

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply, Delivery and Installation of Furniture and Fixtures for the CEZA Corporate Center**

Government of the Republic of the Philippines

September 30, 2022  
Cagayan Economic Zone Authority

# 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 Notice for Negotiated Procurement, 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. Notice for Negotiated Procurement***

## **Notes on the Notice for Negotiated Procurement**

The Notice for Negotiated Procurement (NFNP) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The NFNP 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 NFNP should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the NFNP 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 NFNP should be incorporated in the Bidding Documents. The information contained in the NFNP must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





**NOTICE FOR NEGOTIATED PROCUREMENT**  
**Invitation to Negotiate No. NPG-09-2022-01**

1. The Cagayan Economic Zone Authority (CEZA), through its Bids and Awards Committee (BAC), intends to procure thru Negotiated Procurement after Two Failed Biddings, the Project entitled “Supply, Delivery and Installation of Furniture and Fixtures for the CEZA Corporate Center”, with an Approved Budget for the Contract (ABC) of Eight Million Four Hundred Five Thousand Six Hundred Sixty Pesos (₱ 8,405,660.00) pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulation of R.A. No. 9184
2. The CEZA-BAC will hold a Pre-Bid Conference on October 10, 2022, 10:00 A.M. which will be open to all interested bidders via Zoom Video Conference. Zoom link will be posted at the CEZA website by October 7, 2022.
3. Bidders are encouraged to be accompanied by one (1) or more technical, administrative personnel and/or the personnel who will be in charge of preparing their proposal for the negotiation. It is encouraged that these personnel are familiar and have working knowledge in preparing bidding documents.
4. The Prospective Bidders shall submit the original set and three (3) copies of their Eligibility, Technical and Financial documents in the following manner:
  - 1<sup>st</sup> Envelope – Technical Component
  - 2<sup>nd</sup> Envelope – Financial Component

Note that the BAC shall open the bid proposals using a non-discretionary “pass/fail” criterion. If a Bidder submits the required document, it shall be rated “passed” for that particular requirement and “failed” otherwise.

The proposal indicating the bidder’s best offer, shall contain scanned copies of the final, valid and current Eligibility, Technical and Financial documents as follows:

**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; **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; **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 the 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.

Additional Requirements:

- (g) Brochures and catalogues showing proof of compliance to the Technical Specifications

Financial Documents

- (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- (i) 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)

- (j) *[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.
- (k) 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**
- (b) Original of duly signed and accomplished Price Schedule(s).

5. Please refer to the updated Forms (e.g. Omnibus Sworn Statement, Bid Form, etc.) as prescribed by the Government Procurement Policy Board (GPPB) at [gppb.gov.ph/downloadables.php](http://gppb.gov.ph/downloadables.php).
6. A complete set of the Negotiated Procurement Documents (NPD) including Technical Specifications and prescribed Forms may be acquired by interested bidders starting September 30, 2022 to October 24, 2022, 5:00 P.M. except Fridays, Saturdays, Sundays and Holidays at:

10<sup>th</sup> Floor Greenfield Tower, Mayflower corner Williams Streets,  
Greenfield District, Mandaluyong City, Metro Manila, Philippines 1550  
Tel. No. (+632) 8291-6704 to 08

Electronic copies may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the CEZA.

7. The Deadline of Submission will be on October 24, 2022, 5:00 P.M. at 10<sup>th</sup> Floor Greenfield Tower, Mayflower corner Williams Streets, Greenfield District, Mandaluyong City, Metro Manila, Philippines 1550. **LATE PROPOSALS SHALL NOT BE ACCEPTED.**

**Opening of Bids shall be on October 25, 10:00 A.M.** and will be opened in the presence of the bidders' authorized representatives.

8. CEZA reserves the right to reject any and all quotations, declare a failure of negotiation, or not to award the contract at any time in accordance with the provisions of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder/s.
9. For further information, please contact:

BAC Secretariat

10<sup>th</sup> Floor Greenfield Tower, Mayflower corner Williams Streets,  
Greenfield District, Mandaluyong City, Metro Manila, Philippines 1550  
Tel. No. (+632) 8291-6704 to 08  
[bacsecretariat@ceza.gov.ph](mailto:bacsecretariat@ceza.gov.ph)

**DHART E. CARPIO**  
Chairperson  
Bids and Awards Committee

## ***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, **Cagayan Economic Zone Authority (CEZA)** wishes to receive Bids for the **Supply, Delivery and Installation of Furniture and Fixtures for the CEZA Corporate Center** with identification number **CEZA\_PG\_07-01-2022**.

*[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 Supply, Delivery and Installation of Furniture and Fixtures for the CEZA Corporate Center, 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 **2022** in the amount of **Eight Million Four Hundred Five Thousand Six Hundred Sixty and 0/100 Pesos (₱ 8,405,660.00)**.

2.2. The source of funding is:

**GOCC and GFIs, the Corporate Operating Budget.**

## 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 **NFNP** 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 limited to those allowed under the rules may participate in this Project.
- 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:

For the procurement of 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.**

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **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/webcasting as indicated in paragraph 6 of the **NFNP**.

## **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 **five (5) 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 **NFNP** 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:

**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 shall be valid until **November 29, 2022**. 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 **three (3) copies** 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 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 and either at its physical address or through online submission as indicated in paragraph 7 of the **NFNP**.

## 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 **NFNP**. 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

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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.

- 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**

- 20.2. 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

<b>ITB Clause</b>											
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="margin-left: 40px;"><b>a. Supply, Delivery and Installation of Furniture and Fixtures</b></p> <p style="margin-left: 40px;"><b>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</b></p>										
7.1	<b>Subcontracting is not allowed.</b>										
12	The price of the Goods shall be quoted DDP <b>Philippines</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.										
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <p style="margin-left: 40px;">a. The amount of not less than <b>One Hundred Sixty-eight Thousand One Hundred Thirteen and 20/100 Pesos (₱ 168,113.20)</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="margin-left: 40px;">b. The amount of not less than <b>Four Hundred Twenty Thousand Two Hundred Eighty-Three and 0/100 Pesos (₱ 420,283.00)</b> if bid security is in Surety Bond.</p>										
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Item No.</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Unit of Measure</th> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Lot</td> <td style="text-align: center;">Supply, Delivery and Installation of Furniture and Fixtures for the CEZA Corporate Center</td> <td style="text-align: right;">₱ 8,405,660.00</td> </tr> </tbody> </table>	Item No.	Quantity	Unit of Measure	Particulars	ABC	1	1	Lot	Supply, Delivery and Installation of Furniture and Fixtures for the CEZA Corporate Center	₱ 8,405,660.00
Item No.	Quantity	Unit of Measure	Particulars	ABC							
1	1	Lot	Supply, Delivery and Installation of Furniture and Fixtures for the CEZA Corporate Center	₱ 8,405,660.00							
20.2	<b>None</b>										
21.2	<b>Brochures and catalogues must be submitted along with the Technical Documents in the submission of bids to show proof of compliance with the Technical Specifications.</b>										

## ***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 <b>CEZA Corporate Center, Centro, Santa Ana, Cagayan, Philippines</b>. 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 <b>CEZA Corporate Center, Centro, Santa Ana, Cagayan, Philippines</b>. 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 are <b>Ar. Anthonette Montibon – Project Evaluation Officer III and ID. Melissa Caronan – Consultant of Corporate for Interior Design</b>.</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:</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>

	<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>
	<p><b>Packaging –</b></p> <p>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.</p> <p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  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	<p>The terms of payment shall be as follows:  <b>Partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations.</b></p>
4	<p>The inspections and tests that will be conducted are:  <b>Actual functionality tests applicable for the goods delivered (e.g. mechanism test, etc.)</b></p>



## ***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

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</i></p>

		<p><i>regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<p>1</p>	<p>1 Lot Supply, Delivery and Installation of the Following Furniture and Fixtures:</p> <p><b>4 PIECES RECEPTIONISTS’ MIDBACK CHAIR</b></p> <ul style="list-style-type: none"> <li>• Material: Bentwood Backing with Fully Upholstered Seat and Back covered in Leather 2” foam for upholstery</li> <li>• Legs: Chrome base</li> <li>• Color: Natural Wood in Cream/Gray</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Seat Depth: 50cm</li> <li>• Seat Width: 50cm</li> <li>• Wheeled: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>16 PIECES ERGO CHAIR with ARMREST</b></p> <ul style="list-style-type: none"> <li>• High back design</li> <li>• Material: Chrome Metal Structure Under fully upholstered Back and Seat in Synthetic Leather 3” foam for Seat Upholstery 2” Foam for Back Upholstery</li> <li>• Color: Chrome Metal and Black Leather</li> <li>• Dimension: L600mm x W550mm x back H750mm</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Wheeled: YES</li> <li>• Armrest: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>36 PIECES VISITOR’S CHAIR</b></p> <ul style="list-style-type: none"> <li>• Mid back design</li> <li>• Material: Chrome Metal Structure Under fully upholstered Back and Seat in Synthetic Leather 3” Foam for Seat Upholstery 2” Foam for Back Upholstery</li> <li>• Color: Chrome Metal and Black Leather</li> <li>• Dimension: L600mm x W550mm x 1000mm</li> <li>• Seat Height: 45cm</li> <li>• Wheeled: NO</li> <li>• Armrest: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>55 PIECES BASIC ERGO CHAIR</b></p> <ul style="list-style-type: none"> <li>• Material: Wood structure under fully Upholstered Seat and Back covered in High Quality Fabric with armrest</li> <li>• Legs: Chrome Metal leg/base</li> <li>• Color: Black seat, pear green backrest</li> </ul>	



	<ul style="list-style-type: none"> <li>• Dimension: L60cm x W55cm x back H55cm</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Wheeled: YES</li> <li>• Armrest: YES (PP) plastic</li> <li>• Reclined back: NO</li> </ul> <p><b>7 PIECES ERGO CHAIR WITH ARMREST</b></p> <ul style="list-style-type: none"> <li>• Material: Wood structure under fully Upholstered Seat and Back covered in Leather</li> <li>• Legs: High Quality chrome Metal Leg/Base</li> <li>• Color: black Leather Upholstery</li> <li>• Dimension: (approximately) L60cm x W55cm x back H73cm</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Wheeled: YES</li> <li>• Armrest: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>7 PIECES COFFEE ARMCHAIR</b></p> <ul style="list-style-type: none"> <li>• High back design</li> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs</li> <li>• Color: Gray Fabric, Dark Brown Wood Base/Legs</li> <li>• Dimension: (approximately) L740mm x W900mm x H1160mm</li> <li>• Seat Height: 400mm</li> <li>• Armrest: YES</li> <li>• Seamless stitching</li> </ul> <p><b>4 PIECES ONE-SEATER SOFA</b></p> <ul style="list-style-type: none"> <li>• Low back design</li> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs</li> <li>• Color: dark teal, Dark Brown Wood Base/Legs 4” foam for upholstery</li> <li>• Dimension: (approximately) L900mm x W800mm x H900mm</li> <li>• Seat Height: 500mm (with 6” cushion height)</li> <li>• Armrest: YES</li> <li>• Tufted Back design</li> <li>• Seamless stitching</li> </ul> <p><b>28 PIECES EXECUTIVE ERGO CHAIR</b></p> <ul style="list-style-type: none"> <li>• Hight back design</li> <li>• Material: Bentwood Backing with Fully Upholstered Seat and Back covered in Leather 2” foam for upholstery</li> <li>• Legs: Chrome base</li> <li>• Color: Natural Wood in Cream/Gray Leather Upholstery</li> <li>• Dimension: (approximately) L60cm x W55cm x back H75cm</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Wheeled: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>1 PIECE EXECUTIVE ERGO CHAIR</b></p>	
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	<ul style="list-style-type: none"> <li>• High back design</li> <li>• Material: Wood structure under fully Upholstered Seat and Back covered in Leather</li> <li>• Legs: High Quality Black Metal Leg/Base</li> <li>• Color: Brown Leather Upholstery</li> <li>• Dimension: (approximately) L70cm x W60cm x back H75cm</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Wheeled: YES</li> <li>• Armrest: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>4 PIECES ONE-SEATER SOFA</b></p> <ul style="list-style-type: none"> <li>• Low back design</li> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs</li> <li>• Color: Gray Fabric, Dark Brown Wood Base/Legs 2” foam for upholstery</li> <li>• Dimension: (approximately) L900mm x W800mm x H900mm</li> <li>• Seat Height: 500mm with 6” Seat and Backs cushion</li> <li>• Armrest: YES</li> <li>• Seamless stitching</li> </ul> <p><b>1 PIECE SOFA BED</b></p> <ul style="list-style-type: none"> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs</li> <li>• Color: Gray Fabric, Dark Brown Wood Base/Legs 6” foam for upholstery</li> <li>• Dimension: (approximately) Sofa: L1750mm x W850mm x H725mm, Bed: L1750mm x W900mm x H360mm</li> </ul> <p><b>1 PIECE ONE-SEATER SOFA</b></p> <ul style="list-style-type: none"> <li>• Low back design</li> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Synthetic Leather, Solid Wood Base/Legs</li> <li>• Color: Tan Leather, Dark Brown Wood Base/Legs 4” foam for upholstery</li> <li>• Dimension: (approximately) L900mm x W800mm x H900mm</li> <li>• Seat Height: 500mm with 4” Seat cushion</li> <li>• Armrest: YES</li> <li>• Seamless stitching</li> </ul> <p><b>2 PIECES KID’S CHAIR</b></p> <ul style="list-style-type: none"> <li>• Material: thick plastic</li> <li>• Color: blue/red/yellow</li> <li>• Dimensions: L39cm x W36cm x H67cm</li> <li>• Seat height 30 cm</li> </ul> <p><b>1 PIECES BENCH WITH STORAGE</b></p> <ul style="list-style-type: none"> <li>• Color: green</li> <li>• Material: wood structure in Leather upholstery with wooden legs 2” foam for upholstery</li> <li>• Open top mechanism for storage</li> <li>• Concealed hinges</li> <li>• Legs: Solid Wood</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Dimension: L2300mm x W400mm x 430mm</li> </ul> <p><b>10 PIECES EXECUTIVE ERGO CHAIR</b></p> <ul style="list-style-type: none"> <li>• High Back Design</li> <li>• Material: Wood structure under fully Upholstered Seat and Back covered in Leather</li> <li>• Legs: Chrome Metal Legs/Base</li> <li>• Color: Black Leather Upholstery</li> <li>• Dimension: (approximately) L70cm x W60cm x back H75cm</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Wheeled: YES</li> <li>• Armrest: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>2 PIECES 4-SEATER L SHAPE SOFA</b></p> <ul style="list-style-type: none"> <li>• Material: wood structure Upholstered in Fabric</li> <li>• Legs: Solid Wood</li> <li>• Color: gray</li> <li>• Dimension: 1800mm x 1200mm</li> <li>• Seat depth 600mm including 4” foam back cushion</li> <li>• Seat height 450mm including 4” foam seat cushion</li> </ul> <p><b>20 PIECES EXECUTIVE ERGO CHAIR</b></p> <ul style="list-style-type: none"> <li>• High Back Design</li> <li>• Material: Wood structure under fully Upholstered Seat and Back covered in Leather</li> <li>• Legs: High Quality Black Metal Leg/Base</li> <li>• Color: Brown/cream Leather Upholstery</li> <li>• Dimension: (approximately) L70cm x W60cm x back H75cm</li> <li>• Max Seat Height: 55cm</li> <li>• Min Seat Height: 44cm</li> <li>• Wheeled: YES</li> <li>• Armrest: YES</li> <li>• Reclined back: NO</li> </ul> <p><b>2 PIECES 3-SEATER SOFA</b></p> <ul style="list-style-type: none"> <li>• Midback back design</li> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Velvet Fabric, Solid Wood Base/Legs 2” foam overall upholstery 4” foam for back upholstery</li> <li>• Color: midnight blue velvet fabric, Dark wood legs</li> <li>• Dimension: (approximately) L1800mm x W800mm x H900mm</li> <li>• Seat Height: 450mm</li> <li>• With 4” Seat cushion</li> <li>• Armrest: YES</li> <li>• Seamless stitching</li> </ul> <p><b>12 PIECES VISITOR’S CHAIR</b></p> <ul style="list-style-type: none"> <li>• Mid-back design</li> <li>• Material: Bentwood Backing with Fully Upholstered Seat and Back covered in Leather 2” foam for upholstery</li> <li>• Legs: Chrome base</li> <li>• Color: Natural Wood in Cream/Gray</li> <li>• Max Seat Height: 55cm</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Min Seat Height: 44cm</li> <li>• Seat Depth: 50cm</li> <li>• Seat Width: 50cm</li> <li>• Wheeled: NO</li> <li>• Reclined back: NO</li> </ul> <p><b>2 SETS LONG BENCH WITH 2PCS OTTOMAN SET</b></p> <ul style="list-style-type: none"> <li>• Color: Gray</li> <li>• Material: wood structure with Fabric upholstery</li> <li>• Color: Gray fabric</li> <li>• Dimension: Ottoman L600mm x W600mm x H450mm</li> </ul> <ul style="list-style-type: none"> <li>• Bench L1800-2400mm (confirm in actual) x W600mm x H450mm</li> </ul> <p><b>3 PIECES 4-SEATER L SHAPE SOFA</b></p> <ul style="list-style-type: none"> <li>• Color: Gray</li> <li>• Material: wood structure Upholstered in Fabric</li> <li>• Legs: Solid Wood</li> <li>• Color: gray</li> <li>• Dimension: 1800mm x 1200mm</li> <li>• Seat depth 600mm including 4” foam back cushion</li> </ul> <ul style="list-style-type: none"> <li>• Seat height 450mm including 4” foam seat cushion</li> </ul> <p><b>1 PIECE 6-SEATER L SHAPE SOFA</b></p> <ul style="list-style-type: none"> <li>• Material: wood structure Upholstered in Fabric</li> <li>• Legs: Solid Wood</li> <li>• Color: gray</li> <li>• Dimension: 2400mm x 2400mm</li> <li>• Seat depth 850mm including 6” foam back cushion</li> <li>• Seat height 450mm including 4” foam seat cushion</li> </ul> <p><b>1 PIECE CORNER 3-SEATER SOFA</b></p> <ul style="list-style-type: none"> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs</li> <li>• Color: gray fabric, Dark Brown Wood Base/Legs 4” foam for upholstery</li> <li>• Dimension: (approximately) L1200mm x W1200mm x H900mm</li> <li>• Seat depth 600mm</li> <li>• Seat Height: 500mm</li> <li>• With 4” Seat cushion</li> <li>• Armrest: YES</li> </ul> <p><b>2 PIECES 3-SEATER SOFA</b></p> <ul style="list-style-type: none"> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs</li> <li>• Color: gray fabric, Dark Brown Wood Base/Legs 4” foam for upholstery</li> <li>• Dimension: (approximately) L1800mm x W800mm x H900mm</li> <li>• Seat depth 800mm</li> <li>• Seat Height: 500mm</li> <li>• With 4” Seat and back cushion</li> <li>• Armrest: YES</li> </ul> <p><b>2 PIECES ONE-SEATER SOFA</b></p>	
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	<ul style="list-style-type: none"> <li>• Low Back design</li> <li>• Material: Wood Structure under Fully Upholstered Seat and Back covered in Synthetic Leather, Solid Wood Base/Legs</li> <li>• Color: Tan Leather, Dark Brown Wood Base/Legs</li> <li>• 4” foam for upholstery</li> <li>• Dimension: (approximately) L750mm x W800mm x H900mm</li> <li>• Seat Height: 500mm</li> <li>• With 4” Seat cushion</li> <li>• Armrest: YES</li> <li>• Seamless stitching</li> </ul> <p><b>3 PIECES 4-SEATER CORNER SOFA</b></p> <ul style="list-style-type: none"> <li>• Color: Gray</li> <li>• Material: wood structure Upholstered in Fabric</li> <li>• Legs: Solid Wood</li> <li>• Color: gray</li> <li>• Dimension: 1800mm x 1200mm</li> <li>• Seat depth 600mm including 4” foam back cushion</li> <li>• Seat height 450mm including 4” foam seat cushion</li> </ul> <p><b>1 PIECE CORNER 3-SEATER SOFA</b></p> <ul style="list-style-type: none"> <li>• Material: wood structure Upholstered in Fabric</li> <li>• Legs: Solid Wood</li> <li>• Color: gray</li> <li>• Dimension: 1200mm x 1200mm</li> <li>• Seat depth 600mm including 4” foam back cushion</li> <li>• Seat height 450mm including 4” foam seat cushion</li> </ul> <p><b>44 PIECES LIGHTWEIGHT ALL-WEATHER DINING CHAIR</b></p> <ul style="list-style-type: none"> <li>• Material: Polypropylene with armrest and back rest</li> <li>• Color: green/gray/orange</li> <li>• Dimensions: W55cm x D51cm x H83cm</li> <li>• Seat height 46cm</li> </ul> <p><b>12 PIECES HIGHCHAIR</b></p> <ul style="list-style-type: none"> <li>• Material: GI metal rod structure with upholstered back and seat 4” foam upholstery in leather</li> <li>• Padded Chair with padded backrest</li> <li>• With foot support design</li> <li>• Color: brown/black</li> <li>• Dimensions: 45cm diameter including backrest</li> <li>• Height: 70cm-80cm seat height</li> </ul> <p><b>8 PIECES OUTDOOR DINING SET</b></p> <ul style="list-style-type: none"> <li>• 4-6-seater dining set, seats are fixed</li> <li>• Material: powder coated metal</li> <li>• Color: black/gray</li> </ul> <p><b>14 PIECES OFFICE TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: MDF + high grade melamine in metal frame and legs with perforated metal sheet for modesty panel</li> <li>• Color: Black Frame and Canadian Maple tabletop</li> <li>• Dimension: L1500mm x D700mm x H750mm</li> <li>• Drawers: NO</li> <li>• Grommets: YES</li> </ul>	
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	<p><b>10 PIECES TWO-TABLE WORKSTATION</b></p> <ul style="list-style-type: none"> <li>• With partition</li> <li>• Material: MDF + high grade melamine in 1.8-gauge (1"x2") GI tubular metal frame and legs</li> <li>• Color: Black Frame and Canadian Maple tabletop</li> <li>• Dimension: L2400mm x D700mm x H750mm</li> <li>• Drawers: NO</li> <li>• Grommets: YES</li> </ul> <p><b>1 PIECE L-SHAPE SECRETARY'S TABLE</b></p> <ul style="list-style-type: none"> <li>• With drawers</li> <li>• Material: MDF + melamine with powder coated metal frame and legs, perforated metal sheet for modesty panel</li> <li>• Color: Canadian maple top in gray/black legs</li> <li>• Dimension: (approximately) Side A L2300mm x W700mm, Side B L1400mm x W550mm</li> <li>• Table Height: 750mm</li> <li>• Drawers: 3 layers with lock (fixed made of MDF) L400mm x W450mm x H750mm</li> <li>• Grommets: YES</li> </ul> <p><b>6 PIECES COFFEE TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: Solid Wood</li> <li>• Color: brown</li> <li>• Legs: Tapered Design, single pedestal</li> <li>• Top Diameter: 60 cm</li> <li>• Height: 40cm</li> </ul> <p><b>3 PIECES CENTER TABLE</b></p> <ul style="list-style-type: none"> <li>• Lipped Edge Design</li> <li>• Material: Metal Frame and Solid wood Top</li> <li>• Color: Black Metal Base/Legs with Gold Accent Detail, Dark Brown Wooden Top</li> <li>• Dimensions: (approximately) L1100mm x W750mm x H400mm</li> </ul> <p><b>6 PIECES TRIANGULAR SIDE TABLE</b></p> <ul style="list-style-type: none"> <li>• Lipped Edge Design</li> <li>• Material: Metal Frame and Solid wood Top</li> <li>• Color: Black Metal Base/Legs with Gold Accent Detail, Dark Brown Wooden Top</li> <li>• Dimensions: (approximately) 400mm (per side) x H400mm</li> </ul> <p><b>1 PIECE SQUARE TABLE</b></p> <ul style="list-style-type: none"> <li>• Adjustable Height</li> <li>• Material: MDF + melamine with powder coated metal frame and legs</li> <li>• Color: Walnut top with Black Metal Base/Legs</li> <li>• Dimensions: (approximately) 400mm x 400mm</li> <li>• Min Height: 550mm</li> <li>• Max Height: 800mm</li> <li>• Wheeled: NO</li> </ul> <p><b>1 PIECE L-SHAPE EXECUTIVE DESK</b></p> <ul style="list-style-type: none"> <li>• Material: High Grade MDF in High Quality Laminates (1mm thick) with Modesty Panel</li> <li>• Color: Ebony and gray laminates</li> <li>• Dimension: SEE PLAN</li> <li>• Table Height: 750mm</li> <li>• Drawers/Cabinets: Right side: 3-layer drawers with lock (fixed made of MDF) open shelving on the front side</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Dimension: L600mm x W600mm</li> <li>• Open shelves L600mm x W400mm</li> <li>• Left Side: 2-door cabinet with inside shelving (fixed made of MDF) open shelving on the front side</li> <li>• Dimension: L1100mm x W600mm</li> <li>• Open shelves L600mm x W400mm</li> <li>• Grommets: YES</li> <li>• Handle: Continues Puller</li> <li>• Drawer Guide/Hinges: Soft-Close Hydraulics</li> </ul> <p><b>2 PIECES CENTER TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: 1"x 1" Tubular Metal Frame in Gold Finish and Black Faux Marble Top</li> <li>• Shape: circular</li> <li>• Dimensions: 900mm diameter</li> <li>• Height: 400mm</li> </ul> <p><b>2 PIECES SIDE TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: 1"x1" Tubular Metal Frame in Gold Finish and Black Faux Marble Top</li> <li>• Shape: Square</li> <li>• Dimensions: L400mm x W400mm x H600mm</li> </ul> <p><b>1 PIECE CONSOLE TABLE</b></p> <ul style="list-style-type: none"> <li>• Wood Slats Shutter Design</li> <li>• Material: Manufactured Veneer Wood</li> <li>• Color: Black and Teak finish</li> <li>• Shape: Rectangular</li> <li>• Dimensions: L150cm x W45cm x H80cm 2 pcs shutter on both sides (with shelving inside) and 3-layer drawer in the middle</li> <li>• Length divided by 3</li> <li>• Drawer Guide/Hinges: Soft-Close Hydraulics</li> </ul> <p><b>2 PIECES SIDE TABLE/NIGHT TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: Laminated MDF in 1" X 1" powder coated metal frame</li> <li>• Color: black frame and Ebony Wood laminate</li> <li>• Lipped edge Top layer with one-layer drawer</li> <li>• Dimensions: L400mm x W300mm x H400mm</li> </ul> <p><b>6 PIECES SECRETARY DESK</b></p> <ul style="list-style-type: none"> <li>• Material: MDF + high grade melamine, with Modesty Panel</li> <li>• Color: Walnut and Dark Gray</li> <li>• Dimension: L1300mm X W700mm X H750mm</li> <li>• With 400mm Modesty Panel (MDF)</li> <li>• Drawers: NO</li> <li>• Grommets: YES</li> </ul> <p><b>1 PIECE JUNIOR OFFICE TABLE</b></p> <ul style="list-style-type: none"> <li>• With two pedestal drawers</li> <li>• Material: MDF + high grade melamine in metal frame and legs, With Modesty Panel</li> <li>• Color: Black Frame and Canadian Maple tabletop</li> <li>• Dimension: L160cm x W75cm x H75cm</li> <li>• Drawers: 3-layer powder coated metal drawers 2pcs (movable)</li> <li>• Grommets: YES</li> </ul> <p><b>1 PIECE KID'S TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: thick plastic</li> <li>• Color: blue/red/yellow</li> <li>• Dimensions: H48cm x D85cm</li> </ul>	
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	<p><b>10 PIECES JUNIOR SIZE OFFICE TABLE</b></p> <ul style="list-style-type: none"> <li>• With two drawers</li> <li>• Material: MDF + High Grade melamine</li> <li>• Color: oak and gray laminates with Modesty Panel</li> <li>• Dimension: L1600mm x W750mm x H750mm</li> <li>• Drawers: Both sides: 2-layer drawers with lock (fixed made of MDF)</li> <li>• Dimension: L400mm x W400mm x H450mm\</li> <li>• Middle drawer with lock</li> <li>• Dimension: L600mm x W400mm x H100mm</li> <li>• Grommets: YES</li> <li>• Handle: Continues Puller</li> <li>• Drawer Guide: Soft-Close Hydraulics</li> </ul> <p><b>1 SET 20-SEATER U SHAPE CONFIGURATION CONFERENCE TABLE AND ISLAND TABLE</b></p> <ul style="list-style-type: none"> <li>• Island table to conceal wirings (with sliding doors)</li> <li>• Material: Metal Frame and Laminated High Grade MDF</li> <li>• Color: Ebony</li> <li>• Dimensions per table: L1200mm x W600mm x H750mm</li> <li>• Corner and island table to confirm in actual</li> <li>• Wheels: NO</li> <li>• Folded: NO</li> </ul> <p><b>1 PIECE COSOLE TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: 1”1 GI tubular metal frame and legs with Faux Marble Tabletop</li> <li>• Color: White Marble Top, Gold metal frame and legs</li> <li>• Dimensions: L2100mm x W450mm x H850mm</li> </ul> <p><b>2 PIECES BUFFET TABLE</b></p> <ul style="list-style-type: none"> <li>• With drawers</li> <li>• Material: Manufactured Veneer Wood in 1” x 1” GI tubular metal frame and legs</li> <li>• Color: Black veneers with gold finish Metal frame and legs</li> <li>• Shape: Rectangular</li> <li>• Dimensions: L1400mm x W400mm x H850mm</li> <li>• 2 drawers with gold</li> <li>• Length divided by 2</li> <li>• Drawer Guide: Soft-Close Hydraulics</li> </ul> <p><b>13 PIECES CLERK TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: MDF + high grade melamine in 1.8-gauge (1”x2”) GI tubular metal frame and legs</li> <li>• Color: Black Frame and Light Birch tabletop</li> <li>• Dimension: L1200mm x W700mm x H750mm</li> <li>• Drawers: NONE</li> <li>• Grommets: YES</li> <li>• Partition: NONE</li> </ul> <p><b>7 PIECES CLERK TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: MDF + high grade melamine in 1.8-gauge (1”x2”) GI tubular metal frame and legs, with perforated metal sheet for modesty panel</li> <li>• Color: Black Frame and Light Birch tabletop</li> <li>• Dimension: L1200mm x W700mm x H750mm</li> <li>• Drawers: NONE</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Grommets: YES</li> <li>• Partition: NONE</li> </ul> <p><b>1 SET CENTER TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: GI round bar Metal Frame in Gold finish and Faux White Marble Top</li> <li>• Shape: CIRCULAR</li> <li>• Dimensions: 80cm and 60cm diameter, 40cm and 37cm height</li> </ul> <p><b>7 PIECES CLERK TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: MDF + high grade melamine in 1.8-gauge (1"x2") GI Metal frame and legs, with perforated metal sheet for modesty panel</li> <li>• Color: Black Frame and Canadian Maple tabletop</li> <li>• Dimension: L1200mm x W700mm x H750mm</li> <li>• Drawers: One side: 3-layer drawers with lock (fixed made of MDF)</li> <li>• Dimension: L400mm x W400mm x H750mm</li> <li>• Grommets: YES</li> <li>• Handle: Continues Puller</li> <li>• Drawer Guide: Soft-Close Hydraulics</li> </ul> <p><b>1 PIECE JUNIOR OFFICE TABLE</b></p> <ul style="list-style-type: none"> <li>• With one pedestal drawer</li> <li>• Material: MDF + high grade melamine in metal frame and legs, with perforated metal sheet for modesty panel</li> <li>• Color: Black Frame and Canadian Maple tabletop</li> <li>• Dimension: L150cm x W70cm x H75cm</li> <li>• Drawers: 3-layer powder coated metal drawers 2pcs (movable)</li> <li>• Grommets: YES</li> </ul> <p><b>2 SETS 10-SEATER CONFERENCE TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: Metal Frame and Laminated High Grade MDF</li> <li>• Color: Walnut and Black</li> <li>• Dimensions: L3200mm x W1200mm x H750mm</li> <li>• Grommets: YES</li> <li>• Wheels: NO</li> <li>• Folded: NO</li> </ul> <p><b>1 PIECE 8-SEATER CONFERENCE TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: Laminated High Grade MDF</li> <li>• Color: Brown</li> <li>• Dimensions: L2400mm x W1200mm x H750mm</li> <li>• Grommets: YES</li> <li>• Wheels: NO</li> <li>• Folded: NO</li> </ul> <p><b>2 PIECES RECTANGULAR WORKING TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: Laminated MDF with powder coated metal frame</li> <li>• Color: Oak</li> <li>• Dimension: L3000mm x W600mm x H750mm</li> <li>• Foldable: YES</li> </ul> <p><b>12 PIECES RECTANGULAR DINING TABLE</b></p> <ul style="list-style-type: none"> <li>• Material: melamine wooden finish and 2"x3' metal legs and plain metal sheet base</li> <li>• Color: white top and black base</li> <li>• Dimensions: L1200mm x W600mm x H760mm</li> </ul> <p><b>1 PIECE CORNER TABLE</b></p>	
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	<ul style="list-style-type: none"> <li>• Material: MDF + high grade melamine in 1.8-gauge (1"x2") GI tubular metal frame and legs, curved ends to fit the structure</li> <li>• Color: Black Frame and Light Birch tabletop</li> <li>• Dimensions: (Approximately) see plan</li> <li>• Drawers: 2 sets 3 layer each (movable)</li> <li>• Provide shelves above the table</li> </ul> <p><b>1 PIECE HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: L1000mm x H 1200mm (SEE PLAN)</li> </ul> <p><b>2 PIECES PARTITION</b></p> <ul style="list-style-type: none"> <li>• Smoked Acrylic with clip provides partitions between the 2 occupants, 16" from tabletop (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1200mm height) Yellow L2700mm, Blue L 1100mm, Red L800mm (SEE PLAN)</li> </ul> <p><b>2 SETS HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (L1100mm x H1200mm) (SEE PLAN)</li> </ul> <p><b>5 PIECES PARTITION</b></p> <ul style="list-style-type: none"> <li>• Aluminum and MDF</li> <li>• Provide Partition Between the Occupants 16" from tabletop (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1500mm height) Yellow L3600mm, Red L1500mm (SEE PLAN)</li> </ul> <p><b>3 PIECES PARTITION</b></p> <ul style="list-style-type: none"> <li>• Aluminum and MDF</li> <li>• Provide Partition Between the Occupants 16" from tabletop</li> </ul> <p><b>1 PIECE HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: Yellow L1200mm x H1200mm (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1500mm height) Red L1800mm, Yellow L 2200mm, Green L1200mm, Blue L1500 (SEE PLAN)</li> </ul> <p><b>2 PIECES PARTITIONS</b></p> <ul style="list-style-type: none"> <li>• Aluminum and MDF</li> <li>• Provide Partition Between the Occupants 16" from tabletop (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Dimension: (1500mm height) Red L1600mm, Yellow L1800mm, Green L2400mm (SEE PLAN)</li> </ul> <p><b>1 PIECE PARTITION</b></p> <ul style="list-style-type: none"> <li>• Smoked Acrylic with clip</li> <li>• Provide partitions between the 2 occupants, 16” from tabletop (SEE PLAN)</li> </ul> <p><b>1 PIECE HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: L1400mm x H 1500mm (SEE PLAN)</li> </ul> <p><b>1 PIECE PARTITION</b></p> <ul style="list-style-type: none"> <li>• Smoked Acrylic with clip</li> <li>• Provide partitions between the 2 occupants, 16” from tabletop (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1500mm height) Red L2350mm, Yellow L1500mm (SEE PLAN)</li> </ul> <p><b>1 PIECE PARTITION</b></p> <ul style="list-style-type: none"> <li>• Aluminum and MDF</li> <li>• Provide Partition Between the Occupants 16” from tabletop (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1500mm height) Red L2350mm, Yellow L1000mm (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1500mm height) Red L1000mm, Yellow L1500mm (SEE PLAN)</li> </ul> <p><b>2 PIECES PARTITION</b></p> <ul style="list-style-type: none"> <li>• Smoked Acrylic with clip</li> <li>• Provide partitions between the 2 occupants, 16” from tabletop (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1500mm height) Red L2400mm, Yellow L1300mm (SEE PLAN)</li> </ul> <p><b>1 PIECE PARTITION</b></p> <ul style="list-style-type: none"> <li>• Smoked Acrylic with clip</li> <li>• Provide partitions between the 2 occupants, 16” from tabletop (SEE PLAN)</li> </ul> <p><b>1 SET HALF-HEIGHT PARTITION</b></p> <ul style="list-style-type: none"> <li>• 4-5cm Thick Aluminum framed high quality MDF board with glass</li> <li>• Dimension: (1500mm height) Red L1000mm, Yellow L1500mm (SEE PLAN)</li> </ul> <p><b>14 PIECES PLANTER</b></p> <ul style="list-style-type: none"> <li>• Material: Ceramic</li> <li>• Shape: cylindrical</li> <li>• Sizes: Diameter x Height, 20-30cm x 30-40cm</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Color: Black/gray</li> <li>• With stand: metal or wood</li> <li>• Note: low maintenance plants such as Sansevieria, Palmera plant, or Philodendron must be included</li> </ul> <p><b>5 PIECES WALLFRAME</b></p> <ul style="list-style-type: none"> <li>• Material: Wood and glass</li> <li>• Shape: Rectangular</li> <li>• Sizes: 60CM X 80CM OR max 70cm x 100cm</li> <li>• Note: Content like Images or Quotes are for approval</li> </ul> <p><b>24 PIECES THROW PILLOW</b></p> <ul style="list-style-type: none"> <li>• Material: Cotton or Faux Fur</li> <li>• Design: Textured or Printed with Geometric pattern</li> <li>• Shape: Square</li> <li>• Sizes: 18” X 18”</li> <li>• Color: Neutral</li> <li>• Note: polyester fiberfill has its own separate case.</li> </ul> <p><b>1 PIECE SEAMLESS AREA RUG</b></p> <ul style="list-style-type: none"> <li>• Material: Low Pile polyester fiber with non-skid backing</li> <li>• Design: Abstract</li> <li>• Color: Neutral shades with accent of Teal/Blue</li> <li>• Dimensions: (approximately) L240cm x W180cm</li> </ul> <p><b>1 PIECE WALLFRAME</b></p> <ul style="list-style-type: none"> <li>• Material: framed canvass</li> <li>• Shape: Rectangular</li> <li>• Sizes: 60CM X 80CM OR max 70cm x 100cm</li> <li>• Design: abstract</li> </ul> <ul style="list-style-type: none"> <li>• Note: Content like Images or Quotes are for approval</li> </ul> <p><b>1 PIECE SEAMLESS AREA RUG</b></p> <ul style="list-style-type: none"> <li>• Material: Low Pile polyester fiber with non-skid backing</li> <li>• Design: Abstract</li> <li>• Color: Shades of Gray</li> </ul> <ul style="list-style-type: none"> <li>• Dimensions: (approximately) L240cm x W240cm</li> </ul> <p><b>13 PIECES WALLFRAME</b></p> <ul style="list-style-type: none"> <li>• Material: Canvass in Wood and glass</li> <li>• Shape: Rectangular</li> <li>• Sizes: 60CM X 80CM OR max 70cm x 100cm</li> <li>• Note: Content like Images or Quotes are for approval</li> </ul> <p><b>18 PIECES PLANTER</b></p> <ul style="list-style-type: none"> <li>• Material: Ceramic</li> <li>• Shape: Trapezoidal or rectangular</li> <li>• Sizes: diameter x height 20-30cm x 30-40cm</li> <li>• Color: white</li> <li>• Note: low maintenance plants such as Sansevieria, Palmera plant, or Philodendron must be included</li> </ul> <p><b>5 PIECES TABLE DISPLAY</b></p> <ul style="list-style-type: none"> <li>• Material: Ceramic</li> <li>• Shape: geometric vases with height and diameter variations</li> <li>• Color: Gold/Metallic Finish</li> <li>• Sizes: 8”-12” height and 4”-6” diameter</li> </ul> <p><b>1 PIECE 2-DOOR WARDROBE</b></p> <ul style="list-style-type: none"> <li>• Material: Laminated MDF with mirror</li> <li>• Color: Ebony</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Dimensions: L80cm x D52cm x H190cm</li> <li>• Drawers: 2 layers</li> <li>• Doors: shutters with mirror</li> <li>• Left shutter for hanging cabinet</li> <li>• Right shutter 3 shelving storage</li> </ul> <p><b>2 PIECES PILLOW</b></p> <ul style="list-style-type: none"> <li>• Case Material: Cotton</li> <li>• Design: Plain</li> <li>• Sizes: Queen Size 20" X 30"</li> <li>• Color: Neutral</li> <li>• Note: polyester fiberfill has its own separate case.</li> </ul> <p><b>1 SET ADJUSTABLE WALL MOUNTED SHELVES</b></p> <ul style="list-style-type: none"> <li>• Material: MDF shelving in powder Coated Metal Steel Bracket and Vertical Track</li> <li>• Color: Ebony Shelving and Black/White Bracket and track</li> <li>• Dimension: L1000 mm track, L600 mm x W300 mm Shelves, 270 mm brackets</li> </ul> <p><b>28 PIECES U-SHAPE WALL OPEN STEEL STORAGE</b></p> <ul style="list-style-type: none"> <li>• Material: MDF board in Metal framing, Powder Coated steel Structure</li> <li>• Boltless mechanism</li> <li>• Color: Black</li> <li>• Dimension:</li> <li>• L.915mm x W457mm x H1830mm</li> </ul> <p><b>9 PIECES U-SHAPE WALL OPEN STEEL STORAGE</b></p> <ul style="list-style-type: none"> <li>• Material: MDF board in Metal framing, Powder Coated steel Structure</li> <li>• Boltless mechanism</li> <li>• Color: Black</li> <li>• Dimension: L1200mm x W457mm x H1830mm</li> </ul> <p><b>16 PIECES FABRICATED BUILT-IN CORRIDOR TYPE WALL LOCKER</b></p> <ul style="list-style-type: none"> <li>• Color: White - Gray- black</li> <li>• Material: Heavy gauge cold-rolled steel plate with heavy duty individual lock</li> <li>• Dimension: 40cm X 90cm X 185cm</li> </ul> <p><b>57 PIECES METAL FILE CABINET</b></p> <ul style="list-style-type: none"> <li>• Material: cold rolled steel plate</li> <li>• Full extension drawer with continuous handle</li> <li>• Color: white/gray/black</li> <li>• Dimension: L90CM x W45cm x H133cm</li> </ul> <p><b>1 PIECE LOW METAL FILE CABINET</b></p> <ul style="list-style-type: none"> <li>• Material: cold rolled steel plate</li> <li>• Sliding Door with Glass</li> <li>• Color: white/gray/black</li> <li>• Dimension: L90CM x W40cm x H99cm</li> </ul> <p><b>2 PIECES METAL FILE CABINET</b></p> <ul style="list-style-type: none"> <li>• Material: cold rolled steel plate</li> <li>• Full extension drawer with continuous handle</li> <li>• Color: white/gray/black</li> <li>• Dimension: L47CM x W45cm x H133cm</li> </ul> <p><b>2 PIECES TALL METAL FILE CABINET</b></p> <ul style="list-style-type: none"> <li>• Material: cold rolled steel plate</li> <li>• Glass Steel Door with adjustable shelving</li> <li>• Color: white/gray/black</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Dimension: L90CM x W40cm x H1850cm</li> </ul> <p><b>1 PIECE STANDARD MEDICAL BED</b></p> <ul style="list-style-type: none"> <li>• High quality materials with 4” mattress</li> <li>• Complete with IV stand, side bars, 2 pillows, Bed Sheets and Ceiling</li> <li>• Mounted Curtain for Privacy</li> <li>• Wheeled: YES</li> <li>• Dimension: L2150mm X W950mm X H350mm-690mm</li> </ul> <p><b>1 SET RUBBER TILES</b></p> <ul style="list-style-type: none"> <li>• Material: RUBBER</li> <li>• Dimension: 60cm X 60cm OR 100cm X 100cm</li> <li>• Thickness: 2cm-4cm</li> <li>• Color: Assorted</li> <li>• Total Area coverage: 5 sqm</li> </ul> <p><b>1 SET DECALS FOR DECORS</b></p> <ul style="list-style-type: none"> <li>• Easy to install DIY stickers</li> <li>• Random design in playful colors</li> </ul> <p><b>6 SETS WALLFRAME</b></p> <ul style="list-style-type: none"> <li>• Material: Canvass in Wood and glass</li> <li>• Shape: Rectangular</li> <li>• Sizes: max 70cm x 100cm</li> <li>• Note: Content like Images or Quotes are for approval</li> </ul> <p><b>1 PIECE SEAMLESS AREA RUG</b></p> <ul style="list-style-type: none"> <li>• Material: Low Pile polyester fiber with non-skid backing</li> <li>• Design: Abstract</li> <li>• Dimensions: L1800mm x W1800mm</li> </ul> <p><b>1 PIECE SEAMLESS AREA RUG</b></p> <ul style="list-style-type: none"> <li>• Material: Low Pile polyester fiber with non-skid backing</li> <li>• Design: Abstract</li> <li>• Dimensions: 1800mm diameter</li> </ul> <p><b>15 PIECES PICTURE FRAMES AT HALLWAY</b></p> <ul style="list-style-type: none"> <li>• Material</li> <li>• Shape: Rectangular</li> <li>• Sizes:</li> <li>• Color: max 70cm x 100cm</li> </ul> <p><b>35 PIECES WALL CLOCK</b></p> <ul style="list-style-type: none"> <li>• Gold minimalist design, 12”-16” diameter</li> </ul> <p><b>35 PIECES WALL MOUNTED CRUCIFIX</b></p> <ul style="list-style-type: none"> <li>• Material: crafted wood or Molded resin</li> </ul> <p><b>10 PIECES OUTDOOR PLANTER</b></p> <ul style="list-style-type: none"> <li>• Material: Ceramic</li> <li>• Different sizes</li> <li>• Note: low maintenance plants such as Sansevieria, Palmera plant, or Philodendron must be included</li> </ul> <p><b>4 SETS LOBBY PLANTER</b></p> <ul style="list-style-type: none"> <li>• Material: Ceramic</li> <li>• Shape: Trapezoidal or rectangular</li> <li>• Sizes: L x W x H 40x40x80cm/30x30x60cm/20x20x40cm</li> <li>• Color: Black</li> <li>• Note: low maintenance plants such as Sansevieria, Palmera plant, or Philodendron must be included</li> </ul> <p><b>2 PIECES AREA RUG</b></p>	
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	<ul style="list-style-type: none"><li>• Material: Low Pile polyester fiber with non-skid backing</li><li>• Design: geometric with gold accent</li><li>• Dimensions: 1.20m x 2.40m rectangular size</li></ul> <p>Refer to attached Summary of Furniture and Fixtures (Annex A)</p>	
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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

## III. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (l) 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; **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; **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 the 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.

#### Additional documentary requirements

- (g) Brochures and catalogues showing proof of compliance to the Technical Specifications

#### Financial Documents

- (h) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (i) 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)



- (j) *[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.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

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

# Annex A

## SUMMARY OF FURNITURE AND FIXTURES (Detailed Description)

CHAIRS				
SAMPLE IMAGE	ITEM DESCRIPTION	LOCATION	NO. OF ITEMS	TOTAL NO. OF PIECES
	<p><i>RECEPTIONISTS' MIDBACK CHAIR</i></p> <p>Material: Bentwood Backing with Fully Upholstered Seat and Back covered in Leather 2" foam for upholstery            Legs: Chrome base            Color: Natural Wood in Cream/Gray            Max Seat Height: 55cm            Min Seat Height: 44cm            Seat Depth: 50cm            Seat Width: 50cm            Wheeled: YES            Reclined back: NO</p>	<p>MAIN LOBBY</p> <p>INFO DESK</p>	<p>3</p> <p>1</p>	<p>4</p>
	<p><i>ERGO CHAIR with ARMREST High back</i></p> <p>Material: Chrome Metal Structure Under fully upholstered Back and Seat in Synthetic Leather 3" foam for Seat Upholstery 2" Foam for Back Upholstery            Color: Chrome Metal and Black Leather            Dimension: L600mm x W550mm x back H750mm            Max Seat Height: 55cm            Min Seat Height: 44cm            Wheeled: YES            Armrest: YES            Reclined back: NO</p>	<p>SECURITY ROOMS</p> <p>CORPORATE AFFAIRS</p> <p>COMMISSION ON AUDIT</p> <p>CLINIC</p> <p>HUMAN RESOURCE DIVISION</p> <p>ACCOUNTING AND BUDGET DIVISION</p>	<p>2</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p>	<p>16</p>
			1	
				1



*VISITOR'S CHAIR  
MIDBACK*

Material: Chrome Metal  
Structure Under fully  
upholstered Back and Seat  
in Synthetic Leather  
3" Foam for Seat Upholstery  
2" Foam for Back Upholstery  
Color: Chrome Metal and  
Black Leather  
Dimension:  
L600mm x W550mm x  
1000mm  
Seat Height: 45cm  
Wheeled: NO  
Armrest: YES  
Reclined back: NO

INTERNAL AUDIT DIVISION	1	
RECORD'S DIVISION		
MANAGEMENT INFORMATION SYSTEM DIVISION	1	
SUPPORT SERVICES	1	
MARKETING SERVICES DEPARTMENT	2	
REGULATORY AND EMPLOYMENT	1	
CORPORATE PLANNING		
SECURITY ROOMS	2	
CORPORATE AFFAIRS	1	
COMMISSION ON AUDIT	1	
CLINIC	1	
LEGAL DIVISION OFFICE	2	36
A/CEO OFFICE	2	
HUMAN RESOURCE DIVISION	1	
ACCOUNTING AND BUDGET DIVISION	4	
	3	



*BASIC ERGO CHAIR*

Material: Wood structure under fully Upholstered Seat and Back covered in High Quality Fabric with armrest  
 Legs: Chrome Metal leg/base  
 Color: Black seat, pear green backrest  
 Dimension: L60cm x W55cm x back H55cm  
 Max Seat Height: 55cm  
 Min Seat Height: 44cm  
 Wheeled: YES  
 Armrest: YES (PP) plastic  
 Reclined back: NO

INTERNAL AUDIT DIVISION	2
DA OFFICE	1
RECORD'S DIVISION	
MANAGEMENT INFORMATION SYSTEM DIVITION	1
SUPPORT SERVICES	3
MARKETING SERVICES DEPARTMENT	3
REGULATORY AND EMPLOYMENT	4
CORPORATE PLANNING	3
CORPORATE PLANNING	2
DA OPERATIONS	
SECURITY ROOMS	2
CORPORATE AFFAIRS	4
AUDIO VISUAL ROOM	1
HUMAN RESOURCE DIVISION	7
ACCOUNTING AND BUDGET DIVISION	6
INTERNAL AUDIT DIVISION	4
DA OFFICE	2



*ERGO CHAIR WITH ARMREST*

Material: Wood structure under fully Upholstered Seat and Back covered in Leather  
 Legs: High Quality chrome Metal Leg/Base  
 Color: black Leather Upholstery  
 Dimension: (approximately) L60cm x W55cm x back H73cm  
 Max Seat Height: 55cm  
 Min Seat Height: 44cm  
 Wheeled: YES  
 Armrest: YES  
 Reclined back: NO

RECORD'S DIVISION	2
COMMAND CENTER	6
MANAGEMENT INFORMATION SYSTEM DIVITION	4
SUPPORT SERVICES	3
SUPPORT SERVICES DEPARTMENT	2
MARKETING SERVICES DEPARTMENT	6
REGULATORY AND EMPLOYMENT	2
CORPORATE PLANNING	2
DA OPERATIONS	2
GUARD HOUSE	
SECRETARY-A/CEO	1
COMMISSION ON AUDIT	2
LEGAL DIVISION OFFICE	2
A/CEO OFFICE	2



**COFFEE ARMCHAIR**

*High back design*

Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs

Color: Gray Fabric, Dark Brown Wood Base/Legs

Dimension: (approximately) L740mm x W900mm x H1160mm

Seat Height: 400mm

Armrest: YES

*\*Seamless stitching*

VIP LOUNGE  
AREA AND  
WAITING AREA 3

CONFERENCE  
ROOM 1 2

CONFERENCE  
ROOM 2 2

7



**ONE-SEATER SOFA**

*Low Back design*

Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs

Color: dark teal, Dark Brown Wood Base/Legs

4" foam for upholstery

Dimension: (approximately) L900mm x W800mm x H900mm

Seat Height: 500mm (with 6" cushion height)

Armrest: YES

Tufted Back design

*\*Seamless stitching*

VIP LOUNGE  
AREA AND  
WAITING AREA 4 4



*EXECUTIVE ERGO CHAIR  
High Back Design*

Material: Bentwood Backing with Fully Upholstered Seat and Back covered in Leather  
 2" foam for upholstery  
 Legs: Chrome base  
 Color: Natural Wood in Cream/Gray Leather Upholstery  
 Dimension: (approximately) L60cm x W55cm x back H75cm  
 Max Seat Height: 55cm  
 Min Seat Height: 44cm  
 Wheeled: YES  
 Reclined back: NO

CONFERENCE ROOM 1	10
CONFERENCE ROOM 2	10
BOD/VIP LOUNGE	8

28



*EXECUTIVE ERGO CHAIR  
High Back Design*

Material: Wood structure under fully Upholstered Seat and Back covered in Leather  
 Legs: High Quality Black Metal Leg/Base  
 Color: Brown Leather Upholstery  
 Dimension: (approximately) L70cm x W60cm x back H75cm  
 Max Seat Height: 55cm  
 Min Seat Height: 44cm  
 Wheeled: YES  
 Armrest: YES  
 Reclined back: NO

ADMINISTRATOR AND CEO OFFICE	1
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1





**ONE-SEATER SOFA**

*Low Back design*

CEO OFFICE

4

4

Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs

Color: Gray Fabric, Dark Brown Wood Base/Legs

2" foam for upholstery

Dimension: (approximately) L900mm x W800mm x H900mm

Seat Height: 500mm

With 6" Seat and Backs cushion

Armrest: YES

*\*Seamless stitching*



**SOFA BED**

PRIVATE ROOM

1

1

Material: Wood Structure under Fully Upholstered Seat and Back covered in Fabric, Solid Wood Base/Legs

Color: Gray Fabric, Dark Brown Wood Base/Legs

6" foam for upholstery

Dimension: (approximately)

Sofa:

L1750mm x W850mm x H725mm

Bed:

L1750mm x W900mm x H360mm



**ONE-SEATER SOFA**

*Low Back design*

Material: Wood Structure under Fully Upholstered Seat and Back covered in Synthetic Leather, Solid Wood Base/Legs

Color: Tan Leather, Dark Brown Wood Base/Legs

4" foam for upholstery

Dimension: (approximately) L900mm x W800mm x H900mm

Seat Height: 500mm

With 4" Seat cushion

Armrest: YES

*\*Seamless stitching*

CLINIC

1

1



**KID'S CHAIR**

Material: thick plastic

Color: blue/red/yellow

Dimensions:

L39cm x W36cm x H67cm

Seat height 30 cm

CHILD  
MONITORING  
ROOM

2

2



**BENCH WITH STORAGE**

Color: green

Material: wood structure in Leather upholstery with wooden legs

2" foam for upholstery

Open top mechanism for storage

Concealed hinges

Legs: Solid Wood

Dimension: L2300mm x W400mm x 430mm

CHILD  
MONITORING  
ROOM

1

1



*EXECUTIVE ERGO CHAIR  
High Back Design*

Material: Wood structure under fully Upholstered Seat and Back covered in Leather  
 Legs: Chrome Metal  
 Legs/Base  
 Color: Black Leather  
 Upholstery  
 Dimension: (approximately)  
 L70cm x W60cm x back  
 H75cm  
 Max Seat Height: 55cm  
 Min Seat Height: 44cm  
 Wheeled: YES  
 Armrest: YES  
 Reclined back: NO

LEGAL DIVISION OFFICE 1  
 A/CEO OFFICE 1  
 ACCOUNTING AND BUDGET DIVISION 1  
 INTERNAL AUDIT DIVISION 1  
 DA OFFICE 1  
 SUPPORT SERVICES 1  
 MARKETING SERVICES DEPARTMENT 1  
 REGULATORY AND EMPLOYMENT 1  
 CORPORATE PLANNING 1  
 DA OPERATIONS 1

10



*4-SEATER L SHAPE SOFA*

Material: wood structure Upholstered in Fabric  
 Legs: Solid Wood  
 Color: gray  
 Dimension:  
 1800mm x 1200mm  
 Seat depth 600mm including 4" foam back cushion  
 Seat height 450mm including 4" foam seat cushion

LEGAL DIVISION OFFICE 1  
 A/CEO OFFICE 1

2



*EXECUTIVE ERGO CHAIR  
High Back Design*

BOARD ROOM                      20                      20

Material: Wood structure under fully Upholstered Seat and Back covered in Leather  
 Legs: High Quality Black Metal Leg/Base  
 Color: Brown/cream Leather Upholstery  
 Dimension: (approximately) L70cm x W60cm x back H75cm  
 Max Seat Height: 55cm  
 Min Seat Height: 44cm  
 Wheeled: YES  
 Armrest: YES  
 Reclined back: NO

*3-SEATER SOF  
Midback back design*

BOARD ROOM                      2                      2



Material: Wood Structure under Fully Upholstered Seat and Back covered in Velvet Fabric, Solid Wood Base/Legs  
 2" foam overall upholstery  
 4" foam for back upholstery  
 Color: midnight blue velvet fabric, Dark wood legs  
 Dimension: (approximately) L1800mm x W800mm x H900mm  
 Seat Height: 450mm  
 With 4" Seat cushion  
 Armrest: YES

*\*Seamless stitching*



*VISITOR'S CHAIR (mid-back)*

Material: Bentwood Backing with Fully Upholstered Seat and Back covered in Leather 2" foam for upholstery  
 Legs: Chrome base  
 Color: Natural Wood in Cream/Gray  
 Max Seat Height: 55cm  
 Min Seat Height: 44cm  
 Seat Depth: 50cm  
 Seat Width: 50cm  
 Wheeled: NO  
 Reclined back: NO

BOARD ROOM 12 12



*LONG BENCH WITH 2pcs OTTOMAN SET*

Color: Gray  
 Material: wood structure with Fabric upholstery  
 Color: Gray fabric  
 Dimension:  
 Ottoman L600mm x W600mm x H450mm  
 Bench  
 L1800-2400mm (confirm in actual) x W 600mm x H450mm

INFO DESK/WAITING AREA 2 2



*4-SEATER L SHAPE SOFA*

Color: Gray  
 Material: wood structure Upholstered in Fabric  
 Legs: Solid Wood  
 Color: gray  
 Dimension:  
 1800mm x 1200mm  
 Seat depth 600mm including 4" foam back cushion  
 Seat height 450mm including 4" foam seat cushion

ACCOUNTING AND BUDGET DIVISION 1  
 INTERNAL AUDIT DIVISION 1 3  
 CORPORATE PLANNING 1



**6-SEATER L SHAPE SOFA**

Material: wood structure  
 Upholstered in Fabric  
 Legs: Solid Wood  
 Color: gray  
 Dimension:  
 2400mm x 2400mm  
 Seat depth 850mm  
 including 6" foam back  
 cushion  
 Seat height 450mm  
 including 4" foam seat  
 cushion

**BOD/VIP  
 LOUNGE**

1

1



**CORNER 3-SEATER SOFA  
 (SEE PLAN)**

Material: Wood Structure  
 under Fully Upholstered  
 Seat and Back covered in  
 Fabric, Solid Wood  
 Base/Legs  
 Color: gray fabric, Dark  
 Brown Wood Base/Legs  
 4" foam for upholstery  
 Dimension: (approximately)  
 L1200mm x W1200mm x  
 H900mm  
 Seat depth 600mm  
 Seat Height: 500mm  
 With 4" Seat cushion  
 Armrest: YES

**DA OFFICE**

1

1



**3-SEATER SOFA**

Material: Wood Structure  
 under Fully Upholstered  
 Seat and Back covered in  
 Fabric, Solid Wood  
 Base/Legs  
 Color: gray fabric, Dark  
 Brown Wood Base/Legs  
 4" foam for upholstery  
 Dimension: (approximately)  
 L1800mm x W800mm x  
 H900mm  
 Seat depth 800mm

**DA OFFICE**

1

**DA OPERATIONS**

1

2

Seat Height: 500mm  
 With 4" Seat and back  
 cushion  
 Armrest: YES



*ONE-SEATER SOFA*  
*Low Back design*

Material: Wood Structure  
 under Fully Upholstered  
 Seat and Back covered in  
 Synthetic Leather, Solid  
 Wood Base/Legs  
 Color: Tan Leather, Dark  
 Brown Wood Base/Legs  
 4" foam for upholstery  
 Dimension: (approximately)  
 L750mm x W800mm x  
 H900mm  
 Seat Height: 500mm  
 With 4" Seat cushion  
 Armrest: YES

DA OFFICE	1	2
DA OPERATIONS	1	

*\*Seamless stitching*  
*4-SEATER CORNER SOFA*



Color: Gray  
 Material: wood structure  
 Upholstered in Fabric  
 Legs: Solid Wood  
 Color: gray  
 Dimension:  
 1800mm x 1200mm  
 Seat depth 600mm  
 including 4" foam back  
 cushion  
 Seat height 450mm  
 including 4" foam seat  
 cushion

SUPPORT SERVICES	1	3
MARKETING SERVICES DEPARTMENT	1	
REGULATORY AND EMPLOYMENT	1	



*CORNER 3-SEATER SOFA*

Material: wood structure  
 Upholstered in Fabric  
 Legs: Solid Wood  
 Color: gray  
 Dimension:  
 1200mm x 1200mm

DA OPERATIONS	1	1
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Seat depth 600mm including 4" foam back cushion  
 Seat height 450mm including 4" foam seat cushion



*LIGHTWEIGHT ALL-WEATHER DINING CHAIR*

CANTEEN

44

44

Material: Polypropylene  
 With armrest and back rest  
 Color: green/gray/orange  
 Dimensions:  
 W55cm x D51cm x H83cm  
 Seat height 46cm

*HIGHCHAIR*



Material: GI metal rod structure with upholstered back and seat  
 4" foam upholstery in leather  
 Padded Chair with padded backrest  
 With foot support design  
 Color: brown/black  
 Dimensions: 45cm diameter including backrest  
 Height  
 70cm-80cm seat height  
*OUTDOOR DINING SET*

CANTEEN

12

12



*4-6-seater dining set, seats are fixed*

Material: powder coated metal

Color: black/gray

OUTDOOR CAFETERIA WITH AL FRESCO

8

8

***TABLES***

SAMPLE IMAGE	ITEM DESCRIPTION	LOCATION	NO. OF ITEMS	TOTAL NUMBER
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*OFFICE TABLE*

Material: MDF + high grade melamine in metal frame and legs with perforated metal sheet for modesty panel  
 Color: Black Frame and Canadian Maple tabletop  
 Dimension L1500mm x D700mm x H750mm  
 Drawers: NO  
 Grommets: YES

SECURITY ROOMS	2
CORPORATE AFFAIRS	1
CLINIC	1
ACCOUNTING AND BUDGET DIVISION	2
INTERNAL AUDIT DIVISION	1
RECORD'S DIVISION	1
MANAGEMENT INFORMATION SYSTEM DIVITION	1
SUPPORT SERVICES	1
MARKETING SERVICES DEPARTMENT	1
REGULATORY AND EMPLOYMENT	2
CORPORATE PLANNING	1

14

*TWO-TABLE WORKSTATION with partition*

Material: MDF + high grade melamine in 1.8-gauge (1"x2") GI tubular metal frame and legs  
 Color: Black Frame and Canadian Maple tabletop  
 Dimension:

SECURITY ROOMS	1
CORPORATE AFFAIRS	2
RECORD'S DIVISION	1

10



L2400mm x D700mm x H750mm  
 Drawers: NO  
 Grommets: YES

MANAGEMENT INFORMATION SYSTEM DIVISION 2

REGULATORY AND EMPLOYMENT 3

CORPORATE PLANNING 1



L-SHAPE SECRETARY'S TABLE with Drawers

ADMINISTRATOR AND CEO OFFICE 1 1

Material: MDF + melamine with powder coated metal frame and legs, perforated metal sheet for modesty panel  
 Color: Canadian maple top in gray/black legs  
 Dimension: (approximately)  
 Side A L2300mm x W700mm  
 Side B L1400mm x W550mm  
 Table Height: 750mm  
 Drawers: 3 layers with lock (fixed made of MDF)  
 L400mm x W450mm x H750mm  
 Grommets: YES



COFFEE TABLE

Material: Solid Wood  
 Color: brown  
 Legs: Tapered Design, single pedestal  
 Top Diameter: 60 cm  
 Height: 40cm

VIP LOUNGE AREA AND WAITING AREA 2 6

CONFERENCE ROOM 1 1

LOBBY/WAITING AREA 1

CONFERENCE ROOM 2 2



*CENTER TABLE  
Lipped Edge Design*

Material: Metal Frame and Solid wood Top  
Color: Black Metal Base/Legs with Gold Accent Detail, Dark Brown Wooden Top  
Dimensions: (approximately) L1100mm x W750mm x H400mm

VIP LOUNGE AREA AND WAITING AREA 1 3

DA OFFICE 1

DA OPERATIONS 1



*TRIANGULAR SIDE TABLE  
Lipped Edge Design*

Material: Metal Frame and Solid wood Top  
Color: Black Metal Base/Legs with Gold Accent Detail, Dark Brown Wooden Top  
Dimensions: (approximately) 400mm (per side) x H400mm

VIP LOUNGE AREA AND WAITING AREA 2 6

DA OFFICE 2

DA OPERATIONS 2



*SQUARE TABLE  
Adjustable Height*

Material: MDF + melamine with powder coated metal frame and legs  
Color: Walnut top with Black Metal Base/Legs  
Dimensions: (approximately) 400mm x 400mm  
Min Height: 550mm  
Max Height: 800mm  
Wheeled: NO

CLINIC 1 1



*L-SHAPE EXECUTIVE DESK*

Material: High Grade MDF in High Quality Laminates (1mm thick) with Modesty Panel  
Color: Ebony and gray laminates  
Dimension: SEE PLAN  
Table Height: 750mm

CEO OFFICE 1 1

Drawers/Cabinets:  
 Right side: 3-layer drawers with lock (fixed made of MDF) open shelving on the front side

Dimension: L600mm x W600mm

Open shelves L600mm x W400mm

Left Side: 2-door cabinet with inside shelving (fixed made of MDF) open shelving on the front side

Dimension: L1100mm x W600mm

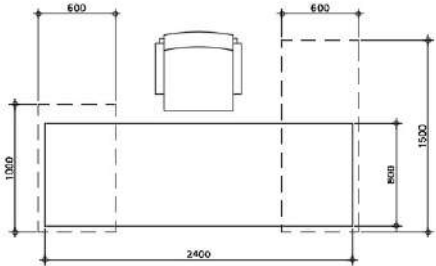
Open shelves L600mm x W400mm

Grommets: YES

Handle: Continuous Puller

Drawer Guide/Hinges: Soft-Close Hydraulics

*CENTER TABLE*



Material: 1"x 1" Tubular Metal Frame in Gold Finish and Black Faux Marble Top  
 Shape: circular  
 Dimensions: 900mm diameter  
 Height: 400mm

CEO OFFICE	1	2
BOD/VIP LOUNGE	1	



*SIDE TABLE*

Material: 1"x1" Tubular Metal Frame in Gold Finish and Black Faux Marble Top  
 Shape: Square  
 Dimensions: L400mm x W400mm x H600mm

CEO OFFICE	2	2
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*CONSOLE TABLE*

*Wood Slats Shutter Design*

CEO OFFICE

1

1



Material: Manufactured Veneer Wood  
Color: Black and Teak finish  
Shape: Rectangular  
Dimensions:  
L150cm x W45cm x H80cm  
2 pcs shutter on both sides (with shelving inside) and 3-layer drawer in the middle  
\*Length divided by 3  
Drawer Guide/Hinges: Soft-Close Hydraulics

*SIDE TABLE/NIGHT TABLE*

PRIVATE ROOM

2

2



Material: Laminated MDF in 1" X 1" powder coated metal frame  
Color: black frame and Ebony Wood laminate  
Lipped edge Top layer with one layer drawer  
Dimensions: L400mm x W300mm x H400mm

*SECRETARY DESK*

COMMISSION ON AUDIT

2

6



Material: MDF + high grade melamine, with Modesty Panel  
Color: Walnut and Dark Gray  
Dimension:  
L1300mm X W700mm X H750mm  
With 400mm Modesty Panel (MDF)  
Drawers: NO  
Grommets: YES

LEGAL DIVISION OFFICE

2

A/CEO OFFICE

2



*JUNIOR OFFICE TABLE with two pedestal drawers*

Material: MDF + high grade melamine in metal frame and legs, With Modesty Panel  
 Color: Black Frame and Canadian Maple tabletop  
 Dimension:  
 L160cm x W75cm x H75cm  
 Drawers: 3-layer powder coated metal drawers  
 2pcs (movable)  
 Grommets: YES

COMMISSION ON AUDIT

1 1



*KID'S TABLE*

Material: thick plastic  
 Color: blue/red/yellow  
 Dimensions: H48cm x D85cm

CHILD MONITORING ROOM

1 1



*JUNIOR SIZE OFFICE TABLE with two drawers*

Material: MDF + High Grade melamine  
 Color: oak and gray laminates with Modesty Panel  
 Dimension:  
 L1600mm x W750mm x H750mm  
 Drawers  
 Both sides: 2-layer drawers with lock (fixed made of MDF)  
 Dimension:  
 L400mm x W400mm x H450mm  
 Middle drawer with lock  
 Dimension:

LEGAL DIVISION OFFICE

1 10

A/CEO OFFICE

ACCOUNTING AND BUDGET DIVISION

INTERNAL AUDIT DIVISION

DA OFFICE

SUPPORT SERVICES

1  
1  
1  
1  
1  
1

L600mm x W400mm x H100mm  
 Grommets: YES  
 Handle: Continues Puller  
 Drawer Guide: Soft-Close Hydraulics

MARKETING SERVICES DEPARTMENT 1  
 REGULATORY AND EMPLOYMENT 1  
 CORPORATE PLANNING 1

DA OPERATIONS

20-SEATER U SHAPE CONFIGURATION CONFERENCE TABLE and ISLAND TABLE

BOARD ROOM 1 1



Island table to conceal wirings (with sliding doors)  
 Material: Metal Frame and Laminated High Grade MDF  
 Color: Ebony



Dimensions per table: L X W X H  
 1200mm x 600mm x 750mm  
 Corner and island table to confirm in actual  
 Wheels: NO  
 Folded: NO

COSOLE TABLE

BOARD ROOM 1 1



Material: 1"1 GI tubular metal frame and legs with Faux Marble Tabletop  
 Color: White Marble Top, Gold metal frame and legs  
 Dimensions:  
 L2100mm x W450mm x H850mm





*BUFFET TABLE with Drawers*

Material: Manufactured Veneer Wood in 1" x 1" GI tubular metal frame and legs  
 Color: Black veneers with gold finish Metal frame and legs  
 Shape: Rectangular  
 Dimensions:  
 L1400mm x W400mm x H850mm  
 2 drawers with gold  
 \*Length divided by 2  
 Drawer Guide: Soft-Close Hydraulics

BOARD ROOM

2

2



*CLERK TABLE*

Material: MDF + high grade melamine in 1.8-gauge (1"x2") GI tubular metal frame and legs  
 Color: Black Frame and Light Birch tabletop  
 Dimension:  
 L1200mm x W700mm x H750mm  
 Drawers: NONE  
 Grommets: YES  
 Partition: NONE

AUDIO VISUAL ROOM

1

13

ACCOUNTING AND BUDGET DIVISION

6

INTERNAL AUDIT DIVISION

4

MARKETING SERVICES DEPARTMENT

2



*CLERK TABLE*

Material: MDF + high grade melamine in 1.8-gauge (1"x2") GI tubular metal frame and legs, with perforated metal sheet for modesty panel  
 Color: Black Frame and Light Birch tabletop  
 Dimension:  
 L1200mm x W700mm x H750mm  
 Drawers: NONE  
 Grommets: YES  
 Partition: NONE

DA OFFICE

2

7

SUPPORT SERVICES

3

DA OPERATIONS

2





*CENTER TABLE*

LOBBY/WAITING AREA

1SET

1

Material: GI round bar Metal Frame in Gold finish and Faux White Marble Top  
 Shape: CIRCULAR  
 Dimensions:  
 80cm and 60cm diameter  
 40cm and 37cm height



*CLERK TABLE*

HUMAN RESOURCE DIVISION

7

7

Material: MDF + high grade melamine in 1.8- gauge (1"x2") GI Metal frame and legs, with perforated metal sheet for modesty panel  
 Color: Black Frame and Canadian Maple tabletop  
 Dimension:  
 L1200mm x W700mm x H750mm

Drawers:  
 One side: 3-layer drawers with lock (fixed made of MDF)  
 Dimension:  
 L400mm x W400mm x H750mm  
 Grommets: YES  
 Handle: Continuous Puller  
 Drawer Guide: Soft-Close Hydraulics



*JUNIOR OFFICE TABLE with one pedestal drawer*

HUMAN RESOURCE DIVISION

1

1

Material: MDF + high grade melamine in metal frame and legs, with perforated metal sheet for modesty panel  
 Color: Black Frame and Canadian Maple tabletop

Dimension:  
 L150cm x W70cm x  
 H75cm  
 Drawers: 3-layer powder  
 coated metal drawers  
 2pcs (movable)  
 Grommets: YES



*10-SEATER CONFERENCE TABLE*

CONFERENCE ROOM 1 1 2

Material: Metal Frame and  
 Laminated High Grade MDF  
 Color: Walnut and Black  
 Dimensions: L X W X H  
 3200mm x 1200mm x  
 750mm  
 Grommets: YES  
 Wheels: NO  
 Folded: NO

CONFERENCE ROOM 2 1



*8-SEATER CONFERENCE TABLE*

BOD/VIP LOUNGE 1 1

Material: Laminated High  
 Grade MDF  
 Color:  
 Dimensions: L X W X H  
 2400mm x 1200mm x  
 750mm  
 Grommets: YES  
 Wheels: NO  
 Folded: NO



*RECTANGULAR WORKING TABLE*

COMMAND CENTER 2 2

Material: Laminated MDF  
 with powder coated metal  
 frame  
 Color: Oak  
 Dimension: L x W x H  
 3000mm x 600mm x 750mm  
*Foldable: YES*



**RECTANGULAR DINING TABLE**

CANTEEN

12

12

Material: melamine wooden finish and 2"x3' metal legs and plain metal sheet base  
 Color: white top and black base  
 Dimensions:  
 L1200mm x W600mm x H760mm



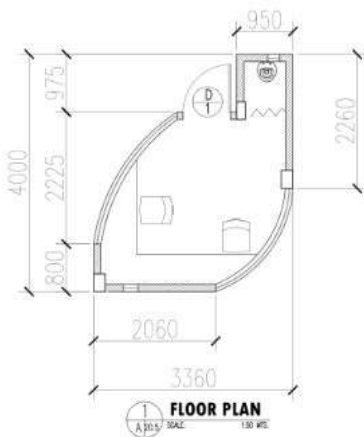
**CORNER TABLE**

GUARD HOUSE

1

1

Material: MDF + high grade melamine in 1.8-gauge (1"x2") GI tubular metal frame and legs, curved ends to fit the structure  
 Color: Black Frame and Light Birch tabletop  
 Dimensions:  
 (Approximately)  
 See plan  
 Drawers: 2 sets 3 layer each (movable)  
*Provide shelves above the table*



**PARTITIONS/DIVIDERS**



Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
 Dimension:  
 L1000mm x H 1200mm  
 SEE PLAN

ADMINISTRATOR AND CEO OFFICE

1

1



Partition: smoked Acrylic with clip provide partitions between the 2 occupants, 16" from tabletop (SEE PLAN)

CORPORATE AFFAIRS

2

2





Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
 Dimension:  
 (1200mm height)  
 Yellow L2700mm, Blue L 1100mm,  
 Red L800mm (SEE PLAN)

**CORPORATE AFFAIRS**

1set

1set

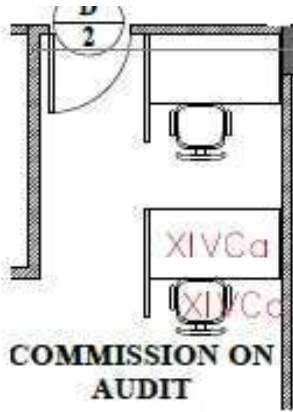


Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
 Dimension:  
 (L1100mm x H1200mm)  
 SEE PLAN

**COMMISSION ON AUDIT**

2

2



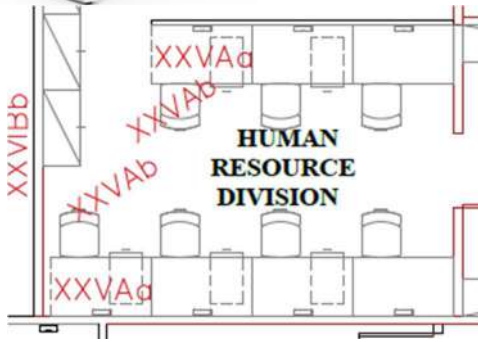


Partitions: Aluminum and MDF  
Provide Partition Between the Occupants 16" from tabletop (SEE PLAN)

HUMAN  
RESOURCE  
DIVISION

5

5

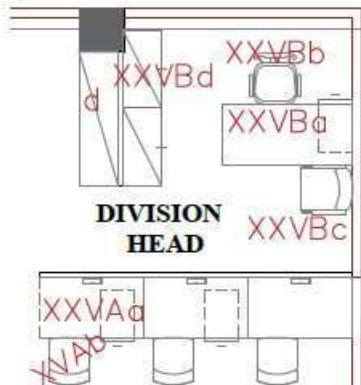


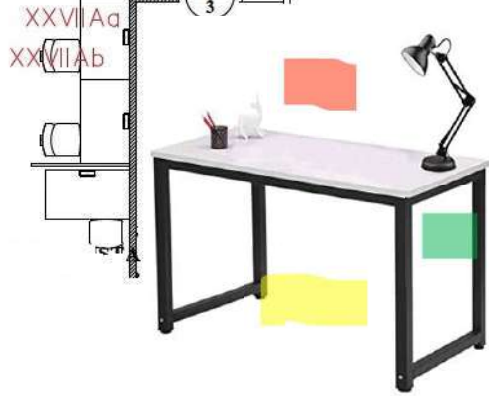
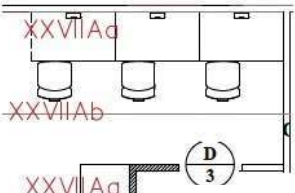
Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
Dimension:  
(1500mm height)  
Yellow L3600mm, Red L1500mm,  
(SEE PLAN)

HUMAN  
RESOURCE  
DIVISION

1set

1set





Partition: Aluminum and MDF  
Provide Partition Between the Occupants 16" from tabletop

ACCOUNTING AND BUDGET DIVISION

3 3

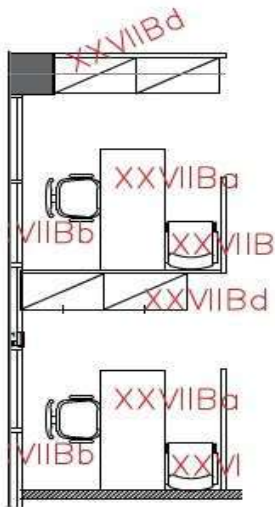
Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
Dimension:  
Yellow L1200mm x H1200mm  
(SEE PLAN)

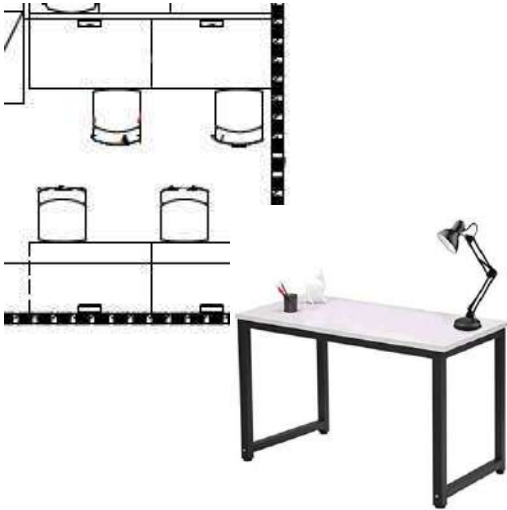
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Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
Dimension:  
(1500mm height)  
Red L1800mm, Yellow L 2200mm,  
Green L1200mm, Blue L1500  
(SEE PLAN)

1set 1set





Partition: Aluminum and  
MDF  
Provide Partition Between  
the Occupants 16" from  
tabletop  
(SEE PLAN)

INTERNAL  
AUDIT DIVISION

2

2



Half-Height Partition: 4-5cm  
Thick Aluminum framed  
high quality MDF board with  
glass  
Dimension:  
(1500mm height)  
Red L1600mm, Yellow  
L1800mm,  
Green L2400mm (SEE  
PLAN)

INTERNAL  
AUDIT DIVISION

1set

1set







Partition: smoked Acrylic with clip provide partitions between the 2 occupants, 16" from tabletop (SEE PLAN)

RECORD'S DIVISION

1

1

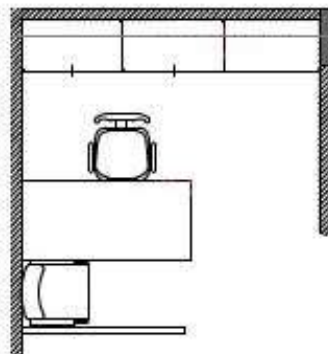


Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
Dimension: L1400mm x H 1500mm (SEE PLAN)

RECORD'S DIVISION

1

1

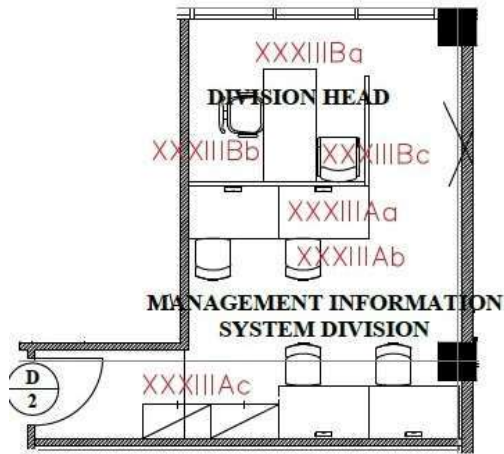


Partition: smoked Acrylic with clip provide partitions between the 2 occupants, 16" from tabletop (SEE PLAN)

MANAGEMENT INFORMATION SYSTEM DIVISION

1

1



Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
 Dimension: (1500mm height)  
 Red L2350mm, Yellow L1500mm (SEE PLAN)

MANAGEMENT INFORMATION SYSTEM DIVISION

1 set

1 set



Partition: Aluminum and MDF  
 Provide partitions between the 2 occupants, 16" from tabletop (SEE PLAN)

SUPPORT SERVICES

1

1

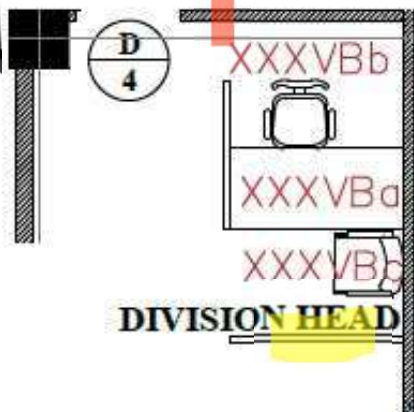


Half-Height Partition: 4-5cm  
Thick Aluminum framed  
high quality MDF board with  
glass  
Dimension:  
(1500mm height)  
Red L2350mm, Yellow  
L1000mm (SEE PLAN)

**SUPPORT  
SERVICES**

1set

1set

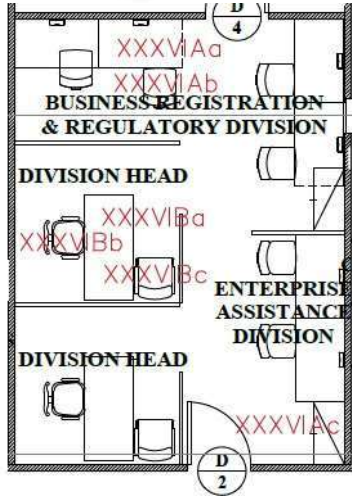
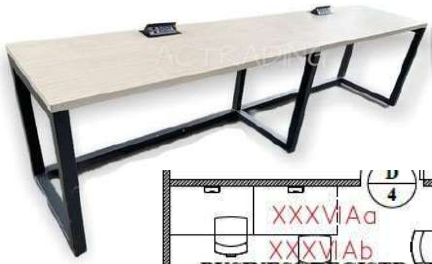


Half-Height Partition: 4-5cm  
Thick Aluminum framed  
high quality MDF board with  
glass  
Dimension:  
(1500mm height)  
Red L1000mm, Yellow  
L1500mm (SEE PLAN)

**MARKETING  
SERVICES  
DEPARTMENT**

1set

1set



Partition: smoked Acrylic with clip provide partitions between the 2 occupants, 16" from tabletop (SEE PLAN)

REGULATORY AND EMPLOYMENT

2

2



Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
Dimension: (1500mm height)  
Red L2400mm, Yellow L1300mm (SEE PLAN)

REGULATORY AND EMPLOYMENT

1set

1set



Partition: smoked Acrylic with clip provide partitions between the 2 occupants, 16" from tabletop (SEE PLAN))

CORPORATE PLANNING

1

1



Half-Height Partition: 4-5cm Thick Aluminum framed high quality MDF board with glass  
Dimension:  
(1500mm height)  
Red L1000mm, Yellow L1500mm (SEE PLAN)

CORPORATE PLANNING

1set

1set

## STORAGE AND ACCESSORIES





**PLANTERS**

Material: Ceramic  
 Shape: cylindrical  
 Sizes: Diameter x Height  
 20-30cm x 30-40cm  
 Color: Black/gray  
 With stand: metal or wood  
 \*Note: low maintenance plants such as Sansevieria, Palmera plant, or Philodendron must be included

ADMINISTRATOR AND CEO OFFICE	4SETS	14
CONFERENCE ROOM 1	2SETS	
BOARD ROOM	4SETS	
INFO DESK/WAITING ROOM	2SETS	
ACCOUNTING AND BUDGET DIVISION	2SETS	



**WALL FRAMES**

Material: Wood and glass  
 Shape: Rectangular  
 Sizes: 60CM X 80CM OR max 70cm x 100cm

\*Note: Content like Images or Quotes are for approval

ADMINISTRATOR AND CEO OFFICE	5	5
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**THROW PILLOWS**

Material: Cotton or Faux Fur  
 Design: Textured or Printed with Geometric pattern  
 Shape: Square  
 Sizes: 18" X 18"  
 Color: Neutral

\*Note: polyester fiberfill has its own separate case.

VIP LOUNGE AREA AND WAITING AREA	4	24
CEO OFFICE	4	
PRIVATE ROOM	2	
BOARD ROOM	4	
	2	

ACCOUNTING  
AND BUDGET  
DIVISION 3

INTERNAL  
AUDIT DIVISION 5

BOD/VIP  
LOUNGE



*SEAMLESS AREA RUG*

Material: Low Pile polyester fiber with non-skid backing  
Design: Abstract  
Color: Neutral shades with accent of Teal/Blue  
Dimensions: (approximately)  
*L240cm x W180cm*

VIP LOUNGE  
AREA AND  
WAITING AREA 1 1



*WALL FRAMES*

Material: framed canvass  
Shape: Rectangular  
Sizes: 60CM X 80CM OR  
max 70cm x 100cm

Design: abstract

\*Note: Content like Images  
or Quotes are for approval

CONFERENCE  
ROOM 1 1 1



**SEAMLESS AREA RUG**

Material: Low Pile polyester fiber with non-skid backing  
 Design: Abstract  
 Color: Shades of Gray  
 Dimensions: (approximately)  
*L240cm x W240cm*

CEO OFFICE

1

1



**WALL FRAMES**

Material: Canvass in Wood and glass  
 Shape: Rectangular  
 Sizes: 60CM X 80CM OR max 70cm x 100cm

CEO OFFICE

3

13

OTHER AREAS

10

\*Note: Content like Images or Quotes are for approval



**PLANTERS**

Material: Ceramic  
 Shape: Trapezoidal or rectangular  
 Sizes: diameter x height  
 20-30cm x 30-40cm

CEO OFFICE

2 SETS

18

CONFERENCE ROOM 2

2SETS

INTERNAL AUDIT DIVISION

2SETS

BOD/VIP LOUNGE

2SETS

OTHER AREAS

10SETS

\*Note: low maintenance plants such as Sansevieria, Palmera plant, or Philodendron must be included





*TABLE DISPLAY*

Material: Ceramic  
 Shape: geometric vases with height and diameter variations  
 Color: Gold/Metallic Finish  
 Sizes: 8"-12" height and 4"-6" diameter

CEO OFFICE	1 SET	5
BOARD ROOM	1SET	
INFO DESK/WAITING ROOM	1SET	
LOBBY/WAITIN G AREA	1SET	
CONFERENCE ROOM 2	1SET	



*2-DOOR WARDROBE*

Material: Laminated MDF with mirror  
 Color: Ebony  
 Dimensions: L80cm x D52cm x H190cm  
 Drawers: 2 layers  
 Doors: shutters with mirror  
 Left shutter for hanging cabinet  
 Right shutter 3 shelving storage

PRIVATE ROOM	1	1
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*PILLOWS*

Case Material: Cotton  
 Design: Plain  
 Sizes: Queen Size 20" X 30"  
 Color: Neutral

PRIVATE ROOM	2	2
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\*Note: polyester fiberfill has its own separate case.



**ADJUSTABLE WALL MOUNTED SHELVES**

Material: MDF shelving in powder Coated Metal Steel Bracket and Vertical Track

Color: Ebony Shelving and Black/White Bracket and track

Dimension: L1000 mm track, L600 mm x W300 mm Shelves 270 mm brackets

COMMISSION ON AUDIT

1SET

1



**U-SHAPE WALL OPEN STEEL STORAGE**

Material: MDF board in Metal framing, Powder Coated steel Structure Boltless mechanism Color: Black

Dimension:

L.915mm x W457mm x H1830mm

COMMISSION ON AUDIT

4

28

AUDIO VISUAL ROOM

2

HUMAN RESOURCE DIVISION

5

ACCOUNTING AND BUDGET DIVISION

7

RECORD'S DIVISION

7

SECURITY ROOMS

3



**U-SHAPE WALL OPEN  
STEEL STORAGE**

Material: MDF board in  
Metal framing, Powder  
Coated steel Structure  
Boltless mechanism  
Color: Black

Dimension:

L1200mm x W457mm x  
H1830mm

COMMISSION ON AUDIT	2	9
STORAGE	3	
HUMAN RESOURCE DIVISION	2	
ACCOUNTING AND BUDGET DIVISION	1	
SECURITY ROOMS	1	



**FABRICATED BUILT-IN  
CORRIDOR TYPE WALL  
LOCKERS**

Color: White - Gray-  
black

Material: Heavy gauge  
cold-rolled steel plate  
with heavy duty  
individual lock

Dimension: 40cm X  
90cm X 185cm

MALE LOCKER ROOM	8	16
FEMALE LOCKER ROOM	8	



**METAL FILE CABINET**

Material: cold rolled steel  
plate  
Full extension drawer with  
continuous handle

Color: white/gray/black

Dimension:

L90CM x W45cm x H133cm

CORPORATE AFFAIRS	4	57
COMMISSION ON AUDIT	2	
LEGAL DIVISION OFFICE	4	
A/CEO OFFICE	5	
HUMAN RESOURCE DIVISION	6	
	5	

ACCOUNTING  
AND BUDGET  
DIVISION

3

INTERNAL  
AUDIT DIVISION

4

DA OFFICE

3

RECORD'S  
DIVISION

3

COMMAND  
CENTER

3

MANAGEMENT  
INFORMATION  
SYSTEM  
DIVISION

3

SUPPORT  
SERVICES

4

MARKETING  
SERVICES  
DEPARTMENT

4

CORPORATE  
PLANNING

4

DA OPERATIONS



*LOW METAL FILE CABINET*

Material: cold rolled steel  
plate  
Sliding Door with Glass  
Color: white/gray/black  
Dimension: L90CM x W40cm  
x H99cm

HUMAN  
RESOURCE  
DIVISION

1

1



*METAL FILE CABINET*

Material: cold rolled steel plate  
 Full extension drawer with continuous handle  
 Color: white/gray/black  
 Dimension: L47CM x W45cm x H133cm

REGULATORY AND EMPLOYMENT

2

2



*TALL METAL FILE CABINET*

Material: cold rolled steel plate  
 Glass Steel Door with adjustable shelving  
 Color: white/gray/black  
 Dimension: L90CM x W40cm x H1850cm

SUPPORT SERVICES

2

2



*STANDARD MEDICAL BED*

High quality materials with 4" mattress  
 Complete with IV stand, side bars, 2 pillows, Bed Sheets and Ceiling Mounted Curtain for Privacy  
 Wheeled: YES  
 Dimension:  
 L2150mm X W950mm X H350mm-690mm

CLINIC

1

1



**RUBBER TILES**  
*Total Area Coverage : 5 sq.m.*  
 Material: RUBBER  
 Dimension: 60cm X 60cm  
 OR  
 100cm X 100cm  
 Thickness: 2cm-4cm  
 Color: Assorted

CHILD MONITORING ROOM 1SET 1



**DECALS for Decors**  
 Easy to install DIY stickers  
 Random design in playful colors

CHILD MONITORING ROOM 1SET 1



**WALL FRAMES**  
 Material: Canvass in Wood and glass  
 Shape: Rectangular  
 Sizes: max 70cm x 100cm

\*Note: Content like Images or Quotes are for approval

LOBBY/WAITING AREA 1SET 6

CONFERENCE ROOM 2 1SET

ACCOUNTING AND BUDGET DIVISION 1SET

INTERNAL AUDIT DIVISION 1SET

BOD/VIP LOUNGE 1SET

1SET

DA OFFICE



*SEAMLESS AREA RUG*  
 Material: Low Pile polyester fiber with non-skid backing  
 Design: Abstract  
 Dimensions:  
 L1800mm x W1800mm

LOBBY/WAITING AREA                    1                    1



*SEAMLESS AREA RUG*  
 Material: Low Pile polyester fiber with non-skid backing  
 Design: Abstract  
 Dimensions:  
 1800mm diameter

BOD/VIP LOUNGE                    1                    1





*PICTURE FRAMES at hallway  
(PORTRAITS OF BOD)*

**BOD/VIP  
LOUNGE**

15

15

Material:  
Shape: Rectangular  
Sizes:  
Color: max 70cm x 100cm



*WALL CLOCK  
Gold minimalis design  
12"-16" diameter*

**DETAILS TO  
FOLLOW**

35

35





*WALL MOUNTED CRUCIFIX*  
 Material: crafted wood or  
 Molded resin

DETAILS TO  
 FOLLOW

35

35



*OUTDOOR PLANTERS*  
 Material: Ceramic  
 DIFFERENT SIZES

DETAILS TO  
 FOLLOW

10

10

\*Note: low maintenance  
 plants such as Sansevieria,  
 Palmera plant, or  
 Philodendron must be  
 included



*LOBBY PLANTERS SET*

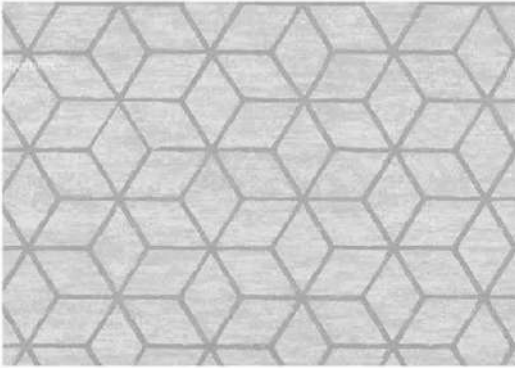
MAIN LOOBY

4SETS

4

Material: Ceramic  
 Shape: Trapezoidal or  
 rectangular  
 Sizes: L x W x H  
 40x40x80cm/  
 30x30x60cm/  
 20x20x40cm/  
 Color: Black

\*Note: low maintenance  
 plants such as Sansevieria,  
 Palmera plant, or  
 Philodendron must be  
 included



*AREA RUG*

Material: Low Pile polyester fiber with non-skid backing  
Design: geometric with gold accent  
Dimensions:  
1.20m x 2.40m rectangular size

MAIN LOBBY

2

2

