90 CD
18.	QCPL-24-BMOP-1377	QUEZON CITY PUBLIC LIBRARY	LINE 1: LIBRARY BOOKS (HANDBOOK OF DIGITAL INEQUALITY AND OTHERS)	P 1,645,328.72	GENERAL FUND	30 CD
			LINE 2: LIBRARY BOOKS (ETHICAL OBLIGATIONS AND DECISION-MAKING IN ACCOUNTING AND OTHERS)	P 3,103,548.00	GENERAL FUND	30 CD
			LINE 3: LIBRARY BOOKS (GENDER AND AWARENESS BOOKS)	P 999,129.30	GENERAL FUND	60 CD
			LINE 4: LIBRARY BOOKS (CHILDREN'S BOOKS)	P 149,999.50	GENERAL FUND	30 CD
			LINE 5: LIBRARY BOOKS (VARIOUS LAW BOOKS)	P 989,841.30	GENERAL FUND	30 CD
			LINE 6: LIBRARY BOOKS (THE BLOOMSBURY RESEARCH HANDBOOK AND OTHERS)	P 498,758.89	GENERAL FUND	60 CD
			LINE 7: LIBRARY BOOKS (TIME FOR ENGLISH AND OTHERS)	P 1,158,000.00	GENERAL FUND	60 CD
			LINE 8: LIBRARY BOOKS (NATIONAL SERVICE TRAINING PROGRAM AND OTHERS)	P 517,328.00	GENERAL FUND	30 CD
			LINE 9: LIBRARY BOOKS (READING IN PHILIPPINE HISTORY: OUTCOMES-BASED MODULE AND OTHERS)	P 2,505,916.50	GENERAL FUND	60 CD

IB FOR OCTOBER 29, 2024 - ABOVE

NO.	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
19.	QCU-24-HCS-1490	QUEZON CITY UNIVERSITY	VARIOUS HARDWARE AND CONSTRUCTION SUPPLIES FOR THE REPAIR OF SAN BARTOLOME CAMPUS	P 2,104,587.30	GENERAL FUND	30 CD
20.	QCU-24-FURNITURE-1425	QUEZON CITY UNIVERSITY	SUPPLY, DELIVERY AND INSTALLATION OF ROLLER SHADES / BLINDS AND OTHERS	P 5,032,998.00	GENERAL FUND	45 CD
21.	QCU-24-OE-1502	QUEZON CITY UNIVERSITY	RELOCATION OF AIRCONDITION UNITS FROM OLD ACADEMIC (YELLOW BUILDING) TO BELMONTE HALL/BUILDING	P 1,037,503.10	TRUST FUND	15 CD
22.	QCYDO-24-PS2-1551	QUEZON CITY YOUTH DEVELOPMENT OFFICE	PRINTING OF TARPAULIN, CERTIFICATE AND OTHERS	P 1,527,997.00	GENERAL FUND	1 MONTH
23.	RMBGH-24-AMS-1045B	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	RM - AIR CONDITIONING UNITS	P 1,114,000.00	GENERAL FUND	1 MONTH
24.	SDO-24-EMS-1664	SCHOOLS DIVISION OFFICE	PROVISION OF MANIPULATIVES TO CITY OPERATED DAY CARE CENTERS	P 16,562,794.42	SPECIAL EDUCATION FUND	30 CD
25.	SDO-24-OE-1275	SCHOOLS DIVISION OFFICE	VARIOUS OFFICE EQUIPMENT (DIGITAL PHOTOCOPIER AND OTHERS)	P 2,914,592.00	SPECIAL EDUCATION FUND	30 CD
26.	SDO-24-FURNITURE-1000	SCHOOLS DIVISION OFFICE	TEACHER'S TABLE AND CHAIR SET	P 29,996,208.00	SPECIAL EDUCATION FUND	45 CD
27.	VET-24-VPS1-0462B	QUEZON CITY VETERINARY DEPARTMENT	PET ID MICROCHIP/TAG BUNDLE	P 1,499,850.00	GENERAL FUND	30 CD

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Special Education Fund and Trust Fund of various years* intends to apply the sums stated above being the ABC to payments under the contract for the above stated projects of contract for each lot/item. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for various *Projects*. Delivery of the Goods is required as stated above. Bidders should have completed, within *the last three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during *weekdays from 7:00 a.m. – 5:00 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **Tuesday, October 08, 2024** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

**STANDARD RATES:**

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
  2. Document Request List (DRL)
  3. Authorization to Purchase Bidding Documents
    - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
    - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
  4. Notarized Joint Venture Agreement (as applicable)
6. The **Quezon City Local Government** will hold a Pre-Bid Conference on **9:00 A.M. of Tuesday, October 15, 2024** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.

Topic: BAC-GOODS Pre-Bid Conference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWdldXk1OT09>

Meeting ID: 848 3500 2246

Passcode: 154733

7. Bids must be duly received by the BAC Secretariat through manual submission at the 2<sup>nd</sup> Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before **10:00 A.M.** of **Tuesday, October 29, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **11:00 A.M. of Tuesday, October 29, 2024**, at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGV1WmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

10. The **Quezon City Local Government** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**ATTY. DOMINIC B. GARCIA**

OIC, Procurement Department

2<sup>nd</sup> Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

Elliptical Road, Barangay Central Diliman, Quezon City.

Email Add: [bacgoods.procurement@quezoncity.gov.ph](mailto:bacgoods.procurement@quezoncity.gov.ph)

Tel. No. (02)8988-4242 loc. 8506/8710

Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

  
**MS. MA. MARGARITA S. MEJIA, DPA**  
Chairperson, QC-BAC-Goods and Services

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** wishes to receive Bids for the **SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR OFFICE OF THE CITY ASSESSOR AT CIVIC CENTER BUILDING B** with identification number **OCM-24-FIXTURES-1585**.

*[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project (referred to herein as “Project”) is composed of **fifty-four (54) items**; the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2024** in the amount of **FORTY-TWO MILLION NINE HUNDRED SEVENTY-FIVE THOUSAND FIVE HUNDRED THIRTEEN PESOS AND 00/100 ONLY (Php42,975,513.00)**.

2.2. The source of funding is:

a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement **Non-Expendable Supplies and Services**: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least **fifty percent (50%)** of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the IB.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.



must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the

committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <i>A single contract similar to the item/s to be bid and must be at least Fifty percent (50%) of the ABC.</i></li> <li>b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a <b>FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</b></li> </ol>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <i>Php859,510.26</i> or equivalent to <b>two percent (2%)</b> of ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>Php2,148,775.65</i> or equivalent to <b>five percent (5%)</b> of ABC if bid security is in Surety Bond.</li> </ol>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> <li>• <b>No additional requirements</b></li> </ul>
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <ul style="list-style-type: none"> <li>• <b>No additional requirements</b></li> </ul>

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## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

## 3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. **Warranty**

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



## Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol> <ol style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> <li>f. <i>[Specify additional incidental service requirements, as needed.]</i></li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

*Select appropriate requirements and delete the rest.*

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity  
Name of the Supplier

	<p>Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows:”
4	The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i>

## ***Section VI. Schedule of Requirements***

**PROJECT NAME: SUPPLY AND INSTALLATION OF MODULAR PARTITIONS  
INCLUDING FURNITURE AND OTHER WORKS FOR OFFICE OF THE CITY  
ASSESSOR AT CIVIC CENTER BUILDING B  
PROJECT NO. OCM-24-FIXTURES-1585**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks/Months
1	<b>Modular Laminated Partition (floor to ceiling)</b> 2.4m floor to ceiling height, 60mm thick with aluminum end trim (color off-white) and cable wire ready baseboard, with glass and frosting or without glass	m <sup>2</sup>	150	<b>Within Two Hundred Seventy (270) Calendar Days upon issuance of Notice to Proceed</b>
2	<b>Modular Laminated Partition 1.80m H</b> 60mm thick with aluminum end trim (color - off white) and cable wire ready baseboard, with glass and frosting or without glass	m <sup>2</sup>	9	
3	<b>Fabric Low Partition with Glass, 1.20m H</b> 60mm thick 2-tone Modular Fabric Partition (1.20m height) with clear glass complete with off-white aluminum end trim (0.30m height) and cable wire ready baseboard; fabric: top color -(0.15m) and bottom color -(1.05m)	m <sup>2</sup>	998	
4	<b>Modular Desk Top (600mm width) with Tubular Leg</b> 30mm Thick Modular high pressure laminated desk top (600mm width) color: light brown (wood grain); with metal drawer and lock; inclusive of heavy duty off-white powder coated metal brackets and stainless steel wood joining plates; one linear meter of desk is inclusive of 1 Tubular chrome leg (10cm diameter x 74cm height) with black plastic footing (adjustable height), mounting plate and fixings/fasteners.	lm	15	
5	<b>Modular Desks, 600mm width</b> 30mm Thick Modular high pressure laminated desk top (600mm width) color: light brown (wood grain); with metal drawer and lock; inclusive of heavy duty off-white powder coated metal brackets and stainless steel wood joining plates	lm	461	
6	<b>Modular Ledge - 300mm</b> 30mm thick high pressure laminate finish modular ledge (300mm width) color: light brown (wood grain); with heavy duty off-white powder coated metal brackets and stainless steel wood joining plates	lm	442	
7	<b>Counter Top - 400mm</b> 30mm thick high pressure laminate finish modular ledge (400mm depth) color: light brown (wood grain); with heavy duty off-white powder coated metal brackets and stainless steel wood joining plates	lm	34	
8	<b>Drywall Partition (painted finish both sides)</b> ¼ inch fiber cement board - double wall (6 inches thickness) on metal studs and tracks, with painted finish on both sides	m <sup>2</sup>	296	
9	<b>Drywall Partition (laminated with AT and wallpaper finish)</b> ¼ inch fiber cement board on metal studs and tracks with ¼ Marine plywood backboard, double wall (6 inches thickness) - wall laminate finish (formica) with horizontal Aluminum Trim (Groove) on one side and	m <sup>2</sup>	26	

*Handwritten initials/signature*

	wallpaper finish (with 1st coat painting) on the other side; inclusive of additional wallpaper at department head's office at mezzanine.			<b>Within Two Hundred Seventy (270) Calendar Days upon issuance of Notice to Proceed</b>
10	<b>Drywall Partition (laminated with AT and painted finish)</b> ¼ inch fiber cement board on metal studs and tracks with ¼ Marine plywood backboard, double wall (6 inches thickness) - wall laminate finish (formica) with horizontal Aluminum Trim (Groove) on one side and painted finish on the other side	m <sup>2</sup>	26	
11	<b>Fixed Glass Panel (Department Head's Office)</b> 0.60 mm thick glass with frosted strip film; 2 inches x 4 inches KD wood jamb, 1 inch x 2 inches KD Wood Casing and ½ inches x ½ inches KD Wood Stiffener; Duco paint finish	set	3	
12	<b>Fixed Glass Panel (Conference Rooms)</b> 0.60 mm thick glass with frosted strip film; 2 inches x 4 inches KD wood jamb, 1 inch x 2 inches KD Wood Casing and ½ inch x ½ inch KD Wood Stiffener; Duco paint finish	set	5	
13	<b>Roller Shade Blinds</b> Indoor Sunscreen Fabric with Aluminum Framing	m <sup>2</sup>	299	
14	<b>Full Swing Fabric Partition Swing Door (DA)</b> 60mm thick 2-tone modular fabric low partition full swing door (0.60m W x 1.20m H) complete with aluminum end trim (color: off-white), fabric: top color - (0.15m) and bottom color -(1.05m) complete with hardware and accessories	set	2	
15	<b>Modular Door, Single Leaf (D1)</b> 60mm thick Laminated Partition-Half Glass Door with glass frosting, with Door Jambs, single leaf, 800mm Width x 2,100mm Height	set	8	
16	<b>Panel Type Door, Single leaf (D3)</b> 0.80m x 2.10m height including 2 inches x 4 inches solid wood door jamb with (1 inch x 3 inches) door casing, duco paint finish, half glass with frosted glass film with complete hardwares and accessories	set	6	
17	<b>Flush Type Door (D4)</b> 0.70m x 2.10m height with duco paint finish both sides including 2 inches x 4 inches door jamb with (1 inch x 3 inch) door casing in duco finish, complete hardwares and accessories	set	6	
18	<b>Flush Door with Louver (D7)</b> 0.70m x 2.10m height with louver, including 2 inches x 4 inches door jamb with (1 inches x 3 inches) door casing, duco paint finish both sides, complete hardwares and accessories	set	1	
19	<b>Flush Type Door - Secret Door (D8)</b> 0.70m x 2.10m height with wallpaper finish both sides including hydraulic door closer and other hardwares and accessories	set	1	
20	<b>Gang Chair (Stainless) - 3 Seater (1)</b> stainless steel, panel (1.5mm - 1.8mm in thickness) with armrest; backrest and seat are of perforated stainless	piece	1	
21	<b>Gang Chair - 4 Seater (2)</b> Stainless steel, panel (1.5mm - 1.8mm in thickness) with armrest; backrest and seat are of perforated stainless	piece	34	
22	<b>Staff Chair (4)</b> Mid back upholstered chair with cushioned back and seat molded foam, Polypropylene (PP) arms and	piece	395	

*Handwritten signature/initials*

	base (5-prong with caster wheels), gas lift type with tilt mechanism.			<b>Within Two Hundred Seventy (270) Calendar Days upon issuance of Notice to Proceed</b>
23	<b>Mobile Pedestal (5)</b> 2 small and 1 big drawer, all metal construction with plastic molded top, nylon slide for all drawers, caster - 55mm, gauge 20 Accessories: pencil tray and file divider, flush handle, central locking system; Dimension: W 400mm x D 560mm x H 650mm	piece	416	
24	<b>Executive Mobile Pedestal (5a)</b> Custom wooden filing cabinet made of MFC board, tip-on mechanism, c-handle, central lock, drawer guide, wheel caster, 3 drawers, Colors: white, black, beige, cherry, maple 400mm W x 500mm D x 680mm H	piece	3	
25	<b>Sofa - 3 Seater (6)</b> With armrest, Fabric or leatherette	piece	3	
26	<b>Sofa - 2 Seater (7)</b> With armrest, Fabric or leatherette	piece	1	
27	<b>Sofa - 1 Seater (27)</b> With armrest, Fabric or leatherette	piece	4	
28	<b>Center Table Rectangular (8)</b> Stainless steel base, glass top 1.0m Length x 0.60m Width x 0.47m Height	piece	2	
29	<b>Side Table with Stainless Steel Base (9)</b> glass top, 0.45m Length x 0.45m Width x 0.60m Height	piece	4	
30	<b>Manager's High back Chair, (11)</b> High back upholstered leatherette chair with padded armrest, tilt mechanism, nylon base, gas lift type; color black	piece	14	
31	<b>Executive Visitor's Chair A, (12a)</b> Semi High Mesh Backrest and seat, upholstered with molded foam, with armrest, star base chrome legs and castor wheels	piece	8	
32	<b>Manager's Visitor's Chair (12c)</b> Visitors chair without armrest, low back sled type, leatherette Finish	piece	20	
33	<b>Staff Visitors Chair (12d)</b> Visitors chair without armrest, sled type, fabric back and seat rest	piece	24	
34	<b>Executive Visitor's Chair B, (12f)</b> Semi High Mesh Backrest and seat, upholstered with molded foam, chrome metal frame, sled type	piece	2	
35	<b>Filing Cabinet Vertical - 4 drawers (13)</b> Materials: all metal construction, steel ball bearing, Gauge 0.9mm or gauge 20, capacity 65kg per drawer; Accessories: file divider, flush handle, central locking system, black handle Dimensions: W 460mm x L 620mm x H 1,400mm	piece	76	
36	<b>Executive Table with Side Table - 2.0m (14)</b> L-shape wooden executive table in high pressured laminate top finish Main Table: 2.0m L x 1.0m W x 0.75m H Side Table: 1.0m L x 0.50m W x 0.75m H	piece	1	
37	<b>Executive Table with Side Table - 1.8m (14a)</b> L-shape wooden executive table in high pressured laminate top finish Main Table: 1.8m L x 0.9m W x 0.750m H Side Table: 1.0m L x 0.450m W x 0.75m H	piece	2	
38	<b>Regular Console Table (15b)</b> Industrial modern design, panel in MDF and particle board (E1 Grade), 2 drawers, aged walnut finish,	piece	8	

	powder coated metal frame in gunmetal, Dimensions 1.2m L x 0.40m W x 0.80m H			<b>Within Two Hundred Seventy (270) Calendar Days upon issuance of Notice to Proceed</b>
39	<b>Standing Writing Table (15c)</b> Bar type table with 18mm melamine board top, 3cm x 3cm black or white powder coated metal pipe legs; Size: 1,200mm x 400mm x 900mm	piece	4	
40	<b>Free Standing Table - 1.2m x 0.60m (19e)</b> High Pressure Laminated top, color: light brown (wood grain) powder coated metal legs with drawer (powder coated with lock) color code - Off-white, 1.2m L x 0.60m W x 0.75m H	piece	7	
41	<b>Lateral Filing Cabinet, wood on laminate finish, 4-layers (22a)</b> 2-filing drawers on bottom and 2-index drawers on upper part drawers in MFC finish, 0.90m length x 0.45m width x 1.06m height	piece	2	
42	<b>Low cabinet, wood on laminate finish (22b)</b> With swing-out door and 2-adjustable shelves, wood on laminate finish Dimension: 0.90m L x 0.45m W x 1.06m H	piece	14	
43	<b>Steel Lateral Filing Cabinet -3 drawers (24)</b> Size: 900mm W x 450mm D x 1,060mm H with central lock and flush handle	piece	90	
44	<b>Free Standing Table 1.5m x 0.70m -with side table (30)</b> 1.50m L x 0.70m W x 0.75m H with Free Standing Side Table, 1.0m L x 0.50m W x 0.75m H, color: light brown (wood grain) powder coated metal legs and drawer with lock	piece	14	
45	<b>Free Standing Table 1.3m x 0.60m- with side table (30a)</b> 1.30m L x 0.60m W x 0.75m H with Free Standing Side Table, 0.8m L x 0.45m W x 0.75m H, color : light brown (wood grain) powder coated metal legs and drawer with lock	piece	24	
46	<b>Conference Chair (35)</b> Midback chair with arm rest gas lift and back tilt 2-tone fabric with five pronged star base legs	piece	68	
47	<b>Steel Open Racks, 7-Layers, 1.20m L x 0.60m W x 2.0m H (38a)</b> 7-layers steel plated rack (open type); 2mm steel frame with 1mm steel powder coated plate; 200kgs. approx. weight capacity per layer; Size: 1.20m L x 0.60m W x 2.0m H	piece	95	
48	<b>Executive High Back Chair (43)</b> High end Executive High Back Chair with armrest; with gas lift, back tilt, and lock mechanism; leatherette or fabric, five pronged star base chrome legs with nylon + PU castor legs	piece	2	
49	<b>Junior Executive High back Chair (43b)</b> High Back Leatherette Executive chair with chrome padded armrest, gas lift and lock mechanism, five pronged star chrome base with castor wheels; tilt lock mechanism can be locked at 90°	piece	1	
50	<b>Conference Table - 8 seater, wooden legs (46)</b> Rectangular shape, High Pressure Laminated top with wooden legs, color – rosewood 2.0m L x 1.0m W x 0.75m H	piece	2	
51	<b>Round Table - Glass Top, (71a)</b> 4 seaters, glass top and stainless legs 0.90m diameter x 0.740m height	piece	1	
52	<b>Conference Table - 10 seater, wooden legs (83)</b> Rectangular shape bullnose edge, MFC board with	piece	5	

	adjustable glider color as to client requirements; 2.4m L x 1.2m W x 0.75m H			<b>Within Two Hundred Seventy (270) Calendar Days upon issuance of Notice to Proceed</b>
53	<b>Back Painted Glass Board</b> 6mm, PB Gi sheet backing and other materials/accessories (White backing) Color: White Glass, 4ft. x 8ft., (BOLTED TYPE) Size:1,219mm H x 2,438mm W	set	3	
54	<b>Wall-Mounted Cabinet (WMC)</b> 3-door wall-mounted cabinet combination with adjustable shelves, adjustable soft-closing push-open hinges and suspension rail; made of particle and fiberboard with honeycomb paper filling, paper foil and plastic edging Dimension: W 1,800mm x D 420mm x H 640mm	set	2	
	<u>Terms of Payment:</u> 15% - Upon completion of installation on the 4 <sup>th</sup> Floor 17% - Upon completion of installation on the 3 <sup>rd</sup> Floor 17% - Upon completion of installation on the 2 <sup>th</sup> Floor 17% - Upon completion of installation on the mezzanine floor 17% - Upon completion of installation on the ground floor 17% - Upon successful installation and full delivery of requirements from the 4 <sup>th</sup> floor to the basement			
***				

I hereby certify to comply and deliver all the above requirements.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

6/1/06



## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

**PROJECT NAME: SUPPLY AND INSTALLATION OF MODULAR PARTITIONS  
INCLUDING FURNITURE AND OTHER WORKS FOR OFFICE OF THE CITY  
ASSESSOR AT CIVIC CENTER BUILDING B  
PROJECT NO. OCM-24-FIXTURES-1585**

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
A.1	<p><b>Modular Laminated Partition (floor to ceiling)</b> 2.4m floor to ceiling height, 60mm thick with aluminum end trim (color off-white) and cable wire ready baseboard, with glass and frosting or without glass</p>	
2	<p><b>Modular Laminated Partition 1.80m H</b> 60mm thick with aluminum end trim (color - off white) and cable wire ready baseboard, with glass and frosting or without glass</p>	
3	<p><b>Fabric Low Partition with Glass, 1.20m H</b> 60mm thick 2-tone Modular Fabric Partition (1.20m height) with clear glass complete with off-white aluminum end trim (0.30m height) and cable wire ready baseboard; fabric: top color -(0.15m) and bottom color -(1.05m)</p>	
4	<p><b>Modular Desk Top (600mm width) with Tubular Leg</b> 30mm Thick Modular high pressure laminated desk top (600mm width) color: light brown (wood grain); with metal drawer and lock; inclusive of heavy duty off-white powder coated metal brackets and stainless steel wood joining plates; one linear meter of desk is inclusive of 1 Tubular chrome leg (10cm diameter x 74cm height) with black plastic footing (adjustable height), mounting plate and fixings/fasteners.</p>	
5	<p><b>Modular Desks, 600mm width</b> 30mm Thick Modular high pressure laminated desk top (600mm width) color: light brown (wood grain); with metal drawer and lock; inclusive of heavy duty off-white powder coated metal brackets and stainless steel wood joining plates</p>	
6	<p><b>Modular Ledge - 300mm</b> 30mm thick high pressure laminate finish modular ledge (300mm width) color: light brown (wood grain); with heavy duty off-white powder coated metal brackets and stainless steel wood joining plates</p>	

7	<b>Counter Top - 400mm</b> 30mm thick high pressure laminate finish modular ledge (400mm depth) color: light brown (wood grain); with heavy duty off-white powder coated metal brackets and stainless steel wood joining plates	
8	<b>Drywall Partition (painted finish both sides)</b> ¼ inch fiber cement board - double wall (6 inches thickness) on metal studs and tracks, with painted finish on both sides	
9	<b>Drywall Partition (laminated with AT and wallpaper finish)</b> ¼ inch fiber cement board on metal studs and tracks with ¼ Marine plywood backboard, double wall (6 inches thickness) - wall laminate finish (formica) with horizontal Aluminum Trim (Groove) on one side and wallpaper finish (with 1st coat painting) on the other side; inclusive of additional wallpaper at department head's office at mezzanine.	
10	<b>Drywall Partition (laminated with AT and painted finish)</b> ¼ inch fiber cement board on metal studs and tracks with ¼ Marine plywood backboard, double wall (6 inches thickness) - wall laminate finish (formica) with horizontal Aluminum Trim (Groove) on one side and painted finish on the other side	
11	<b>Fixed Glass Panel (Department Head's Office)</b> 0.60 mm thick glass with frosted strip film; 2 inches x 4 inches KD wood jamb, 1 inch x 2 inches KD Wood Casing and ½ inches x ½ inches KD Wood Stiffener; Duco paint finish	
12	<b>Fixed Glass Panel (Conference Rooms)</b> 0.60 mm thick glass with frosted strip film; 2 inches x 4 inches KD wood jamb, 1 inch x 2 inches KD Wood Casing and ½ inch x ½ inch KD Wood Stiffener; Duco paint finish	
13	<b>Roller Shade Blinds</b> Indoor Sunscreen Fabric with Aluminum Framing	
14	<b>Full Swing Fabric Partition Swing Door (DA)</b> 60mm thick 2-tone modular fabric low partition full swing door (0.60m W x 1.20m H) complete with aluminum end trim (color: off-white), fabric: top color - (0.15m) and bottom color -(1.05m) complete with hardware and accessories	
15	<b>Modular Door, Single Leaf (D1)</b> 60mm thick Laminated Partition-Half Glass Door with glass frosting, with Door Jambs, single leaf, 800mm Width x 2,100mm Height	
16	<b>Panel Type Door, Single leaf (D3)</b> 0.80m x 2.10m height including 2 inches x 4 inches solid wood door jamb with (1 inch x 3 inches) door casing, duco paint finish, half glass with frosted glass film with complete hardwares and accessories	
17	<b>Flush Type Door (D4)</b> 0.70m x 2.10m height with duco paint finish both sides including 2 inches x 4 inches door jamb with (1 inch x 3 inch) door casing in duco finish, complete hardwares and accessories	
18	<b>Flush Door with Louver (D7)</b> 0.70m x 2.10m height with louver, including 2 inches x 4 inches door jamb with (1 inches x 3 inches) door	

	casing, duco paint finish both sides, complete hardwares and accessories	
19	<b>Flush Type Door - Secret Door (D8)</b> 0.70m x 2.10m height with wallpaper finish both sides including hydraulic door closer and other hardwares and accessories	
20	<b>Gang Chair (Stainless) - 3 Seater (1)</b> stainless steel, panel (1.5mm - 1.8mm in thickness) with armrest; backrest and seat are of perforated stainless	
21	<b>Gang Chair - 4 Seater (2)</b> Stainless steel, panel (1.5mm - 1.8mm in thickness) with armrest; backrest and seat are of perforated stainless	
22	<b>Staff Chair (4)</b> Mid back upholstered chair with cushioned back and seat molded foam, Polypropylene (PP) arms and base (5-prong with caster wheels), gas lift type with tilt mechanism.	
23	<b>Mobile Pedestal (5)</b> 2 small and 1 big drawer, all metal construction with plastic molded top, nylon slide for all drawers, caster - 55mm, gauge 20 Accessories: pencil tray and file divider, flush handle, central locking system; Dimension: W 400mm x D 560mm x H 650mm	
24	<b>Executive Mobile Pedestal (5a)</b> Custom wooden filing cabinet made of MFC board, flip-on mechanism, c-handle, central lock, drawer guide, wheel caster, 3 drawers, Colors: white, black, beige, cherry, maple 400mm W x 500mm D x 680mm H	
25	<b>Sofa - 3 Seater (6)</b> With armrest, Fabric or leatherette	
26	<b>Sofa - 2 Seater (7)</b> With armrest, Fabric or leatherette	
27	<b>Sofa - 1 Seater (27)</b> With armrest, Fabric or leatherette	
28	<b>Center Table Rectangular (8)</b> Stainless steel base, glass top 1.0m Length x 0.60m Width x 0.47m Height	
29	<b>Side Table with Stainless Steel Base (9)</b> glass top, 0.45m Length x 0.45m Width x 0.60m Height	
30	<b>Manager's High back Chair, (11)</b> High back upholstered leatherette chair with padded armrest, tilt mechanism, nylon base, gas lift type; color black	
31	<b>Executive Visitor's Chair A, (12a)</b> Semi High Mesh Backrest and seat, upholstered with molded foam, with armrest, star base chrome legs and castor wheels	
32	<b>Manager's Visitor's Chair (12c)</b> Visitors chair without armrest, low back sled type, leatherette Finish	
33	<b>Staff Visitors Chair (12d)</b> Visitors chair without armrest, sled type, fabric back and seat rest	
34	<b>Executive Visitor's Chair B, (12f)</b> Semi High Mesh Backrest and seat, upholstered with molded foam, chrome metal frame, sled type	
35	<b>Filing Cabinet Vertical - 4 drawers (13)</b> Materials: all metal construction, steel ball bearing, Gauge 0.9mm or gauge 20, capacity 65kg per drawer; Accessories: file divider, flush handle,	

	central locking system, black handle Dimensions: W 460mm x L 620mm x H 1,400mm	
36	<b>Executive Table with Side Table - 2.0m (14)</b> L-shape wooden executive table in high pressured laminate top finish Main Table: 2.0m L x 1.0m W x 0.75m H Side Table: 1.0m L x 0.50m W x 0.75m H	
37	<b>Executive Table with Side Table - 1.8m (14a)</b> L-shape wooden executive table in high pressured laminate top finish Main Table: 1.8m L x 0.9m W x 0.750m H Side Table: 1.0m L x 0.450m W x 0.75m H	
38	<b>Regular Console Table (15b)</b> Industrial modern design, panel in MDF and particle board (E1 Grade), 2 drawers, aged walnut finish, powder coated metal frame in gunmetal, Dimensions 1.2m L x 0.40m W x 0.80m H	
39	<b>Standing Writing Table (15c)</b> Bar type table with 18mm melamine board top, 3cm x 3cm black or white powder coated metal pipe legs; Size: 1,200mm x 400mm x 900mm	
40	<b>Free Standing Table - 1.2m x 0.60m (19e)</b> High Pressure Laminated top, color: light brown (wood grain) powder coated metal legs with drawer (powder coated with lock) color code - Off-white, 1.2m L x 0.60m W x 0.75m H	
41	<b>Lateral Filing Cabinet, wood on laminate finish, 4-layers (22a)</b> 2-filing drawers on bottom and 2-index drawers on upper part drawers in MFC finish, 0.90m length x 0.45m width x 1.06m height	
42	<b>Low cabinet, wood on laminate finish (22b)</b> With swing-out door and 2-adjustable shelves, wood on laminate finish Dimension: 0.90m L x 0.45m W x 1.06m H	
43	<b>Steel Lateral Filing Cabinet -3 drawers (24)</b> Size: 900mm W x 450mm D x 1,060mm H with central lock and flush handle	
44	<b>Free Standing Table 1.5m x 0.70m -with side table (30)</b> 1.50m L x 0.70m W x 0.75m H with Free Standing Side Table, 1.0m L x 0.50m W x 0.75m H, color: light brown (wood grain) powder coated metal legs and drawer with lock	
45	<b>Free Standing Table 1.3m x 0.60m- with side table (30a)</b> 1.30m L x 0.60m W x 0.75m H with Free Standing Side Table, 0.8m L x 0.45m W x 0.75m H, color : light brown (wood grain) powder coated metal legs and drawer with lock	
46	<b>Conference Chair (35)</b> Midback chair with arm rest gas lift and back tilt 2-tone fabric with five pronged star base legs	
47	<b>Steel Open Racks, 7-Layers, 1.20m L x 0.60m W x 2.0m H (38a)</b> 7-layers steel plated rack (open type); 2mm steel frame with 1mm steel powder coated plate; 200kgs. approx. weight capacity per layer; Size: 1.20m L x 0.60m W x 2.0m H	
48	<b>Executive High Back Chair (43)</b> High end Executive High Back Chair with armrest; with gas lift, back tilt, and lock mechanism;	

	leatherette or fabric, five pronged star base chrome legs with nylon + PU castor legs	
49	<b>Junior Executive High back Chair (43b)</b> High Back Leatherette Executive chair with chrome padded armrest, gas lift and lock mechanism, five pronged star chrome base with castor wheels; tilt lock mechanism can be locked at 90°	
50	<b>Conference Table - 8 seater, wooden legs (46)</b> Rectangular shape, High Pressure Laminated top with wooden legs, color – rosewood 2.0m L x 1.0m W x 0.75m H	
51	<b>Round Table - Glass Top, (71a)</b> 4 seaters, glass top and stainless legs 0.90m diameter x 0.740m height	
52	<b>Conference Table - 10 seater, wooden legs (83)</b> Rectangular shape bullnose edge, MFC board with adjustable glider color as to client requirements; 2.4m L x 1.2m W x 0.75m H	
53	<b>Back Painted Glass Board</b> 6mm, PB Gl sheet backing and other materials/accessories (White backing) Color: White Glass, 4ft. x 8ft., (BOLTED TYPE) Size:1,219mm H x 2,438mm W	
54	<b>Wall-Mounted Cabinet (WMC)</b> 3-door wall-mounted cabinet combination with adjustable shelves, adjustable soft-closing push-open hinges and suspension rail; made of particle and fiberboard with honeycomb paper filling, paper foil and plastic edging Dimension: W 1,800mm x D 420mm x H 640mm	
	<u>Terms of Payment:</u> 15% - Upon completion of installation on the 4 <sup>th</sup> Floor 17% - Upon completion of installation on the 3 <sup>rd</sup> Floor 17% - Upon completion of installation on the 2 <sup>th</sup> Floor 17% - Upon completion of installation on the mezzanine floor 17% - Upon completion of installation on the ground floor 17% - Upon successful installation and full delivery of requirements from the 4 <sup>th</sup> floor to the basement	
<b>B.</b>	<b>Compliance to the Schedule of Requirements (Section VI)</b>	

I hereby certify to comply and deliver all the above requirements.

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

#### Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



## II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- Original of duly signed and accomplished Price Schedule(s).

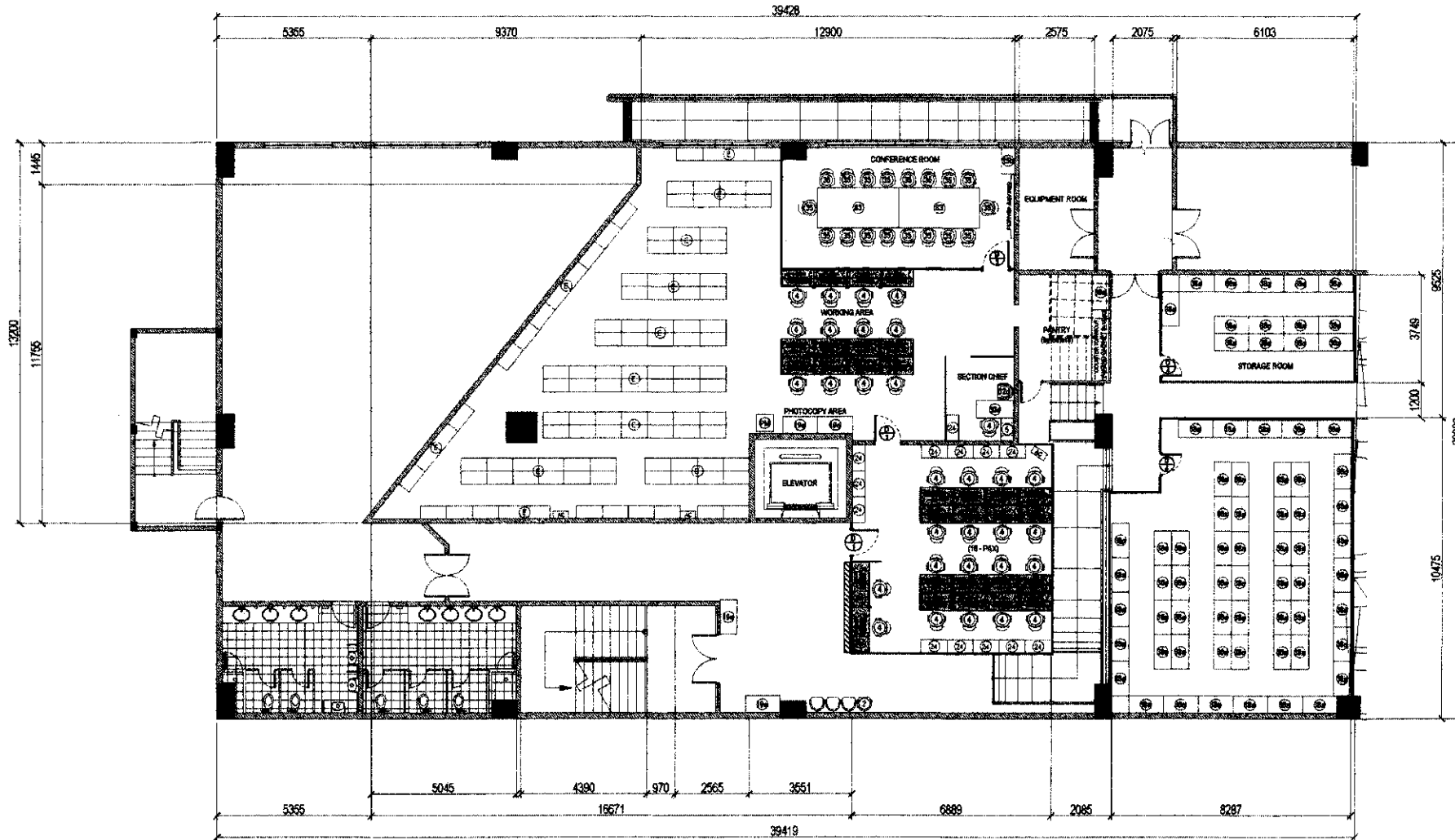
## III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

- **No additional requirements**

Note:

1. Please refer to [\[https://drive.google.com/file/d/1uiYurh5WrpBL5B\\_pqgzAb62yucAbIR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqgzAb62yucAbIR1p/view?usp=sharing) for the following requirements:
  - a. Computation of NFCC;
  - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
  - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
  - a. Bid Form;
  - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
  - c. Bid Securing Declaration; and
  - d. Omnibus Sworn Statement

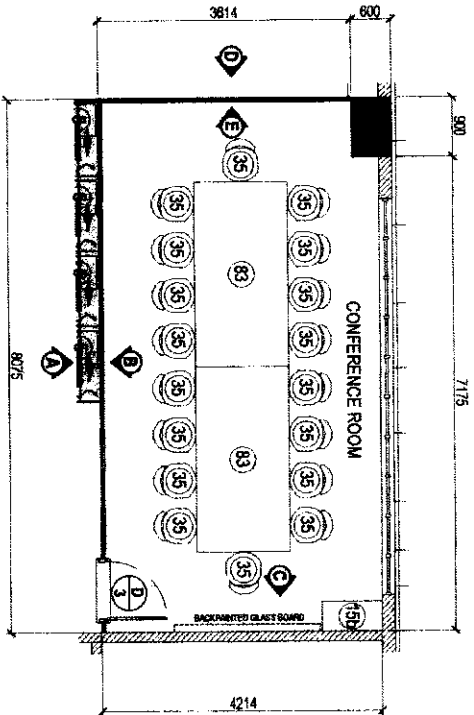




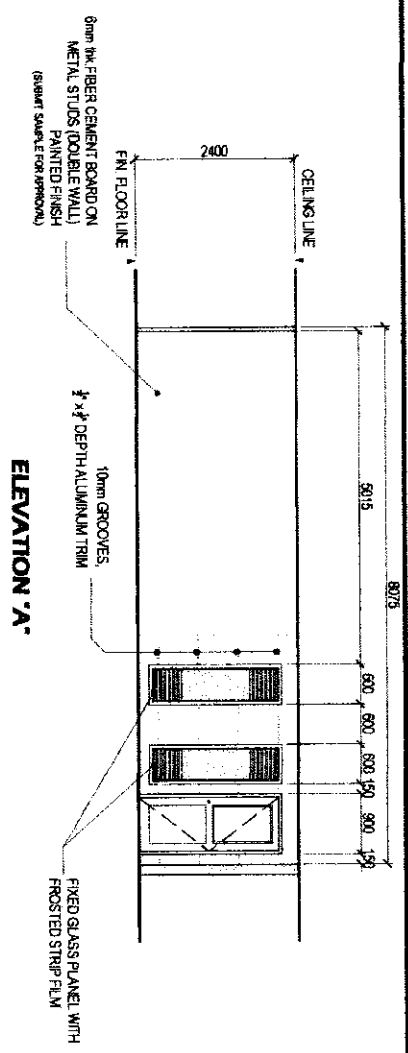
- LEGEND:**
- DRYWALL PARTITION, PAINTED BOTH SIDES
  - FABRIC WITH GLASS LOW PARTITION, 1.50m Height
  - MODULAR LAMINATED PARTITION, WITH OR WITHOUT GLASS
  - MODULAR LEDGE W/ POWDER COATED BRACKET, 0.30MM
- DOOR:**
- MODULAR TABLE
  - TUBULAR CHROME LEG
  - AC EXISTING AC
- FURNITURE:**
- D1 MODULAR DOOR WITH HALF GLASS, SINGLE LEAF, 0.90mW x 2.10mH
  - D3 PANEL DOOR WITH HALF GLASS, WITH LAMINATE FINISH, 0.90mW x 2.10mH
  - D4 FLUSH DOOR, PAINTED BOTH SIDES, 0.70mW x 2.10mH
  - 2 GANG CHAIR - 4 SEATER
  - 4 STAFF CHAIR
  - 5 CABINET MOBILE PEDESTAL
  - 12c MANAGER VISITOR'S CHAIR
  - 15b REGULAR CONSOLE TABLE 1.20mL x 0.40mW x 0.80mH
  - 19e FREE STANDING TABLE - 1.2m x 0.80m
  - 24 LATERAL FILING CABINET, 3 DRAWER
  - 30a TABLE FREE STANDING WITH SIDE TABLE 1.30mL x 0.70mW
  - 38a STEEL OPEN RACKS, 7 LAYERS
  - E EXISTING SHELVES
  - PM PHOTOCOPIY MACHINE ( BY OTHERS)
  - AC AIRCON (EXISTING)

**1 CIVIC B BASEMENT FURNITURE LAYOUT** SCALE 1:150 METERS

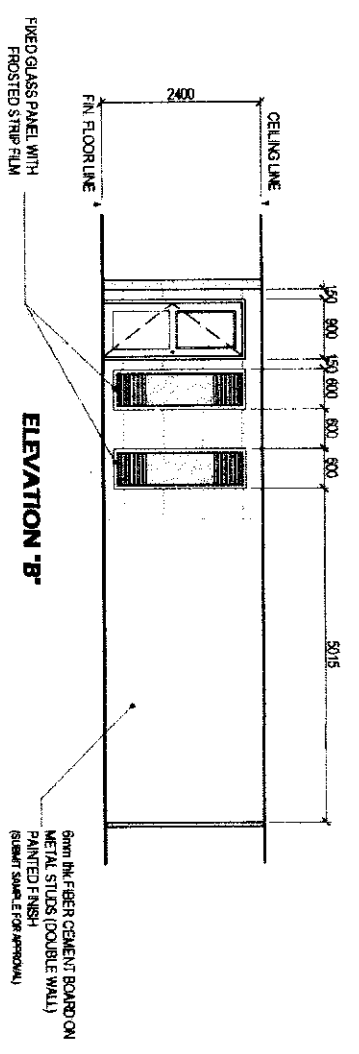
	<p>Proposed by: <i>[Signature]</i>          Checked by: <i>[Signature]</i>  <b>CITY ARCHITECT DEPARTMENT</b>  <small>AT CIVIC CENTER - 6880 BLDG. GREEN CITY HALL COMPOUND,          SUITE 1010, 1015 BANGUWATI CITY</small></p>	<p>PROVISO:  <small>MANUFACTURED AND SPECIFICATION MAY BE SUBJECT TO CHANGE. THE ARCHITECT SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DIMENSIONS AND MATERIALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DIMENSIONS AND MATERIALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE ACCURACY OF ALL DIMENSIONS AND MATERIALS.</small></p>	<p>RECOMMENDING APPROVAL:  <i>[Signature]</i>  <b>ARCH. NICOLE N. CHUA, Aup, plep</b>  <small>DRY ARCHITECT</small></p>	<p>APPROVED BY:  <i>[Signature]</i>  <b>HON. MA. JOSEFINA G. BELMONTE</b>  <small>Mayor</small></p>	<p>PROJECT TITLE:  <b>SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. II</b></p>	<p>SHEET CONTENTS:  <b>TOWER B - BASEMENT FURNITURE LAYOUT</b></p>	<p>PROJECT NO.:</p>	<p>SHEET NO.:</p>
	<p>DATE: June 2024          DRAWN BY: K. GAN B.D.B.          DESIGNED BY: Ar. J.C. / Ar. J.U.C.          CHECKED BY: Ar. R.C.</p>	<b>AR-01</b>						



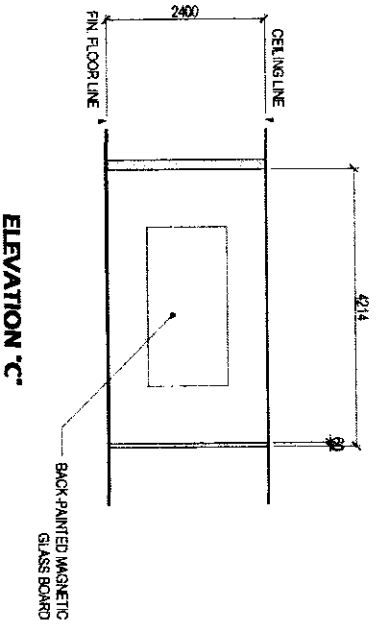
BLOW-UP PLAN



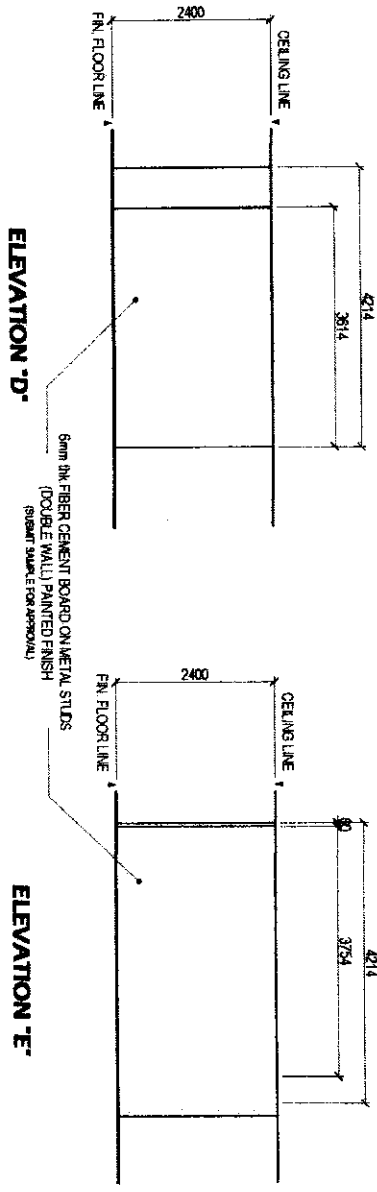
ELEVATION 'A'



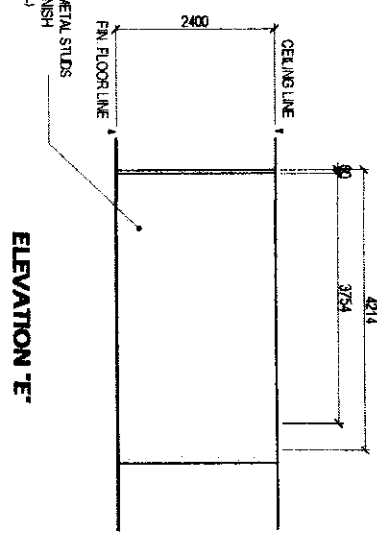
ELEVATION 'B'



ELEVATION 'C'



ELEVATION 'D'



ELEVATION 'E'

**1 DETAIL OF CONFERENCE ROOM AT ASSESSOR'S OFFICE CIVIC B - BASEMENT**

SCALE 1:80 METERS



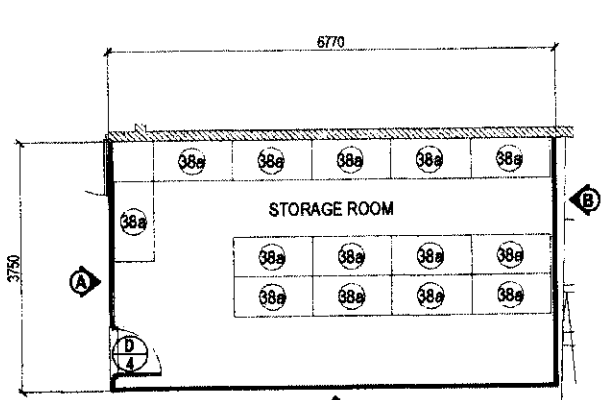
PROVIDED BY:  
 PROJECT NO.:  
 SHEET NO.:

APPROVED BY:  
 PROJECT TITLE:  
 SHEET CONTENTS:

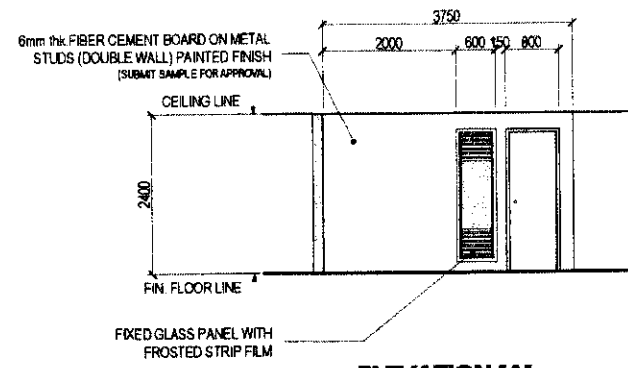
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 DRAWN BY:  
 CHECKED BY:

PROJECT NO.:  
 SHEET NO.:

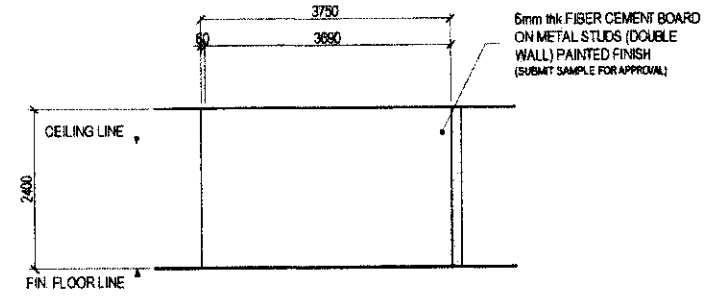
AR-02



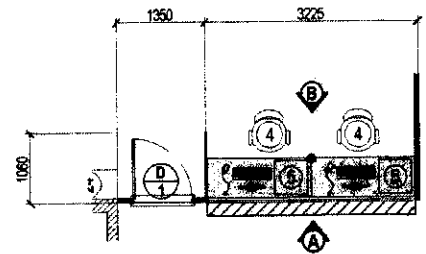
**BLOW - UP PLAN  
(STORAGE ROOM)**



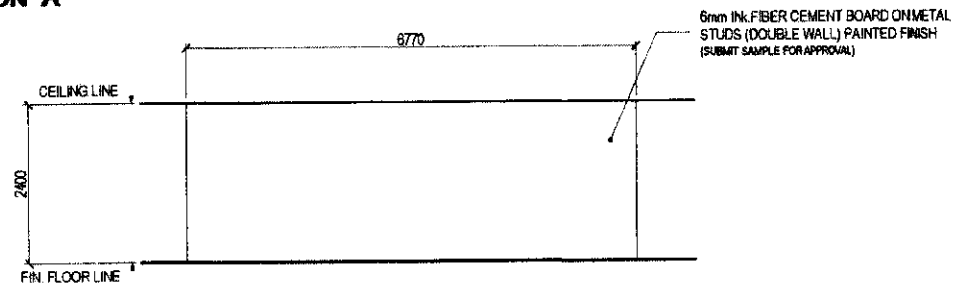
**ELEVATION "A"**



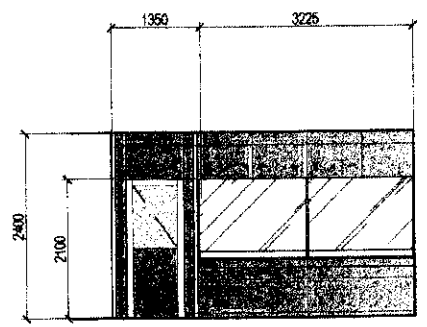
**ELEVATION "B"**



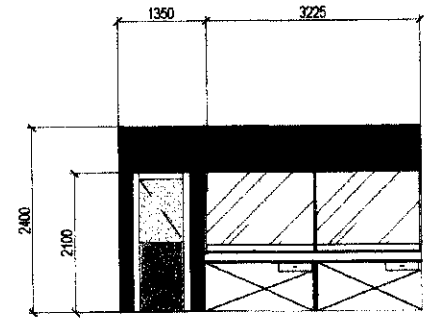
**BLOW - UP PLAN  
(TRANSACTION COUNTER)**



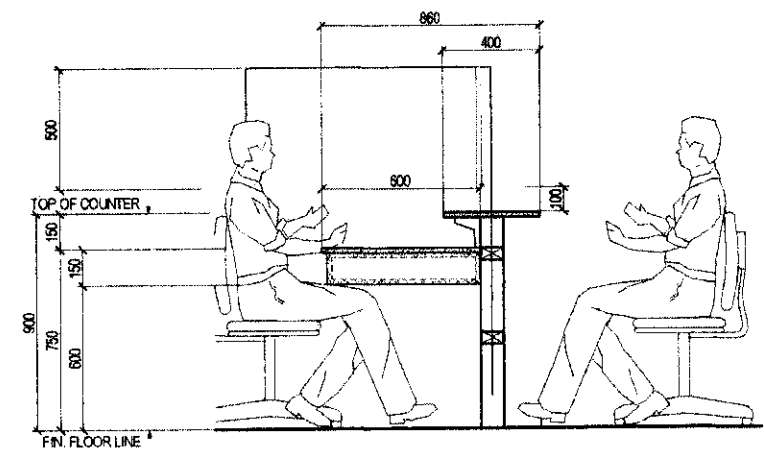
**ELEVATION "C"**



**ELEVATION "A"**



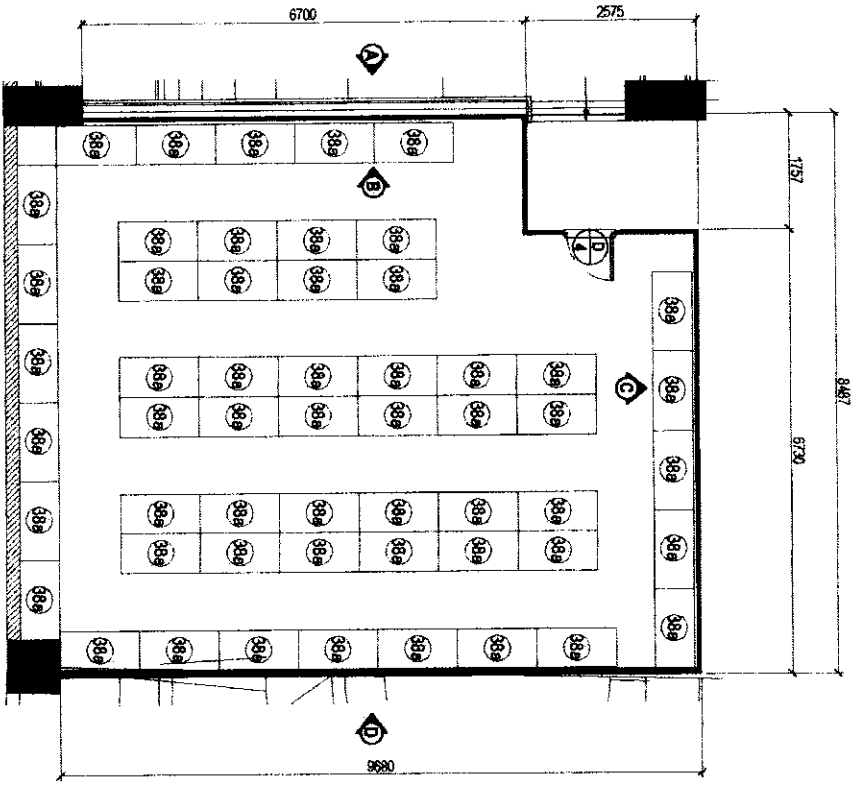
**ELEVATION "B"**



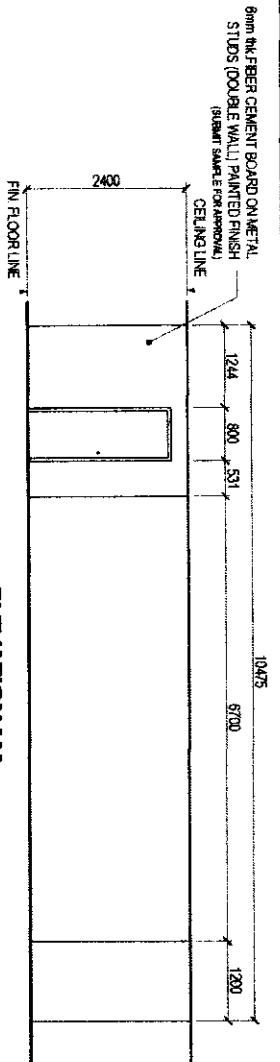
**TRANSACTION COUNTER  
SECTION DETAIL**

**1 | DETAIL OF STORAGE ROOM AT ASSESSOR'S OFFICE CIVIC B - BASEMENT** SCALE 1:80 METERS

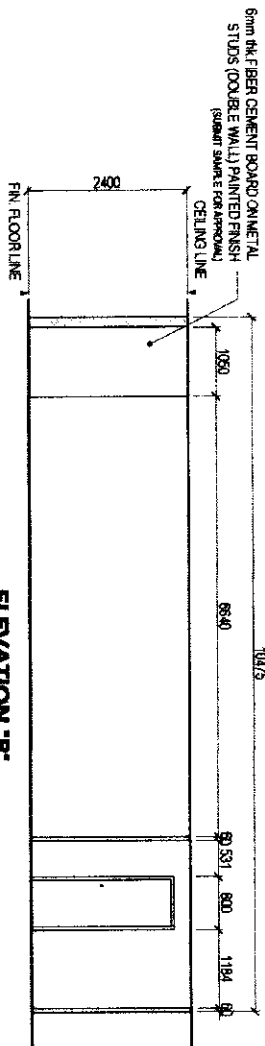
<p>Republic of the Philippines Legazpi City <b>CITY ARCHITECT DEPARTMENT</b> CIVIC CENTER - 2/F, CIVIC CENTER BLDG., CAGAYAN CITY HALL COMPOUND, MUNICIPALIDAD LEGAZPI, CAGAYAN CITY</p>	<p>PROVISO:</p> <p>ASSEMBLY AND INSTALLATION OF PARTITIONS, INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B</p>	<p>RECOMMENDING APPROVAL:</p> <p><b>ARACELIS H. CHUA</b>, <i>Arch. PEP</i> CITY ARCHITECT</p>	<p>APPROVED BY:</p> <p><b>HON. MA. JOSEFINA G. BELMONTE</b> ALD. 1<sup>ST</sup> DISTRICT</p>	<p>PROJECT TITLE:</p> <p><b>SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B</b></p>	<p>SHEET CONTENTS:</p> <p><b>TOWER B - BASEMENT INTERIOR ELEVATION</b></p>	<p>PROJECT NO.:</p> <p>DATE: June 2024</p> <p>DRAWN BY: Aracelis H. Chua</p> <p>DESIGNED BY: Aracelis H. Chua</p> <p>CHECKED BY: Aracelis H. Chua</p>	<p>SHEET NO.:</p> <p><b>AR-03</b></p>
		<p>LEGAZPI CITY ARCHITECT DEPARTMENT</p>					



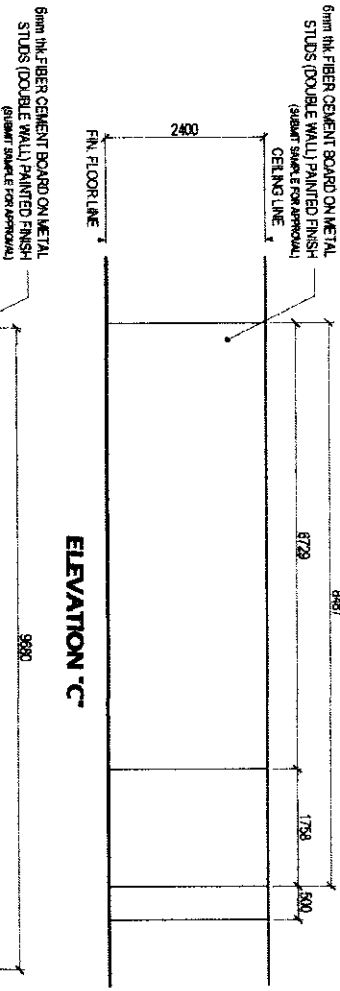
BLOW - UP PLAN



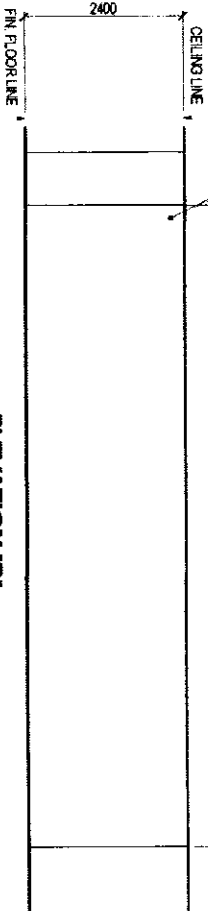
ELEVATION 'A-A'



ELEVATION 'B-B'



ELEVATION 'C-C'



ELEVATION 'D-D'

**1 DETAIL OF STORAGE ROOM AT ASSESSOR'S OFFICE CIVIC B 1-BASEMENT**

SCALE 1:80 METERS

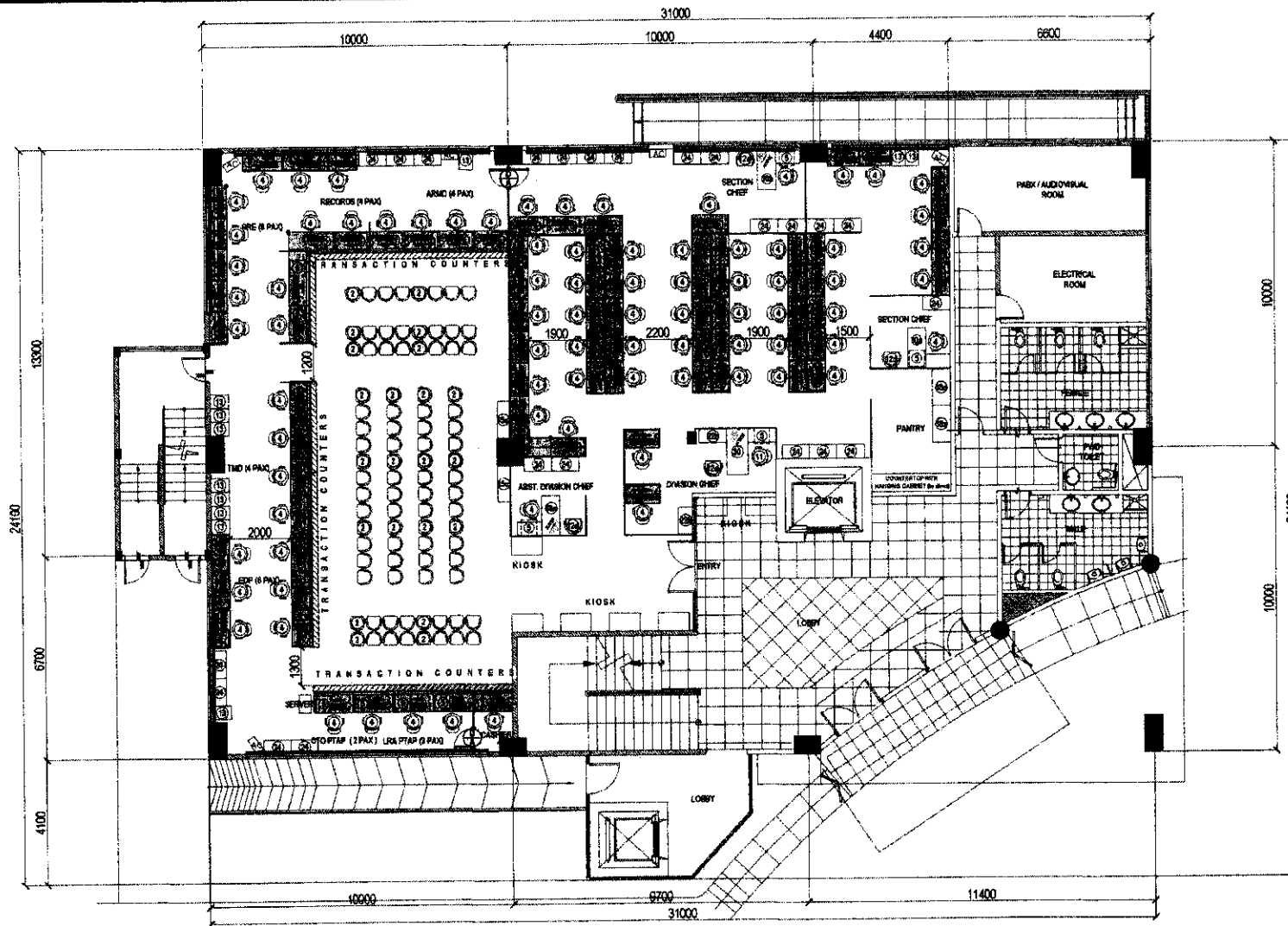


PROVISO:  
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BOSTON AND THE STATE OF MASSACHUSETTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BOSTON AND THE STATE OF MASSACHUSETTS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF BOSTON AND THE STATE OF MASSACHUSETTS.

RECOMMENDING APPROVAL:  
 APPROVED BY:  
 NON. MA. JOSEFINA G. BELMONTÉ

PROJECT TITLE:  
 TOWER B - BASEMENT INTERIOR ELEVATION

PROJECT NO.:  
 SHEET NO.:  
 DATE:  
 DRAWN BY:  
 CHECKED BY:  
 AR-04



**LEGEND:**

- MODULAR LAMINATED PARTITION, WITH OR WITHOUT GLASS, 1.80mH
- FABRIC WITH GLASS LOW PARTITION, 1.50mH
- TRANSACTION COUNTER, 0.40M

- ROLLER SHADES
- TUBULAR CHROME LEG
- MODULAR LEDGE W/ POWDER COATED BRACKET, 0.30mH
- MODULAR TABLE

(DA) DOOR, FABRIC LOW PARTITION, 1.50mH

**FURNITURE:**

- (2) GANG CHAIR - 4 SEATER
- (4) STAFF CHAIR
- (5) CABINET MOBILE PEDESTAL

- (11) MANAGER'S HIGH BACK CHAIR
- (12c) MANAGER VISITOR'S CHAIR
- (12d) STAFF VISITOR'S CHAIR

- (13) CABINET FILING VERTICAL - 4 DRAWERS
- (15c) STANDING WRITING TABLE 1.20mL x 0.40mW x 0.92mH
- (22b) LOW CABINET, 0.90mL x 0.45mW x 1.08mH

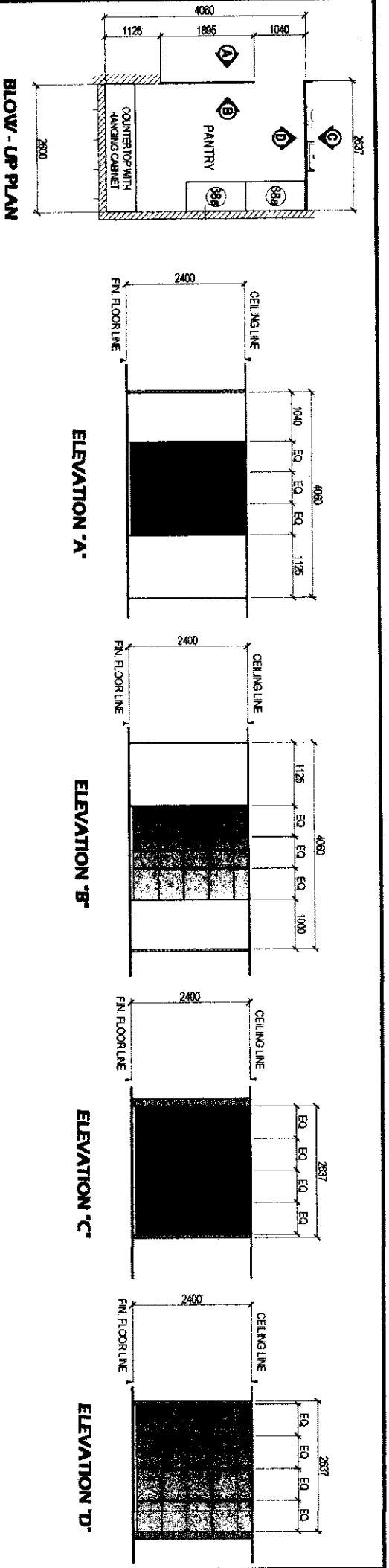
- (24) LATERAL FILING CABINET, 3 DRAWER
- (30) TABLE FREE STANDING WITH SIDE TABLE 1.50mL x 0.70mW
- (30a) FREE STANDING TABLE WITH SIDE TABLE 1.30mL x 0.70mW

- (38a) STEEL OPEN RACKS, 7 LAYERS
- KIOSK
- AC AIRCON (EXISTING)

**1 CIVIC B - GROUND FLOOR FURNITURE LAYOUT**

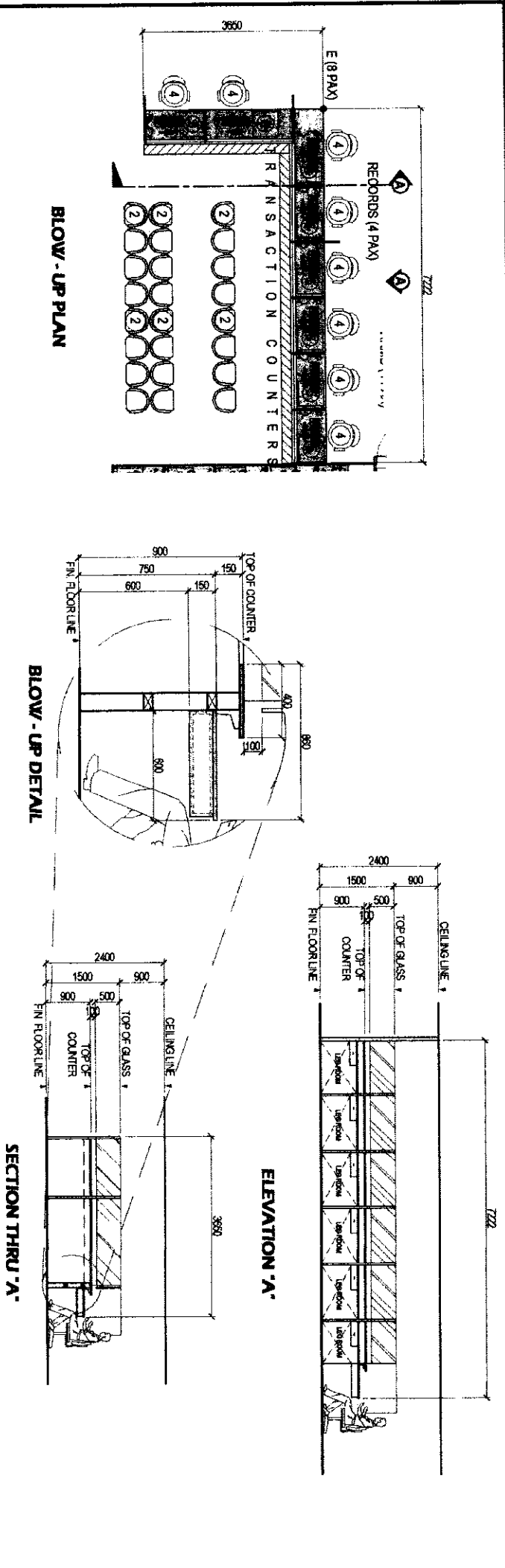
SCALE 1:150 METERS

<p>Republic of the Philippines Lungsod ng Quezon <b>CITY ARCHITECT DEPARTMENT</b> OF QUEZON CITY, QUEZON CITY HALL COMPLEX, MUNICIPAL ROAD, QUEZON CITY</p>	<p>PROVISO:</p> <p>RECOMMENDING APPROVAL</p> <p><i>[Signature]</i> ARCH. LUCILLE M. CHUA, RUP, PMP CITY ARCHITECT</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> HON. MA. JOSEFINA G. BELMONTÉ C.C.</p>	<p>PROJECT TITLE:</p> <p>SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B</p> <p>LOCATION: QUEZON CITY HALL COMPLEX, MUNICIPAL ROAD, QUEZON CITY</p>	<p>SHEET CONTENTS:</p> <p>TOWER B - GROUND FLOOR FURNITURE LAYOUT</p>	<p>PROJECT NO.:</p> <p>DATE: June 2024 DRAWN BY: X.G.M. BY: B.D.B. DESIGNED BY: Ar. J.M. / Ar. J.U.C. CHECKED BY: Ar. J.S. R.</p>	<p>SHEET NO.:</p> <p><b>AR-05</b></p>
	<p>DATE: June 2024 DRAWN BY: X.G.M. BY: B.D.B. DESIGNED BY: Ar. J.M. / Ar. J.U.C. CHECKED BY: Ar. J.S. R.</p>					



**1** DETAIL OF PANTRY AT ASSESSOR'S OFFICE TOWER B-G/F

SCALE 1:80 METERS

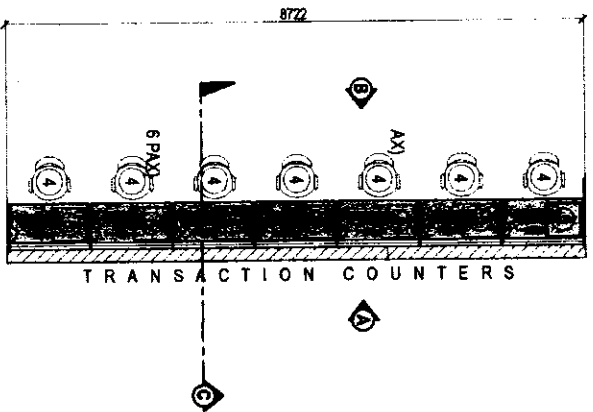


**1** DETAIL OF CTO AND LRA PTAP TRANSACTION COUNTERS AT ASSESSOR'S OFFICE CIVIC B 1-G/F

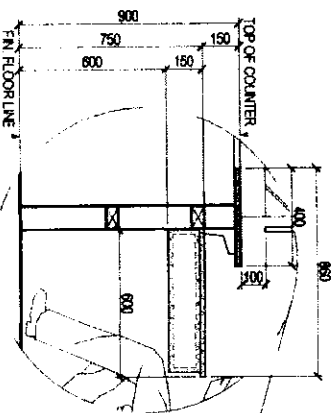
SCALE 1:80 METERS

<p>CITY ARCHITECT DEPARTMENT          REGISTERED ARCHITECTS          10000 UNIVERSITY AVENUE, SUITE 100          BOSTON, MA 02118          TEL: 617-624-5000          FAX: 617-624-5001          WWW.CITYARCHITECTS.COM</p>	<p>PROJECT NO.:</p>	<p>SHEET NO.:</p>
	<p>DATE: 06/20/2013</p> <p>DRAWN BY: M. J. K. K.</p> <p>CHECKED BY: M. J. K. K.</p> <p>DESIGNED BY: M. J. K. K.</p>	<p>PROJECT TITLE:</p> <p>TOWER B - GROUND FLOOR          INTERIOR ELEVATION</p>
<p>PHONASO</p>	<p>APPROVED BY:</p> <p>HON. MA. JOSEFINA G. BELMONTTE          ARCHITECT</p>	<p>SHEET CONTENTS:</p> <p>1 - GROUND FLOOR          INTERIOR ELEVATION</p>

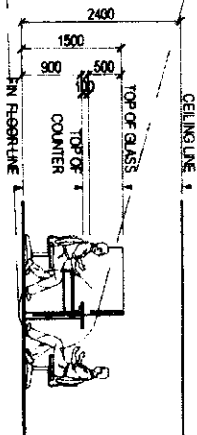




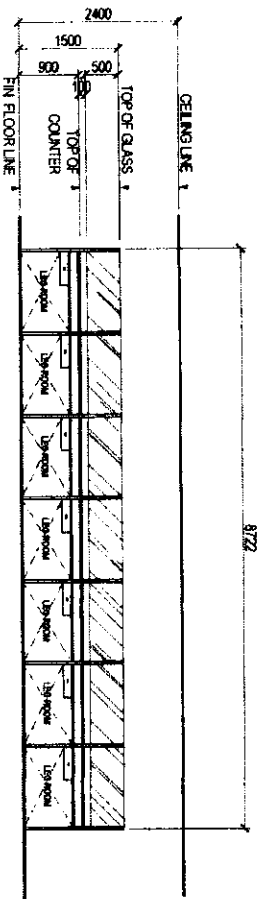
BLOW - UP PLAN



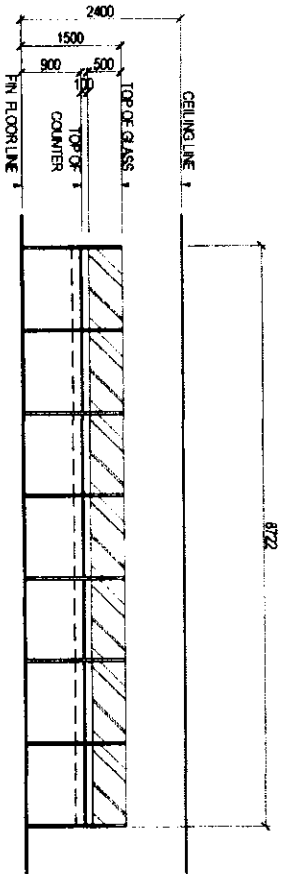
BLOW - UP DETAIL



SECTION THRU 'C'



ELEVATION 'B'



ELEVATION 'A'

**1** DETAIL OF TMD AND FDP TRANSACTION COUNTERS AT ASSESSOR'S OFFICE CIVIC B - G/F



PROVIDED  
 THE CITY ARCHITECT DEPARTMENT  
 IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DOCUMENT.

RECOMMENDING APPROVAL  
 ARCHITECT: [Signature]  
 ARCHITECT: [Signature]

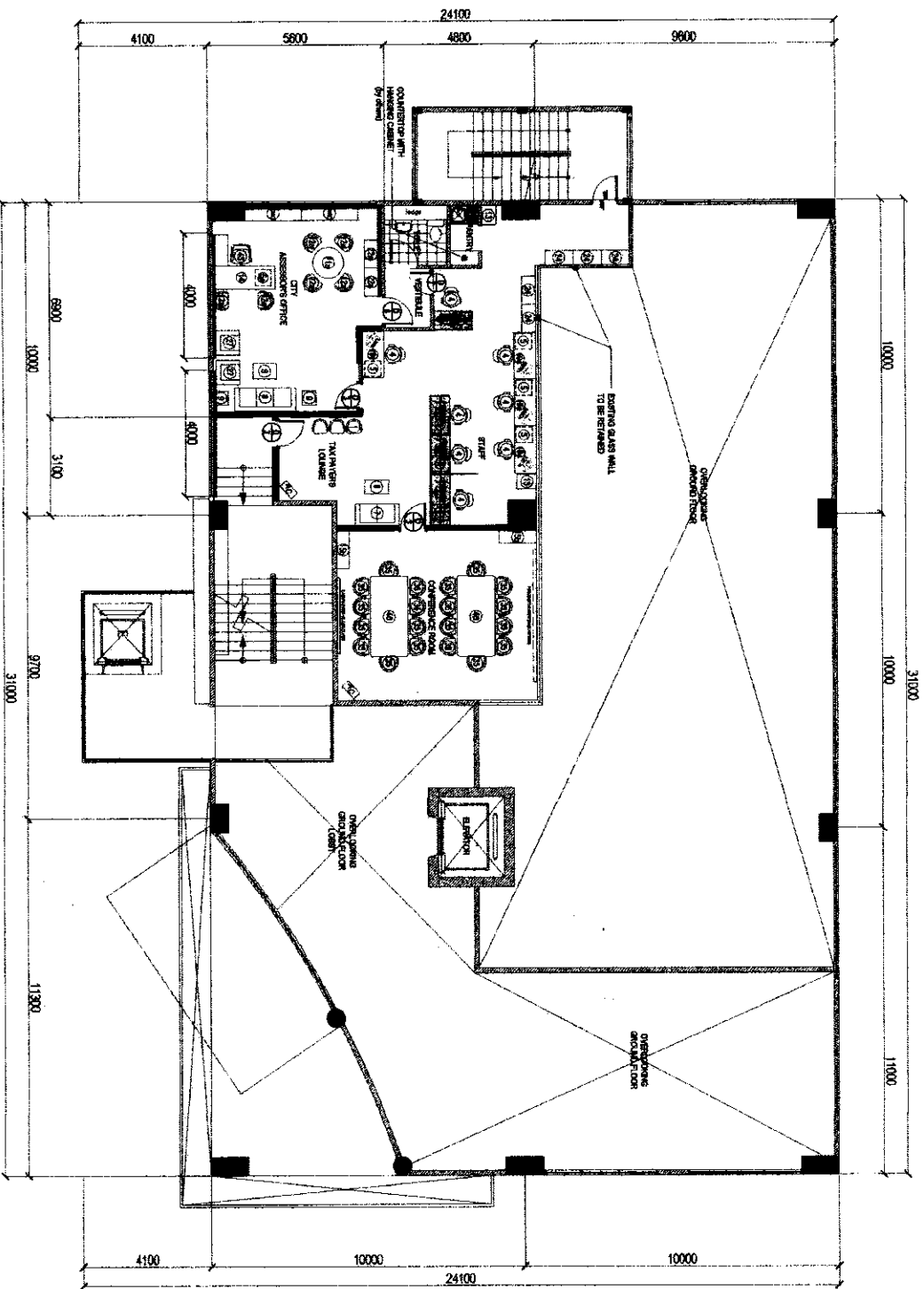
APPROVED BY:  
 [Signature]  
 JOHN MA. JOSEPH & BELMONT  
 ARCHITECTS

PROJECT TITLE:  
 SUPPLY AND INSTALLATION OF MODULAR PARTITIONS  
 INCLUDING PLUMBING AND OTHER WORKS  
 FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B

SHEET CONTENTS:  
 TOWER B - ELEVATION B  
 DETAILS

PROJECT NO.:  
 DATE: June 2007  
 DRAWN BY: M. S. [Signature]  
 CHECKED BY: M. S. [Signature]

SHEET NO.:  
**AR-07**




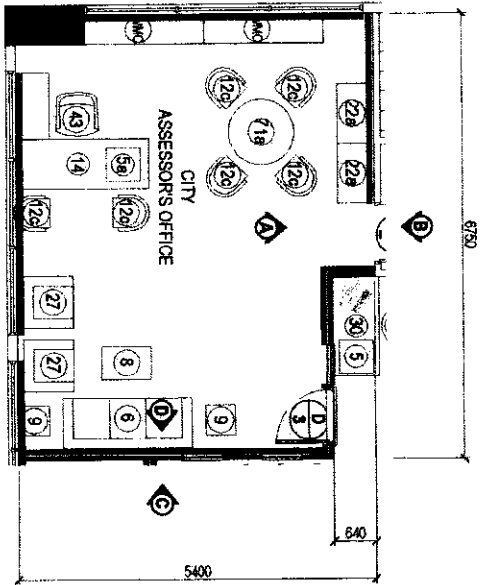
- LEGEND:**
- FABRICATED GLASS LOW PARTITION, 1.80M HIGH
  - ROLLER SHADERS (COMB)
  - MODULAR LEDGE W/ POWDER COATED BRACKET, 0.30MM
  - MODULAR TABLE
  - DRYWALL PARTITION, LAMINATED ONE SIDE, WALL PAPER ONE SIDE
  - DRYWALL PARTITION, LAMINATED ONE SIDE, PAINTED ONE SIDE
  - DRYWALL PARTITION, WALLPAPER ONE SIDE, PAINTED ONE SIDE

- FURNITURE:**
- 01 PANE TYPE DOOR WITH HALF GLASS WITH DUO FINISH, 0.80MM X 2.10MM
  - 02 FLUSH TYPE DOOR WITH LEADER PAINTED FINISH BOTH SIDES, 0.70MM X 2.10MM
  - 03 FLUSH TYPE SECRET DOOR WALL PAPER FINISH BOTH SIDES, 0.70MM X 2.10MM
  - 04 GANG CHAIR - 3 SEATER
  - 05 STAFF CHAIR
  - 06 CABINET MOBILE PEDESTAL
  - 07 EXECUTIVE MOBILE PEDESTAL
  - 08 SOFA - 3 SEATER
  - 09 SOFA - 2 SEATER
  - 10 CONFERENCE TABLE & RECTANGLE STAINLESS STEEL BASE
  - 11 SIDE TABLE WITH STAINLESS STEEL BASE
  - 12 EXECUTIVE VISITORS CHAIR A
  - 13 VERTICAL PLUNG CABINET - 4 DRAWERS
  - 14 EXECUTIVE TABLE WITH SIDE TABLE, 2.0M L X 1.0M W X 0.75M H
  - 15 REGULAR CHAIRS, 1.20M L X 0.40MM W X 0.80MM H
  - 16 FREE STANDING TABLE 1.20M L X 0.80M W X 0.75M H
  - 17 LATERAL PLUNG WOODEN CABINET, 4 LAYERS
  - 18 LATERAL PLUNG CABINET, 3 DRAWERS
  - 19 SOFA - 1 SEATER
  - 20 CONFERENCE CHAIR
  - 21 EXECUTIVE HIGH BACK CHAIR WITH CHROME LESS
  - 22 CONFERENCE TABLE - 8 SEATER
  - 23 ROUND TABLE GLASS TOP, 0.60M Ø
  - 24 WALL MOUNTED CABINET COMBINATION - 1.80M X 0.80M

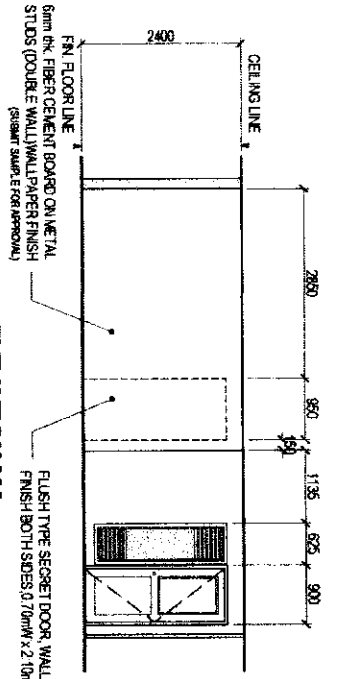
# 1 CIVIC B - MEZZANINE FURNITURE LAYOUT

SCALE 1:150 METERS

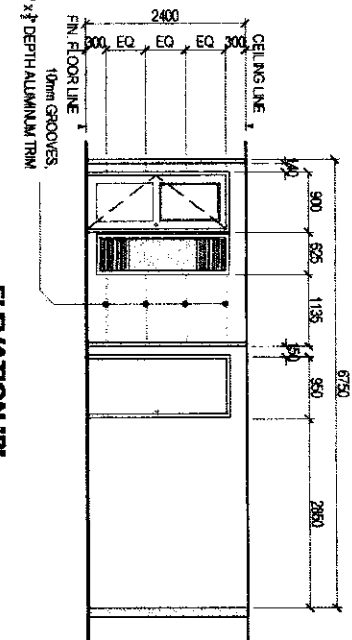
 <p><b>CITY ARCHITECT DEPARTMENT</b>          100 WATERLOO STREET, TORONTO, ONT. M5H 0A7          (416) 392-3100</p>	<p>PROJ. NO. <b>AR-08</b></p>	<p>DATE: <b>1 MAY 2024</b></p> <p>REVISIONS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td>1</td> <td>17/12/23</td> <td>REVISED BY: <b>AR-08</b></td> </tr> <tr> <td>2</td> <td>17/12/23</td> <td>REVISED BY: <b>AR-08</b></td> </tr> <tr> <td>3</td> <td>17/12/23</td> <td>REVISED BY: <b>AR-08</b></td> </tr> <tr> <td>4</td> <td>17/12/23</td> <td>REVISED BY: <b>AR-08</b></td> </tr> <tr> <td>5</td> <td>17/12/23</td> <td>REVISED BY: <b>AR-08</b></td> </tr> </table>	NO.	DATE	DESCRIPTION	1	17/12/23	REVISED BY: <b>AR-08</b>	2	17/12/23	REVISED BY: <b>AR-08</b>	3	17/12/23	REVISED BY: <b>AR-08</b>	4	17/12/23	REVISED BY: <b>AR-08</b>	5	17/12/23	REVISED BY: <b>AR-08</b>	<p>SHEET NO. <b>AR-08</b></p>
NO.	DATE	DESCRIPTION																			
1	17/12/23	REVISED BY: <b>AR-08</b>																			
2	17/12/23	REVISED BY: <b>AR-08</b>																			
3	17/12/23	REVISED BY: <b>AR-08</b>																			
4	17/12/23	REVISED BY: <b>AR-08</b>																			
5	17/12/23	REVISED BY: <b>AR-08</b>																			
<p>RECOMMENDED APPROVAL:</p> <p><i>[Signature]</i>          ARCHITECT: <b>AR-08</b></p>		<p>APPROVED BY:</p> <p><i>[Signature]</i>          HON. MAJ. JOSEFINA G. BELMONTÉ</p>																			
<p>PROJECT TITLE:</p> <p><b>SEMI-Y AND REINSTALLATION OF JACOBS PARKMOUNTAIN INCLUDING REPAIRS AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BUILDING B</b></p>		<p>SHEET CONTENTS:</p> <p><b>TOWER B - MEZZANINE FURNITURE LAYOUT</b></p>																			



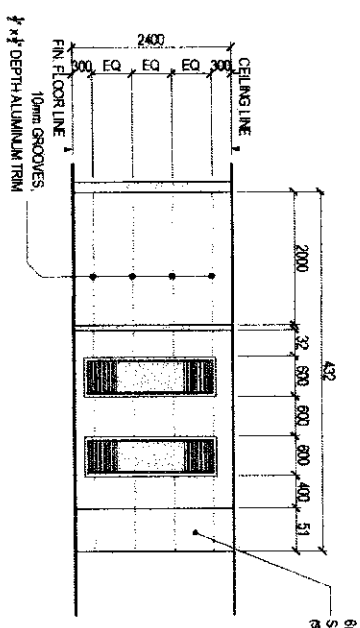
**BLOW-UP PLAN**



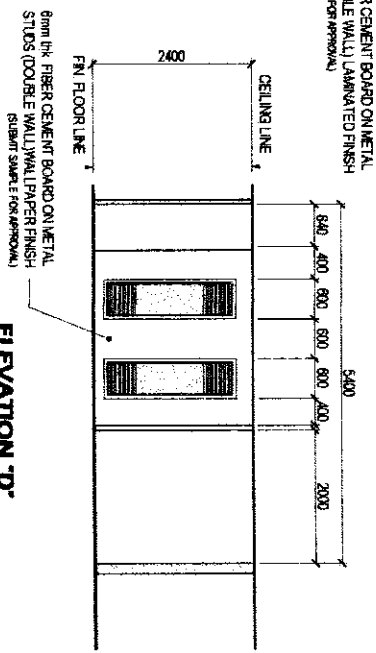
**ELEVATION 'A'**



**ELEVATION 'B'**



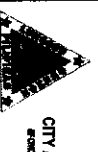
**ELEVATION 'C'**



**ELEVATION 'D'**

**1 DETAIL OF CITY ASSESSOR'S OFFICE AT CIVIC B- MEZZANINE**

SCALE 1:80 METERS



**CITY ARCHITECT DEPARTMENT**  
 1000 W. 10TH AVENUE, SUITE 1000  
 DENVER, COLORADO 80202



PROVIDED BY: [Signature]

APPROVED BY: [Signature]

PROJECT TITLE: [Text]

SHEET CONTENTS: [Text]

PROJECT NO.: [Text]

SHEET NO.: [Text]

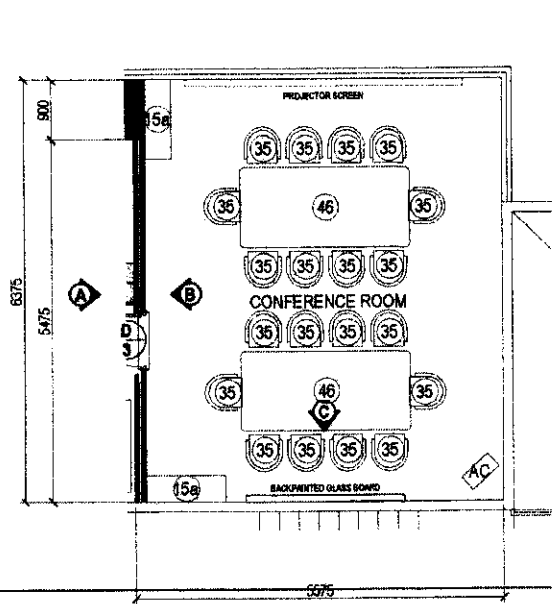
RECOMMENDING APPROVAL: [Signature]

HON. MA. JOSEPHINA G. BELMONT  
 MAYOR

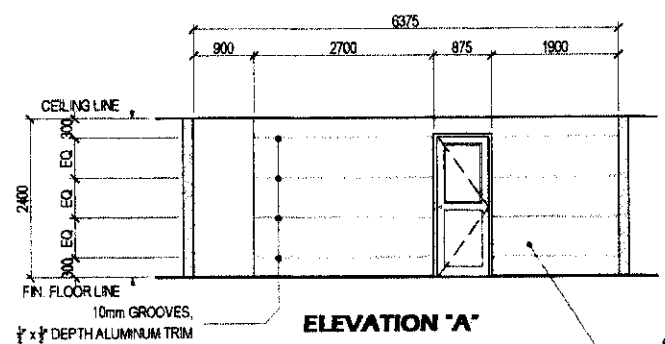
ISSUE Y AND INSTALLATION OF ABOVE PARTITIONS INCLUDING REBAR AND OTHER WORK FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B

DATE: [Text]

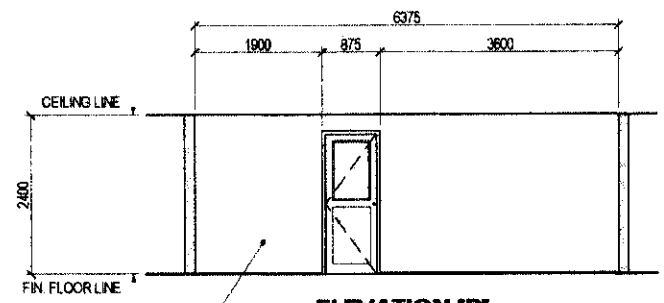
**AR-09**



**BLOW - UP PLAN**

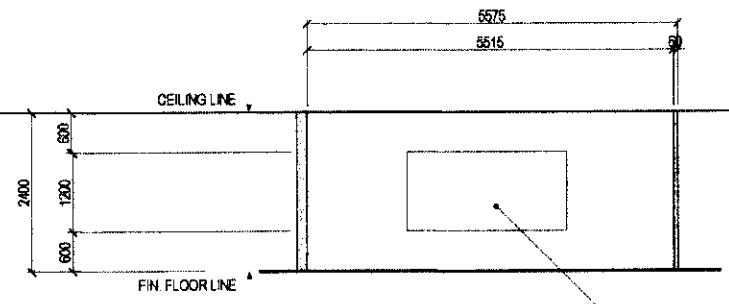


**ELEVATION 'A'**



**ELEVATION 'B'**

6mm thk FIBER CEMENT BOARD ON METAL STUDS (DOUBLE WALL) LAMINATED FINISH (SUBMIT SAMPLE FOR APPROVAL)



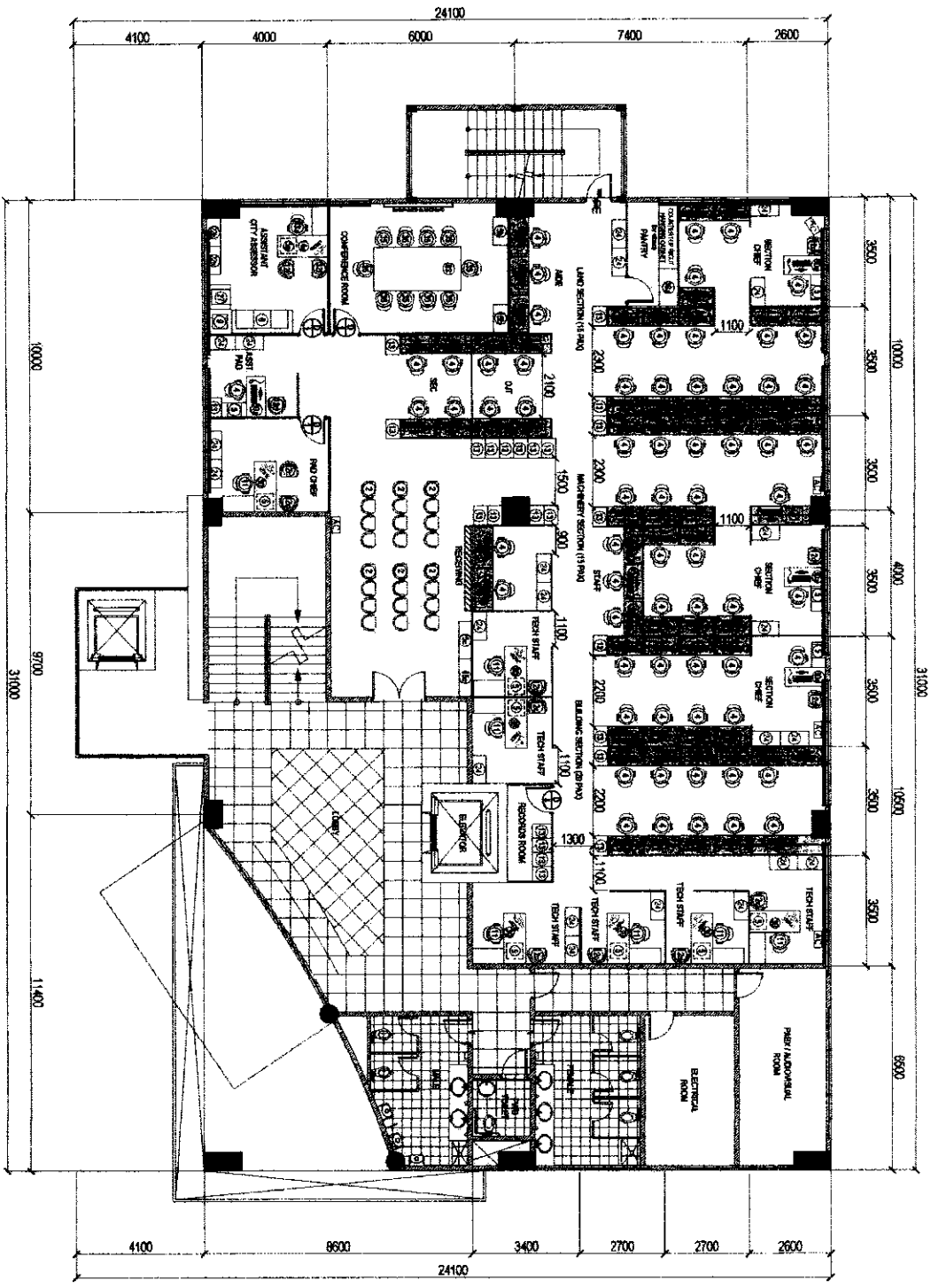
**ELEVATION 'C'**

BACK-PAINTED MAGNETIC GLASS BOARD

**1 | DETAIL OF CONFERENCE ROOM AT CIVIC B - MEZZANINE**

SCALE 1:80 METERS

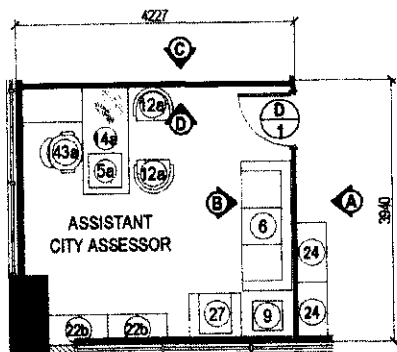
<p>Republic of the Philippines Lungsod ng Quezon <b>CITY ARCHITECT DEPARTMENT</b> BPO OFFICE - 0 (Bldg. 10) 1000 P. O. BOX 1000 LUNGEDONG ROAD, QUEZON CITY</p>	<p>PROVISO: Contractor shall provide and install all materials, labor and equipment necessary for the completion of the work. The contractor shall be responsible for the safety of the work and shall maintain access to all adjacent properties at all times. The contractor shall be responsible for the removal of all debris and waste from the site. The contractor shall be responsible for the protection of all existing structures and utilities. The contractor shall be responsible for the maintenance of the site during the construction period. The contractor shall be responsible for the cleanup of the site after the completion of the work.</p>	<p>RECOMMENDING APPROVAL</p> <p><i>[Signature]</i> AROLUCILLE H. CHUA, Insp, plep CITY ARCHITECT</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> HON. MA. JOSEFINA G. BELMONTÉ C.A.</p>	<p>PROJECT TITLE:</p> <p>SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B</p> <p>LOBBY: QUEZON CITY ARCHITECT DEPARTMENT, BPO OFFICE, QUEZON CITY</p>	<p>SHEET CONTENTS:</p> <p>DETAIL OF CONFERENCE ROOM DETAIL OF TOILET</p>	<p>PROJECT NO.:</p> <p>DATE: Apr 2024 DRAWN BY: Ar. G. B. M. M. K. K. A. DESIGNED BY: Ar. J. W. J. U. C. CHECKED BY: Ar. A. G. B. M. M. K. K. A.</p>	<p>SHEET NO.:</p> <p><b>AR-10</b></p>
		<p>DATE: Apr 2024 DRAWN BY: Ar. G. B. M. M. K. K. A. DESIGNED BY: Ar. J. W. J. U. C. CHECKED BY: Ar. A. G. B. M. M. K. K. A.</p>					



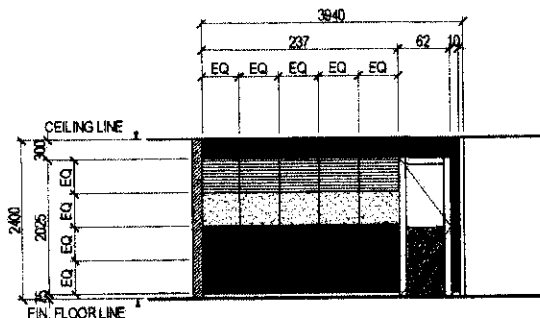
- LEGEND:**
- MODULAR LAMINATED PARTITION, WITH OR WITHOUT GLASS
  - FABRIC WITH GLASS LOW PARTITION, 1.80M HIGH
  - ORIGNAL PARTITION PAINTED TRANSLUCENT COUNTER, 0.40M
  - ROLLER SHORES
  - TUBULAR CHROME LEG
  - MODULAR LEGS W/ POWDER COATED BRACKET, 0.20M
  - MODULAR TABLE
- FURNITURE:**
- 01 MODULAR DOOR W/ HALF GLASS, SINGLE LEAF, 0.8M X 2.10M
  - 02 PANEL DOOR WITH HALF GLASS, WITH LAMINATE FINISH, 0.8M X 2.10M
  - 03 RUSH TYPE DOOR, 0.70M X 2.10M
  - 04 GANG CHAIR - 4 SEATER
  - 05 STAFF CHAIR
  - 06 CABINET MOBLE PEDESTAL
  - 07 EXECUTIVE MOBLE PEDESTAL
  - 08 SOFA, 3 SEATER
  - 09 SIDE TABLE STAINLESS STEEL BASE
  - 10 MANAGERS HIGH BACK CHAIR
  - 11 MANAGER VISITORS CHAIR
  - 12 STAFF VISITORS CHAIR
  - 13 EXECUTIVE VISITORS CHAIR B
  - 14 CABINET FILING VERTICAL, 4 DRAWERS
  - 15 EXECUTIVE TABLE WITH SIDE TABLE, 1.80M X 0.90M X 0.75M
  - 16 RESEUR CONSOLE TABLE, 1.80M X 0.40M X 0.60M
  - 17 STANDING WRITING TABLE, 1.80M X 0.40M X 0.60M
  - 18 LOW CABINET, 0.90M X 0.40M X 1.00M
  - 19 LATERAL FILING CABINET, 3 DRAWERS
  - 20 CONFERENCE TABLE
  - 21 10 SEATER
  - 22 JAMON EXECUTIVE HIGH BACK CHAIR
  - 23 RABON EXISTING
  - 24 CONFERENCE CHAIR
  - 25 STEEL OPEN PACKING, 7 LAYERS

# 1 CIVIC B - SECOND FLOOR FURNITURE LAYOUT

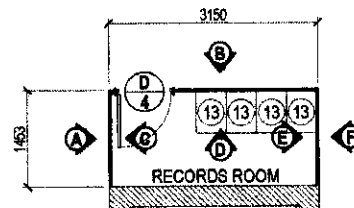
<p><b>CITY ARCHITECT DEPARTMENT</b>          1000 N. GARDEN AVENUE, SUITE 100          DENVER, CO 80202          TEL: 303.224.3100          FAX: 303.224.3101</p>	<p>PROPOSAL:</p>	<p>RECOMMENDING APPROVAL:</p>	<p>APPROVED BY:</p>	<p>PROJECT TITLE:</p> <p>QUALITY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING RECEPTION AND OTHER WORKS FOR CITY ASSESSORS OFFICE AT OMC CENTER BLDG. B</p>	<p>SHEET CONTENTS:</p> <p>TOWER B - SECOND FLOOR FURNITURE LAYOUT</p>	<p>PROJECT NO.:</p>	<p>SHEET NO.:</p> <p><b>AR-11</b></p>
	<p>DATE: June 2024</p> <p>DESIGNED BY: K. W. W. O.D.B.</p> <p>CHECKED BY: M. S. B. B. B. B. B.</p> <p>DATE: 7/4/24</p>	<p>DATE: June 2024</p> <p>DESIGNED BY: K. W. W. O.D.B.</p> <p>CHECKED BY: M. S. B. B. B. B. B.</p> <p>DATE: 7/4/24</p>	<p>DATE: June 2024</p> <p>DESIGNED BY: K. W. W. O.D.B.</p> <p>CHECKED BY: M. S. B. B. B. B. B.</p> <p>DATE: 7/4/24</p>	<p>DATE: June 2024</p> <p>DESIGNED BY: K. W. W. O.D.B.</p> <p>CHECKED BY: M. S. B. B. B. B. B.</p> <p>DATE: 7/4/24</p>			



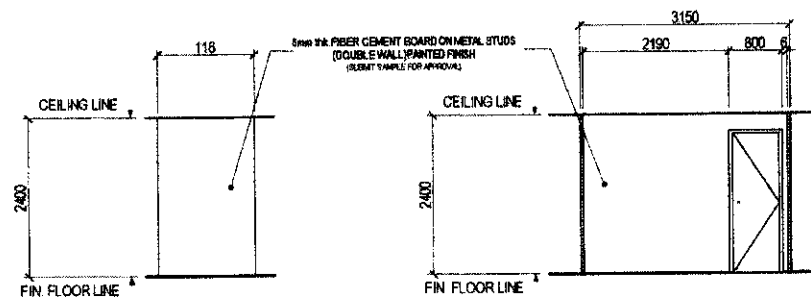
**BLOW - UP PLAN**



**ELEVATION 'A'**

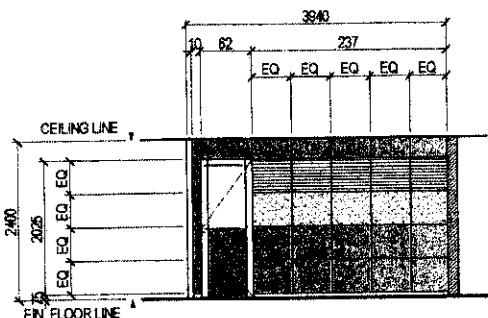


**BLOW - UP PLAN**

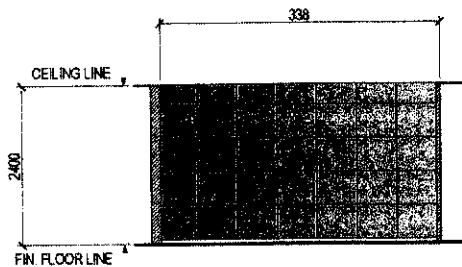


**ELEVATION 'A/F'**

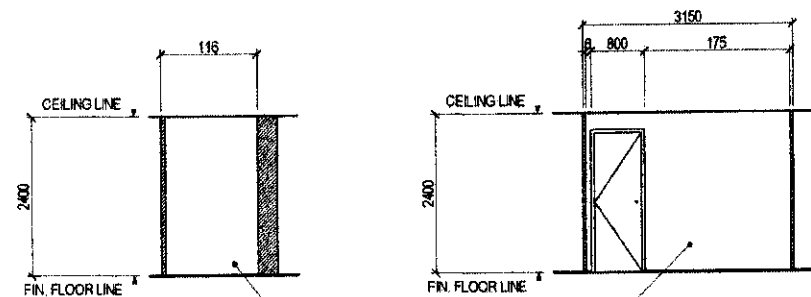
**ELEVATION 'B'**



**ELEVATION 'B'**



**ELEVATION 'C/D'**



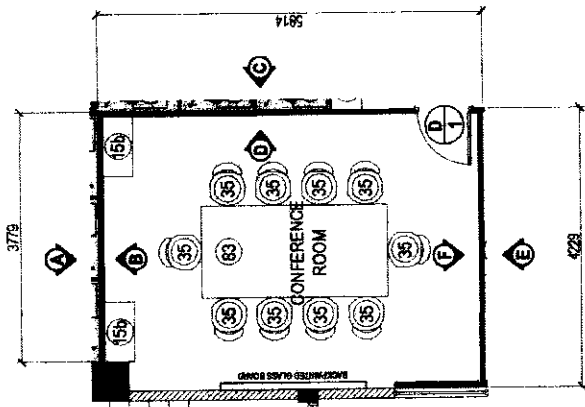
**ELEVATION 'C/E'**

**ELEVATION 'D'**

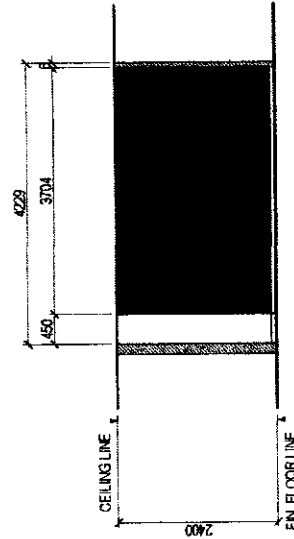
**1 | DETAIL OF ASSISTANT CITY ASSESSOR'S OFFICE AND RECORD ROOM AT CIVIC B - SECOND FLOOR**

SCALE 1:80 METERS

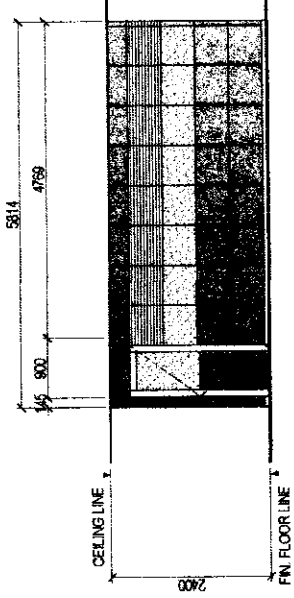
	<p><b>PROVISO:</b>  <small>THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER, CITY PLANNING AND ZONING OFFICE, AND OTHER CONCERNED AGENCIES PRIOR TO THE START OF WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES AND STRUCTURES.</small></p>	<p><b>RECOMMENDING APPROVAL:</b>            AR. LUCILLE N. CHUA, RUP, PhP          CITY PROJECT</p>	<p><b>APPROVED BY:</b>            HON. MA. JOSEFA G. BELMONTE          SPPOR</p>	<p><b>PROJECT TITLE:</b>          SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CMC CENTER BLDG. B</p> <p><b>SHEET CONTENTS:</b>          TOWER B - SECOND FLOOR INTERIOR ELEVATION</p> <p><b>PROJECT NO.:</b>          AR-12</p> <p><b>SHEET NO.:</b>          AR-12</p> <p><b>DATE:</b> June 2024  <b>DRAWN BY:</b> Ar. R.O. Resurrección  <b>DESIGNED BY:</b> Ar. R.O. Resurrección  <b>CHECKED BY:</b> Ar. R.O. Resurrección</p>
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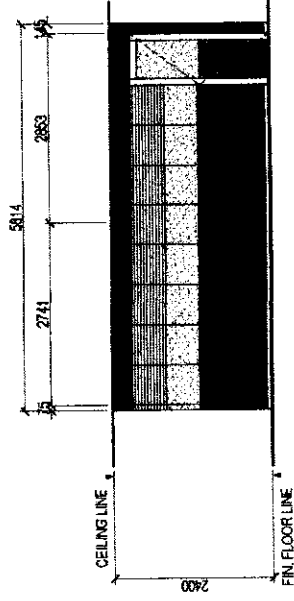
**BLOW - UP PLAN**



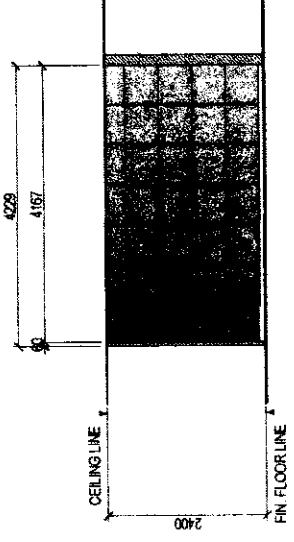
**ELEVATION 'A/B'**



**ELEVATION 'C'**

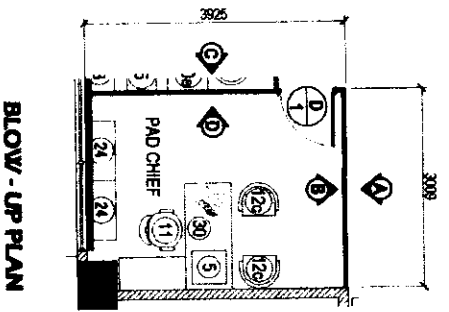


**ELEVATION 'D'**

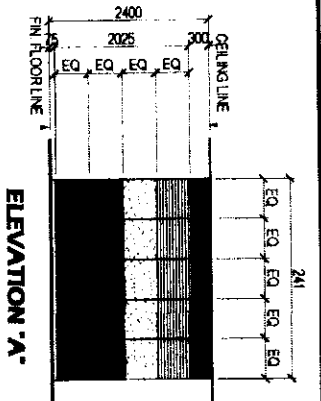


**ELEVATION 'E/F'**

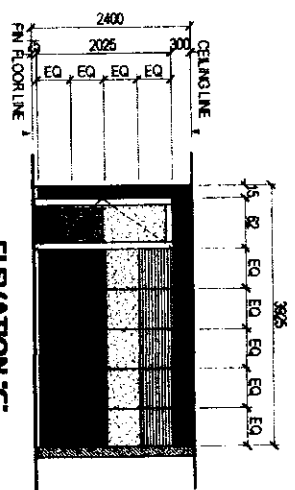
<b>1</b>		<b>DETAIL OF CONFERENCE ROOM AT CIVIC B - SECOND FLOOR</b>		SCALE 1:80 METERS	
PROVIDOR: THE ARCHITECTURAL BOARD OF THE CITY OF CHICAGO 100 N. LAUREL STREET, CHICAGO, ILL. 60602 TEL: (312) 442-2200 FAX: (312) 442-2201 WWW.CITYOFCHICAGO.ILL.GOV		CITY ARCHITECT DEPARTMENT 100 N. LAUREL STREET, CHICAGO, ILL. 60602 TEL: (312) 442-2200 FAX: (312) 442-2201 WWW.CITYOFCHICAGO.ILL.GOV		PROJECT NO.: PROJECT TITLE: SHEET CONTENTS: DATE: DRAWN BY: CHECKED BY: DESIGNED BY: APPROVED BY:	
PROVIDER'S SEAL AND SIGNATURE: 		PROJECT TITLE: SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B LOCATION: 600 NORTH LAUREL STREET, CHICAGO, ILL. 60602		SHEET NO.: <b>AR-13</b>	
RECOMMENDING APPROVAL:  ARCHITECT		APPROVED BY:  HON. MA. JOSEFINA G. BELMONTE CLERK		PROJECT NO.: PROJECT TITLE: SHEET CONTENTS: DATE: DRAWN BY: CHECKED BY: DESIGNED BY: APPROVED BY:	



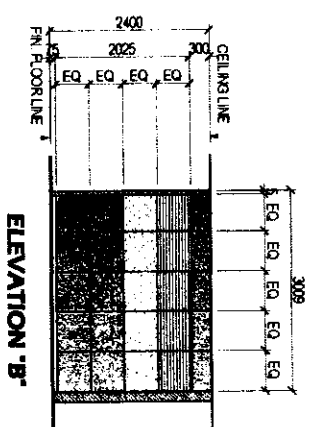
**BLOW - UP PLAN**



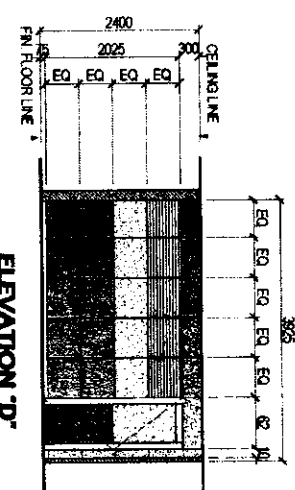
**ELEVATION 'A'**



**ELEVATION 'C'**



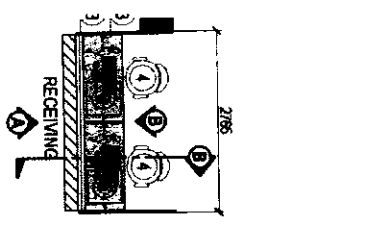
**ELEVATION 'B'**



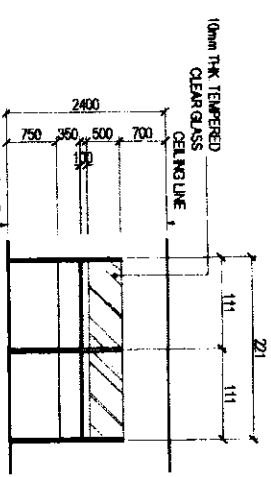
**ELEVATION 'D'**

**1 DETAIL OF CONFERENCE ROOM AT TOWER B- SECOND FLOOR**

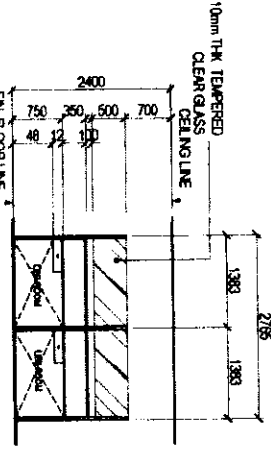
SCALE 1:80 METERS



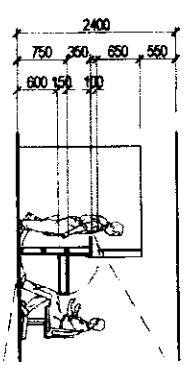
**BLOW - UP PLAN**



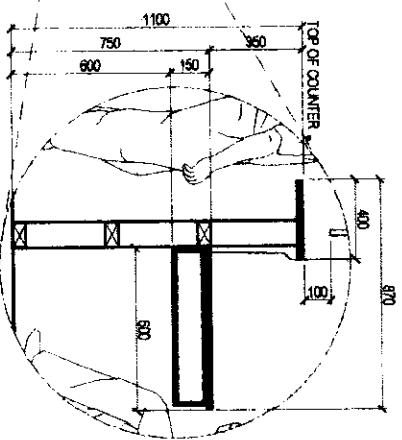
**ELEVATION 'A'**



**ELEVATION 'B'**



**SECTION THRU 'C'**



**BLOW-UP DETAIL**

**2 DETAIL OF RECEIVING AREA AT CIVIC B- SECOND FLOOR**

SCALE 1:80 METERS

**CITY ARCHITECT DEPARTMENT**  
 ARCHITECTS  
 1000 N. OAK ST. SUITE 200  
 CHICAGO, IL 60610  
 TEL: 312.442.2000  
 FAX: 312.442.2001  
 WWW.CITYARCHITECTS.COM

**REVISIONS**

NO.	DESCRIPTION
1	ISSUED FOR PERMIT
2	ISSUED FOR CONSTRUCTION
3	ISSUED FOR CONSTRUCTION
4	ISSUED FOR CONSTRUCTION
5	ISSUED FOR CONSTRUCTION
6	ISSUED FOR CONSTRUCTION
7	ISSUED FOR CONSTRUCTION
8	ISSUED FOR CONSTRUCTION
9	ISSUED FOR CONSTRUCTION
10	ISSUED FOR CONSTRUCTION

**RECOMMENDING ARCHITECT**  
 HOK USA, JOSEPH A. G. BELMONT  
 1000 N. OAK ST. SUITE 200  
 CHICAGO, IL 60610  
 TEL: 312.442.2000  
 FAX: 312.442.2001  
 WWW.HOK.COM

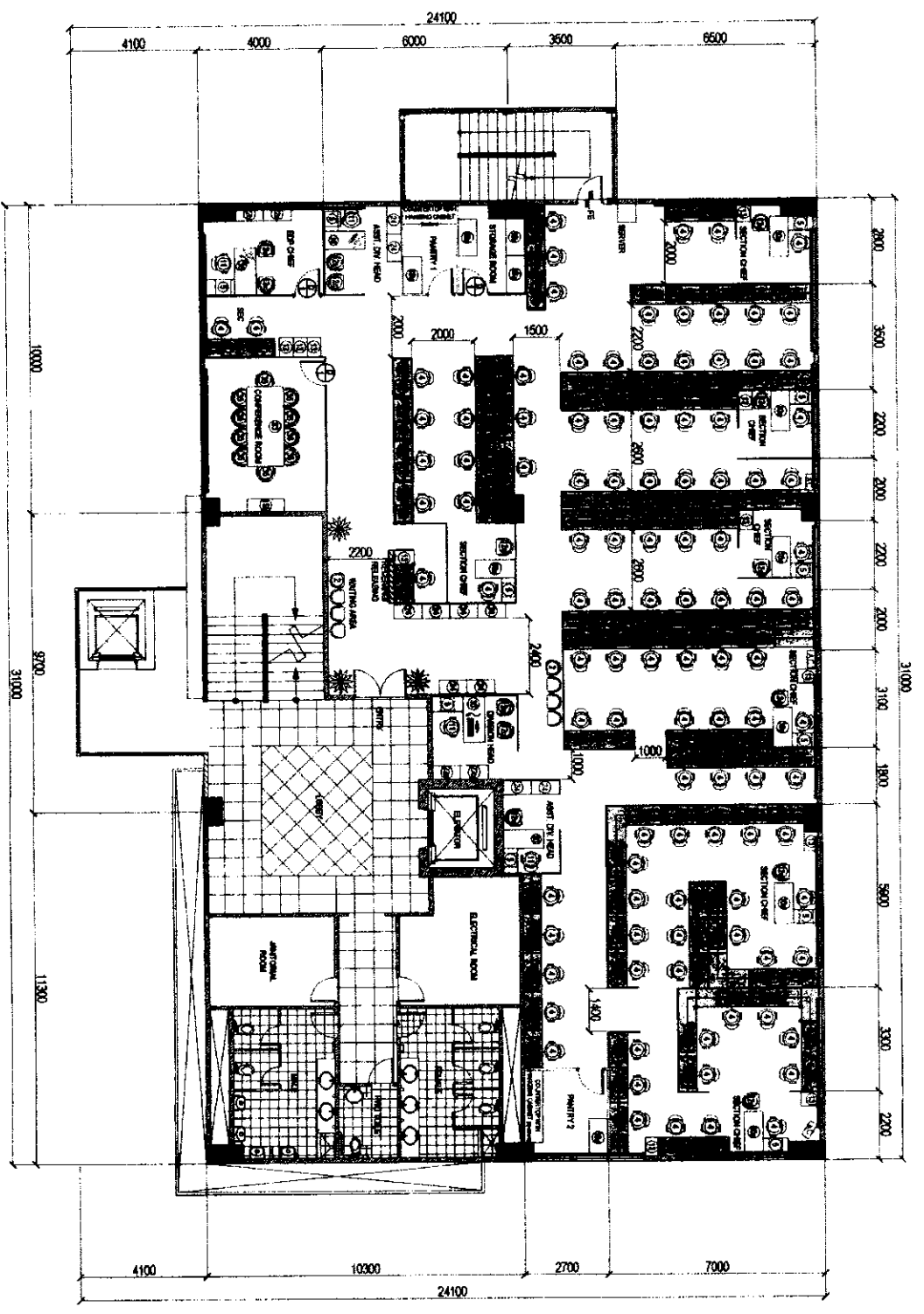
**PROJECT TITLE:**  
 SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSessor'S OFFICE AT OAK CENTER BLDG. 1

**SHEET COMMENTS:**  
 TOWER B - SECOND FLOOR INTERIOR ELEVATION

**PROJECT NO.:**  
 1000 N. OAK ST. SUITE 200  
 CHICAGO, IL 60610  
 TEL: 312.442.2000  
 FAX: 312.442.2001  
 WWW.CITYARCHITECTS.COM

**SHEET NO.:**  
**AR-14**







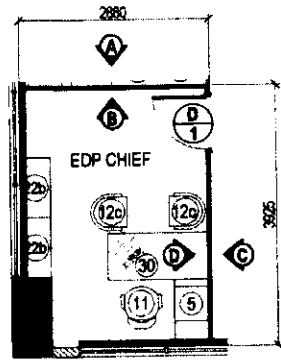
- LEGEND:**
- MODULAR LAMINATED PARTITION WITH OR WITHOUT GLASS
  - FABRIC WITH GLASS LOW PARTITION
  - MODULAR LAMINATED PARTITION 2.40 m. HIGH
  - GENERAL PARTITION PAINTED BOTH SIDES
  - ROLLER SPACES
  - TUBULAR CHROME LEGS
  - MODULAR ESCAPE W/ POWDER COATED BRACKET 0.90M
  - MODULAR TABLE

- FURNITURE:**
- (01) MODULAR DOOR W/ HALF GLASS
  - (01) SINGLE LEAF 0.9m X 2.10m
  - (04) FLUSH DOOR PAINTED BOTH SIDES 0.70m X 2.10m
  - (2) GANG CHAIR - 4 SEATER
  - (4) STAFF CHAIR
  - (5) CABINET MOBILE PEDESTAL
  - (11) MANAGERS HIGH BACK CHAIR
  - (12a) MANAGER VISITORS CHAIR
  - (12b) STAFF VISITORS CHAIR
  - (13) CABINET FINING VERTICAL - 4 DRAWERS
  - (15a) REGULAR CONSOLE TABLE 1.20m X 0.60m X 0.80m
  - (15b) LOW CABINET 0.90m X 0.60m X 1.10m
  - (24) LATERAL FINING CABINET 3 DRAWERS
  - (30) FREE STANDING TABLE WITH SIDE TABLE 1.20m X 0.90m X 0.80m
  - (30a) FREE STANDING TABLE WITH SIDE TABLE 1.20m X 0.90m
  - (35) CONFERENCE CHAIR
  - (38a) STEEL OPEN BACKS 7 LAYERS
  - (83) CONFERENCE TABLE - 8 SEATER
  - (AC) AIRCON (EXISTING)

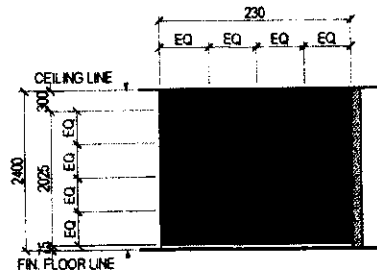
# 1 CIVIC B - THIRD FLOOR FURNITURE LAYOUT

SCALE 1:150 MTS.

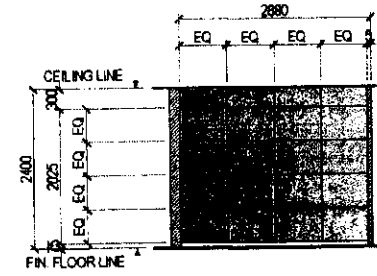
 <p><b>CITY ARCHITECT DEPARTMENT</b> PROVIDING ARCHITECTURAL SERVICES TO THE PEOPLE OF MANILA</p>		<p><b>RECOMMENDING APPROVAL</b></p> <p><i>[Signature]</i> ARCHITECT</p>	<p><b>APPROVED BY:</b></p> <p><i>[Signature]</i> HON. MA. JOSEFINA G. BELLARANTE SECRETARY</p>	<p><b>PROJECT TITLE:</b></p> <p>CONTRACT AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER FIXTURES FOR CITY ASSISTANT OFFICE AT CIVIC CENTER BLOCK B</p>	<p><b>SHEET CONTENTS:</b></p> <p>TOWER B - THIRD FLOOR FURNITURE LAYOUT</p>	<p><b>PROJECT NO.:</b></p> <p>AR-15</p>
<p>DATE: 20th 2008 DRAWN BY: E.S. / E.D.B. CHECKED BY: A.M. / J.L.C. DESIGNED BY: B.P. / B.P.</p>						



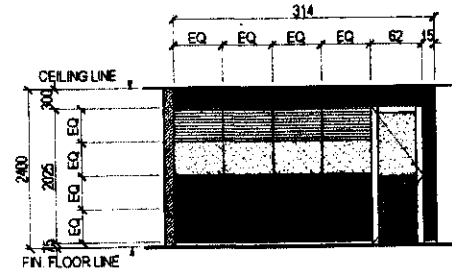
BLOW - UP PLAN



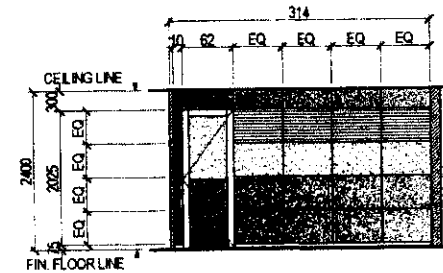
ELEVATION 'A'



ELEVATION 'B'



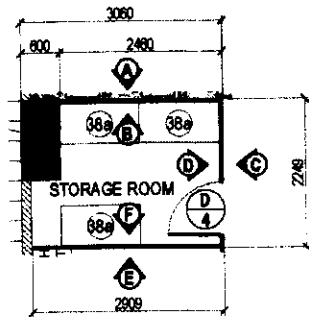
ELEVATION 'C'



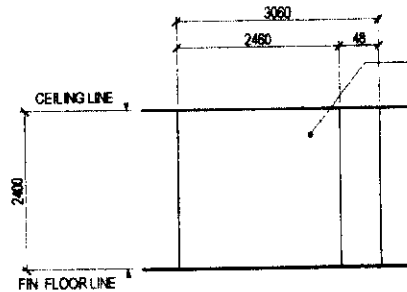
ELEVATION 'D'

1 DETAILS OF EDP OFFICE AT TOWER B - THIRD FLOOR

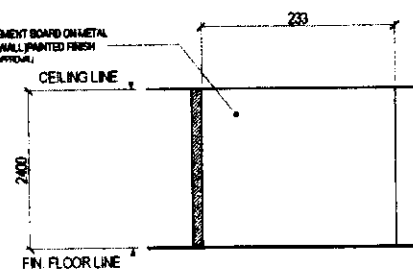
SCALE 1/80 MTS.



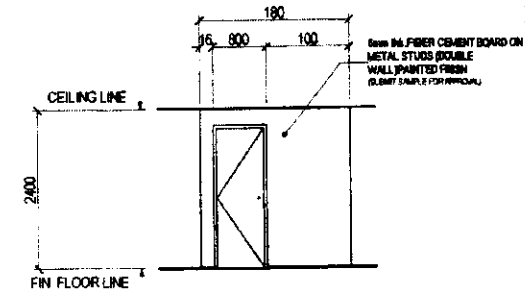
BLOW - UP PLAN



ELEVATION 'A/B'



ELEVATION 'C/D'

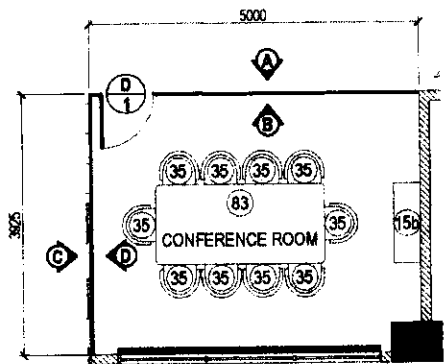


ELEVATION 'E/F'

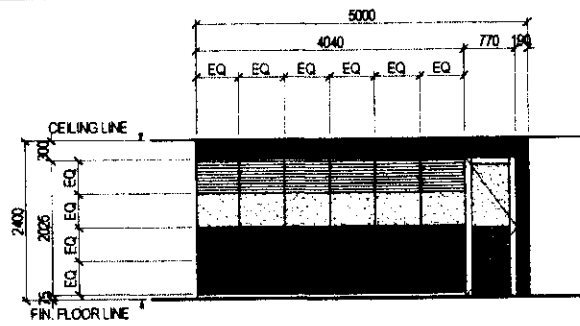
2 DETAILS OF STORAGE ROOM AT CIVIC B - THIRD FLOOR

SCALE 1/80 MTS.

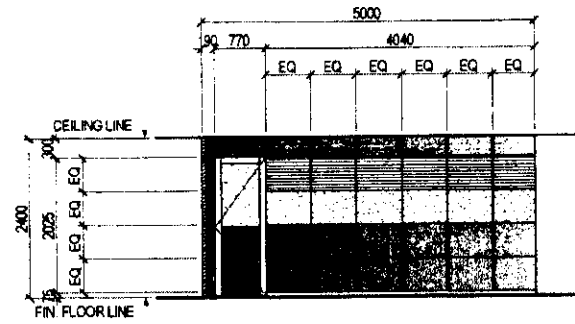
<p>Responsible for Projects Largest and Oldest CITY ARCHITECT DEPARTMENT OF THE CITY OF LOS ANGELES 100 SOUTH MAIN STREET, 10TH FLOOR, LOS ANGELES, CALIFORNIA 90012</p>	<p>PROVISO</p> <p>THESE DRAWINGS AND SPECIFICATIONS SHALL BE USED AS A GUIDE ONLY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER AND THE CITY ARCHITECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER AND THE CITY ARCHITECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER AND THE CITY ARCHITECT.</p>	<p>RECOMMENDING APPROVAL</p> <p><i>[Signature]</i> ARCHITECT H. CHUA, Assoc. AIA CITY ARCHITECT</p>	<p>APPROVED BY:</p> <p><i>[Signature]</i> HON. MA. JOSEFINA G. BELMONTTE CITY ENGINEER</p>	<p>PROJECT TITLE:</p> <p>SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B</p>	<p>SHEET CONTENTS:</p> <p>TOWER B - THIRD FLOOR INTERIOR ELEVATION</p>	<p>PROJECT NO.:</p> <p>DATE: June 2024 DRAWN BY: Ar. B. B. B. / Ar. M. K. K. DESIGNED BY: Ar. B. B. B. / Ar. J. J. J. CHECKED BY: Ar. A. A. A.</p>	<p>SHEET NO.:</p> <p>AR-16</p>
		<p>LOCATED: 100 SOUTH MAIN STREET, 10TH FLOOR, LOS ANGELES, CALIFORNIA 90012</p>					



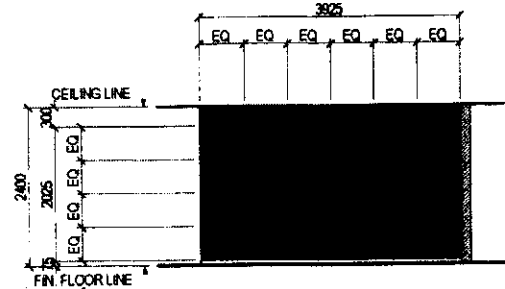
**BLOW - UP PLAN**



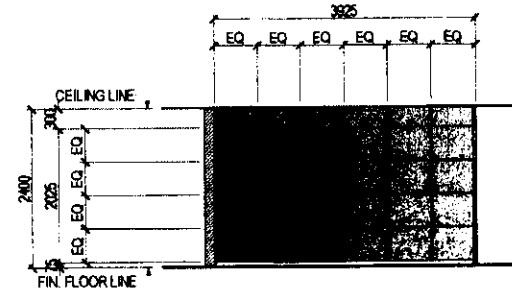
**ELEVATION 'A'**



**ELEVATION 'B'**

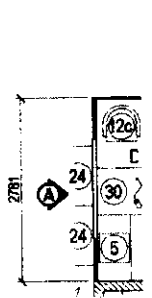


**ELEVATION 'C'**

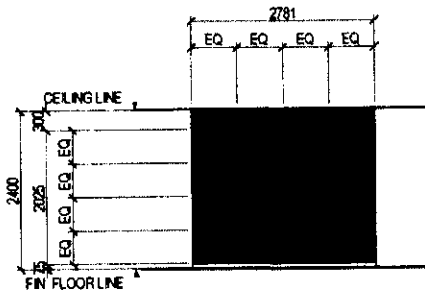


**ELEVATION 'D'**

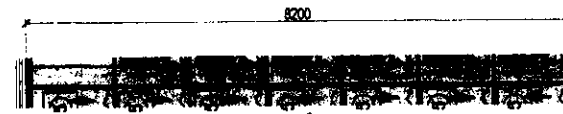
**1 DETAILS OF CONFERENCE ROOM AT TOWER B - THIRD FLOOR**



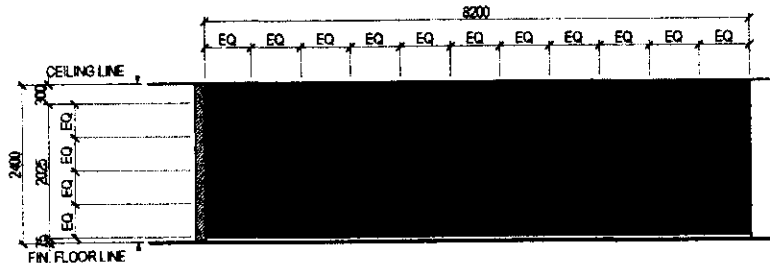
**BLOW - UP PLAN**



**ELEVATION 'A'**



**BLOW - UP PLAN**

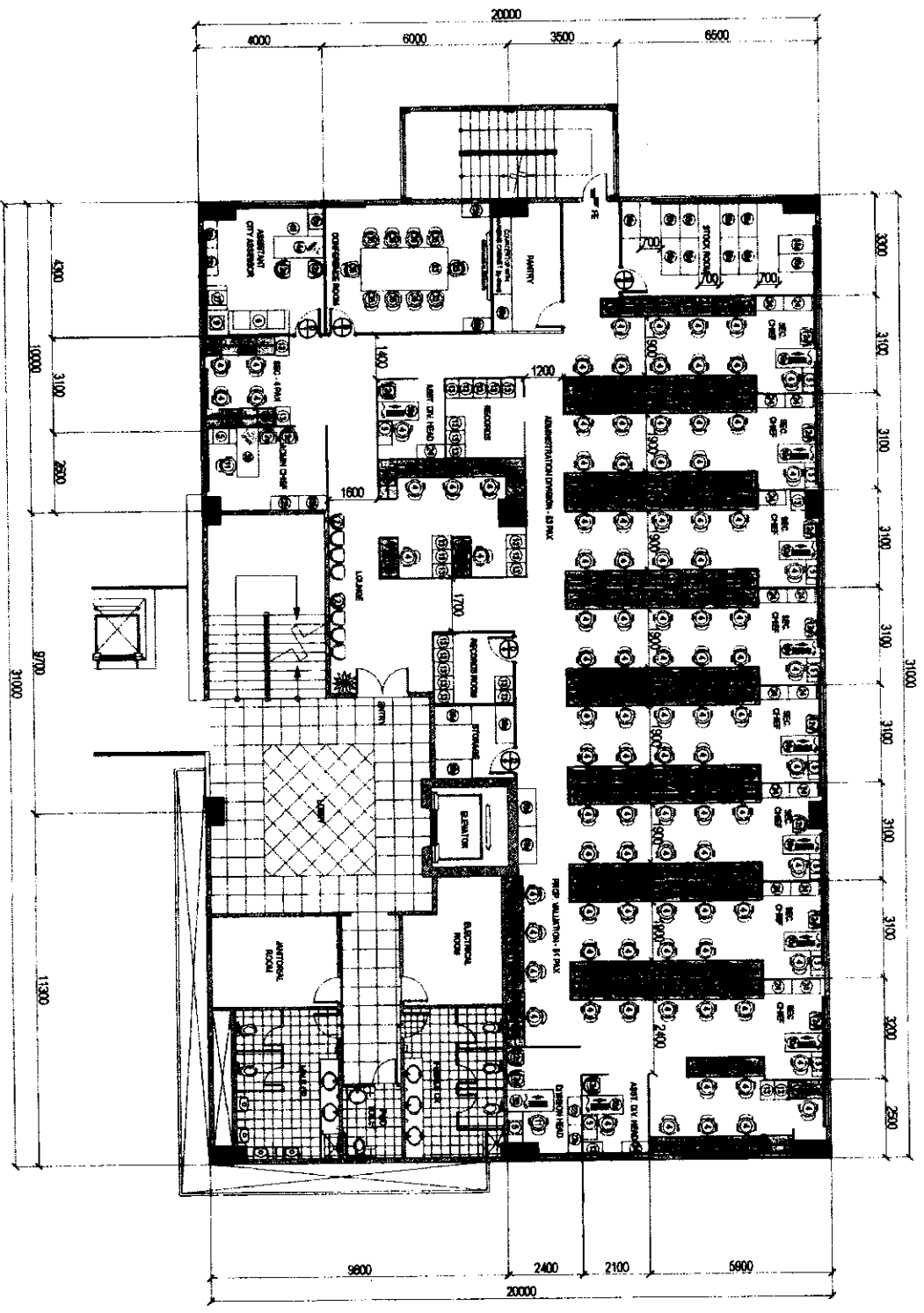


**ELEVATION 'A'**

SCALE 1/80 MTS.

**2 DETAILS OF DIVIDER AT CIVIC B - THIRD FLOOR**

<p><b>CITY ARCHITECT DEPARTMENT</b> SPECIAL CHIEF: ANITA SINGH, CHIEF OF STAFF REGULATIONS &amp; PERMITS LANDMARK &amp; DESIGN</p>	<p>PROVISO: All items on this schedule are to be installed in accordance with the latest editions of the applicable codes and standards unless otherwise indicated.</p>	<p>RECOMMENDING APPROVAL: <i>[Signature]</i> ARCHITECT: R. CHEN, Assoc. Archt. CITY ENGINEER</p>	<p>APPROVED BY: <i>[Signature]</i> HON. MA. JOSEPPA G. BELMONTTE CITY ARCHITECT</p>	<p>PROJECT TITLE: SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSessor'S OFFICE AT CIVIC CENTER BLDG. B</p>	<p>SHEET CONTENTS: TOWER B - THIRD FLOOR INTERIOR ELEVATION</p>	<p>PROJECT NO.: DATE: June 2024</p>	<p>SHEET NO.: <b>AR-17</b></p>
						<p>DATE: June 2024</p> <p>DESIGNED BY: Ar. R. CHEN CHECKED BY: Ar. R. CHEN</p>	<p>DATE: June 2024</p> <p>DESIGNED BY: Ar. M.K.K. CHECKED BY: Ar. J.U.C.</p>

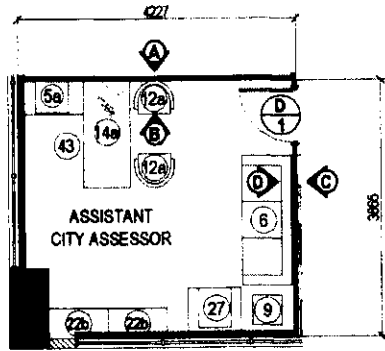


- LEGEND:**
- MODULAR LAMINATED PARTITION, WITH OR WITHOUT GLASS
  - FABRIC WITH GLASS LOW PARTITION, 1.0m High
  - DRYWALL PARTITION, PAINTED BOTH SIDES
  - ROLLER SHAVES
  - TUBULAR CHROME LEG
  - MODULAR LEDGE W/ POWDER COATED BRACKET, 0.30M W
  - MODULAR TABLE
- FURNITURE:**
- 1) MODULAR DOOR W/ HALF GLASS SINGLE LEAF, 0.9M X 2.15M
  - 2) PANEL TYPE DOOR WITH HALF GLASS WITH OUDO FINISH, 0.9M X 2.15M
  - 3) FLUSH DOOR, PAINTED BOTH SIDES, 0.70M X 2.00M
  - 4) GANG CHAIR, 4 SEATER
  - 5) STAFF CHAIR
  - 6) CABINET MOBLE PERSISTAL
  - 7) EXECUTIVE MOBLE PERSISTAL
  - 8) EXECUTIVE MOBLE PERSISTAL
  - 9) SOFA - 3 SEATER
  - 10) MANAGER'S HIGH BACK CHAIR
  - 11) EXECUTIVE VISITORS CHAIR
  - 12) MANAGER VISITORS CHAIR
  - 13) STAFF VISITORS CHAIR
  - 14) CABINET FLING VERTICAL, 1 DRAWNERS
  - 15) EXECUTIVE TABLE WITH SIDE TABLE, 1.80M X 0.90M X 0.75M
  - 16) REGULAR CONSOLE TABLE, 1.20M X 0.40M X 0.80M
  - 17) LOW CABINET, 0.90M X 0.40M X 1.00M
  - 18) LATERAL FLING CABINET, 3 DRAWNERS
  - 19) SOFA - 1 SEATER
  - 20) FREE STANDING TABLE WITH SIDE TABLE, 1.80M X 0.70M
  - 21) FREE STANDING TABLE WITH SIDE TABLE, 1.20M X 0.70M
  - 22) CONFERENCE CHAIR
  - 23) STEEL OPEN BACK, 7 LAYERS
  - 24) EXECUTIVE HIGH BACK CHAIR
  - 25) CONFERENCE TABLE - 10 SEATER

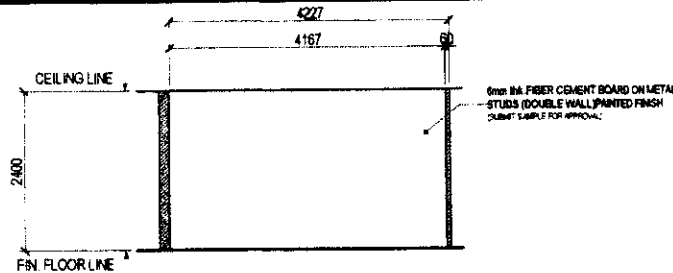
**1 CIVIC B - FOURTH FLOOR FURNITURE LAYOUT**

SCALE 1:150 MTS

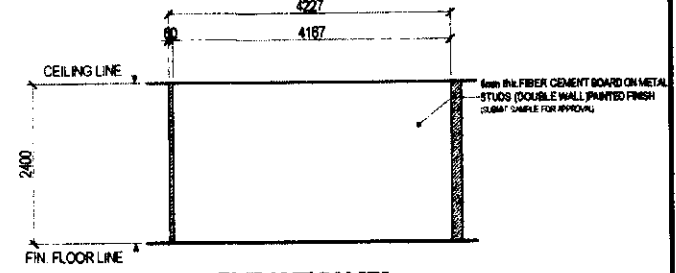
<p><b>CITY ARCHITECT DEPARTMENT</b>          Corporation of Manila          Department of Public Works and Highways          Office of the City Architect</p>	<p>PROJECT NO. <b>AR-18</b></p>
	<p>PROJECT TITLE: <b>TOWER B - FOURTH FLOOR FURNITURE LAYOUT</b></p>
<p>DESIGNED BY: <b>ARQUITECTO ENGENYEROS</b></p>	<p>DATE: <b>1998</b></p>
<p>APPROVED BY: <b>HON. MA. JOSEFINA G. BELMONTTE</b></p>	<p>REVISIONS: <b>REVISED BY: [Signature]</b></p>
<p>PROJECT NO. <b>AR-18</b></p>	<p>SHEET NO. <b>AR-18</b></p>



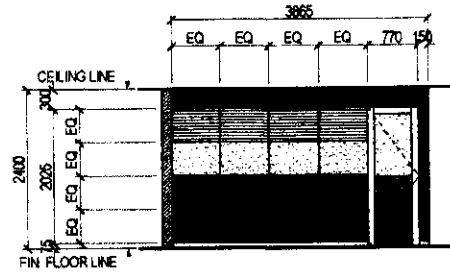
**BLOW - UP PLAN**



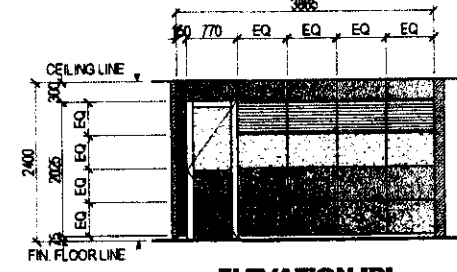
**ELEVATION "A"**



**ELEVATION "B"**



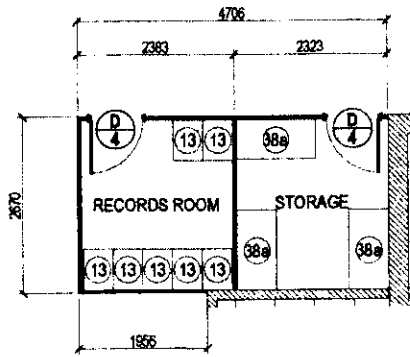
**ELEVATION "C"**



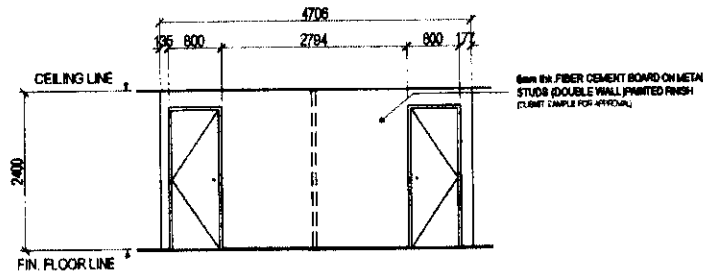
**ELEVATION "D"**

**1 | DETAIL OF ASSISTANT CITY ASSESSOR AT TOWER B - 4TH FLOOR**

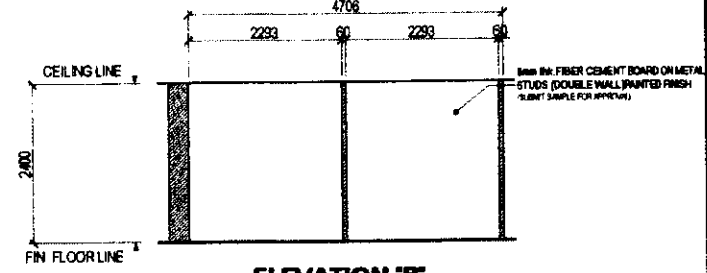
SCALE 1/80 MTS



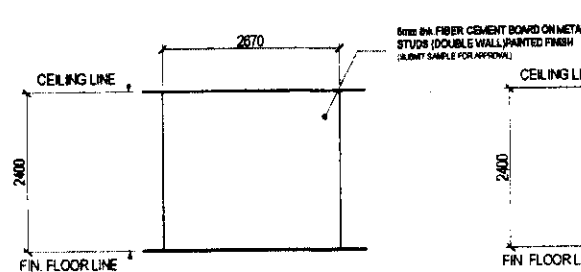
**BLOW - UP PLAN**



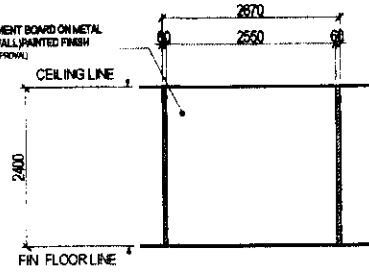
**ELEVATION "A"**



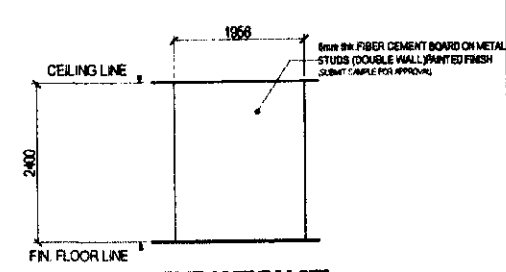
**ELEVATION "B"**



**ELEVATION "C"**



**ELEVATION "D"**



**ELEVATION "E"**

**2 | DETAIL OF RECORDS ROOM AND STORAGE AT CIVIC B - 4TH FLOOR**

SCALE 1/80 MTS



Regulating the Practice  
Licensing the Profession  
**CITY ARCHITECT DEPARTMENT**  
OFFICE: CIVIC CENTER, 4TH FLOOR, 1000 BAYVIEW BLVD., SUITE 400, BOSTON, MA 02127  
BUREAU: 1000 BAYVIEW BLVD., SUITE 400, BOSTON, MA 02127



**PROVISIONS:**  
This drawing is prepared in accordance with the provisions of the City of Boston, Massachusetts, and the State of Massachusetts, and shall be held subject to the provisions of the City of Boston, Massachusetts, and the State of Massachusetts, and shall be held subject to the provisions of the City of Boston, Massachusetts, and the State of Massachusetts.

**RECOMMENDING APPROVAL:**

*[Signature]*  
**ARCH. COLLE M. CHAIK, Insp. Insp. Insp.**  
CITY ARCHITECT

**APPROVED BY:**

*[Signature]*  
**HON. MA. JOSEFINA G. BELMONTÉ**  
CITY ARCHITECT

**PROJECT TITLE:**

**SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B**

LOCATION: CIVIC CENTER BLDG. B, 1000 BAYVIEW BLVD., SUITE 400, BOSTON, MA 02127

**SHEET CONTENTS:**

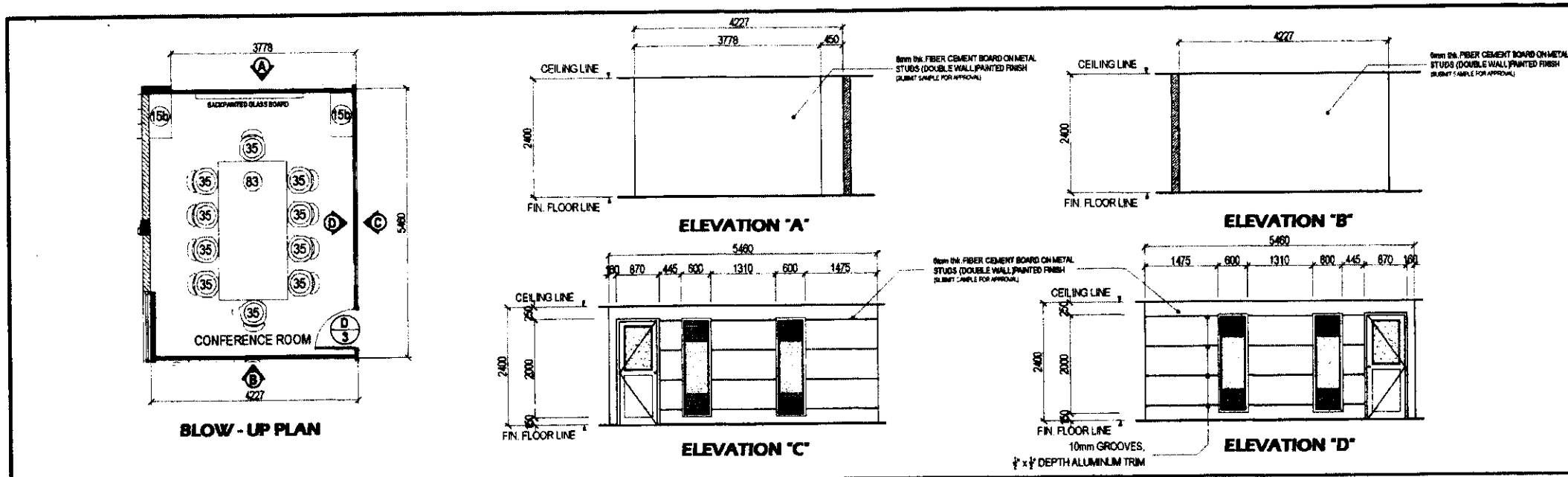
TOWER B - FOURTH FLOOR INTERIOR ELEVATION

**PROJECT NO.:**

DATE: June 2024  
DRAWN BY: P. B. [Signature]  
CHECKED BY: N. V. [Signature]  
DESIGNED BY: N. V. [Signature]

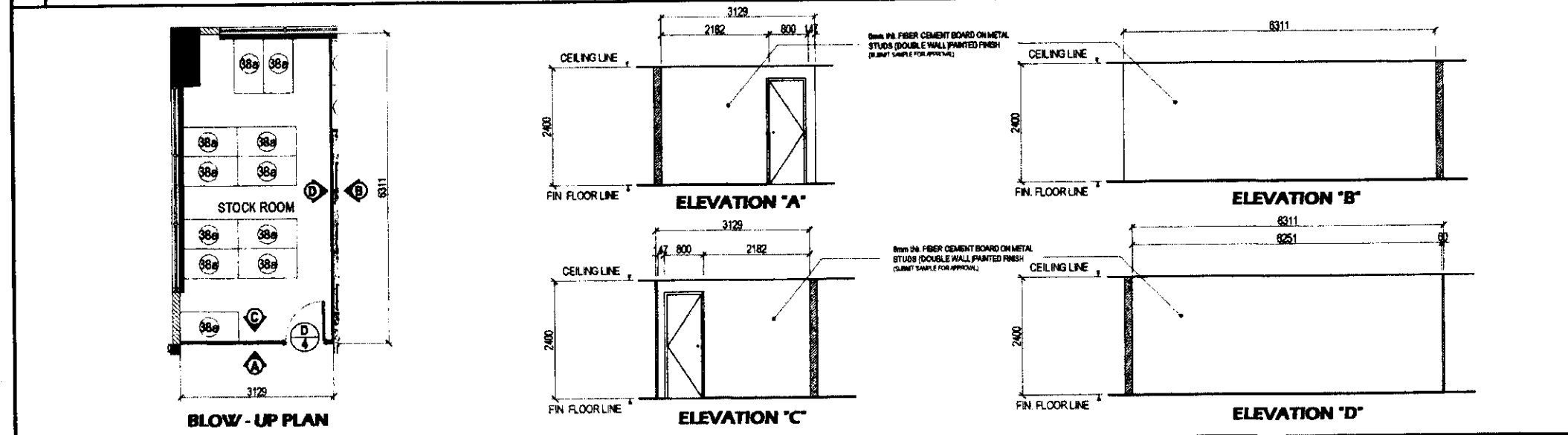
**SHEET NO.:**

**AR-19**




**1** **DETAIL OF CONFERENCE ROOM AT TOWER B - 4TH FLOOR**

SCALE 1/80 MTS



**2** **DETAIL OF STOCK ROOM AT CIVIC B - 4TH FLOOR**

SCALE 1/80 MTS

 <p>Reported by: <b>City Architect Department</b>          Approved by: <b>City Architect Department</b>          SPECIAL DESIGN - CONSULTING ARCHITECTS          1100 BAY STREET, SUITE 2000, OAKLAND, CA 94612</p>	<p>PROVIDED:</p>	<p>RECOMMENDING APPROVAL:</p> <p>ARCH. LUCILLE H. CHAN, RAIA, RAIA, RAIA, RAIA</p>	<p>APPROVED BY:</p> <p>HON. MA. JOSEFINA G. BELMONTE          GOV.</p>	<p>PROJECT TITLE:</p> <p>SUPPLY AND INSTALLATION OF MODULAR PARTITIONS INCLUDING FURNITURE AND OTHER WORKS FOR CITY ASSESSOR'S OFFICE AT CIVIC CENTER BLDG. B</p>	<p>SHEET CONTENTS:</p> <p>TOWER B - FOURTH FLOOR INTERIOR ELEVATION</p>	<p>PROJECT NO.:</p>	<p>SHEET NO.:</p> <p><b>AR-20</b></p>
	<p>DATE: June 2024</p> <p>DRAWN BY: BOB A. M.K.A.</p> <p>DESIGNED BY: B. J. J. J.</p> <p>CHECKED BY: A. K. K. K.</p>						