



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Deputy Ombudsman for the Military
and Other Law Enforcement Offices
Agham Road, Diliman, Quezon City, 1101

BIDS AND AWARDS COMMITTEE
EXCERPTS OF THE MINUTES OF THE
PRE-BID CONFERENCE FOR PB 2018-05¹
HELD ON 15 NOVEMBER 2018

At the Pre-Bid Conference for PB 2018-05: Public Bidding for the Supply and Delivery of Modular Partitions for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices (OMB-MOLEO) conducted by the Bids and Awards Committee of the OMB-MOLEO (MOLEO BAC), duly convened and held on 15 November 2018 during which meeting a quorum was present and acting throughout, the following material incidents took place:

1. The attendees to the meeting were recognized, to include the MOLEO BAC members, Technical Working Group (TWG) members, MOLEO BAC Secretariat, observers, representative of end-user units,² and representatives of several prospective bidders;³
2. The project to be bid was introduced and explained, to include the number of lots, the total Approved Budget for the Contract (ABC) and the ABC for each lot, and the items to be purchased;
3. The contents of the Bidding Documents, as published, were discussed extensively by the MOLEO BAC and TWG, more particularly the Bid Data Sheet, Bid Forms, and Technical Specifications;
4. Queries regarding the bidding process, technical specifications and delivery date were raised and discussed;
5. After the suppliers had already left, the MOLEO BAC discussed the points raised and resolved to adjust the delivery date, schedule of bidding activities and technical specifications of the items to be purchased as follows:

DELIVERY PERIOD

60 calendar days after receipt of the Notice to Proceed

SCHEDULE OF BIDDING ACTIVITIES

INSPECTION/SELLING PERIOD BIDDING DOCUMENTS	November 6, 2018 to <u>November 28, 2018</u> OMB-MOLEO BAC Secretariat's Office, 2nd Floor, Ombudsman Bldg.
PRE-BID CONFERENCE	November 15, 2018, 2:00 p.m. PACPB MOLEO Conference Room, 2nd Floor, Ombudsman Building, Agham Road, Quezon City
DEADLINE OF SUBMISSION OF BIDS (Late bids shall not be accepted)	On or before <u>November 28, 2018, 9:30 a.m.</u> OMB-MOLEO BAC Secretariat's Office, 2nd Floor, Ombudsman Bldg.
OPENING OF BIDS	<u>November 28, 2018, 9:30 a.m.</u> PACPB MOLEO Conference Room, 2nd Floor, Ombudsman Building, Agham Road, Quezon City

¹ Public Bidding for the Supply and Delivery of Modular Partitions for the Office of the Deputy Ombudsman for the Military and Other Law Enforcement Offices.

² Mr. Janseff Anthony C. Pangilinan for Case Records, Evaluation, Monitoring, and Enforcement Bureau.

³ Representative/s of the following: Filcrafters Inc.; Roseco Marketing Ventures; Design Excellence & Home Office Systems; and Jecams Inc.

TECHNICAL SPECIFICATIONS

LOT 1 WORK STATION (FINANCE AND ADMINISTRATIVE BUREAU)	
DESCRIPTION	Qty
Low office workstation Full laminate Table Dimensions (including side cabinets) (mm): W1500xW1500xD600xH750 Partition Dimensions (mm): W1500xW1500xW1000xW600xH1200	20
Low office workstation Full laminate Table Dimensions (including side cabinets) (mm): W1600xW1500xD600xH750 Partition Dimensions (mm): W1600xW1500xW1500xW600xH1200	6
SUPPLIES STORAGE	
High office partition Full laminate Partition Dimensions (mm): W1817xH2000	1
High office partition Full laminate Partition Dimensions (mm): W4034xH2000	1
Door partition Laminate + tempered glass 10mm thick (± 2mm) With door jamb	1
PANTRY	
High office partition Full laminate Partition Dimensions (mm): W4010xH2000	1
High office partition Full laminate Partition Dimensions (mm): W4000xH2000	1
Door partition Laminate + tempered glass 10mm thick (± 2mm) With door jamb	1
FILING ROOM	
High office partition Laminate + tempered glass 10mm thick (± 2mm): (stripe frosted sticker) Partition Dimensions (mm): W2489xH2000	1
Door partition Laminate + tempered glass 10mm thick (± 2mm) With door jamb	1
CONFERENCE ROOM	
High office partition Laminate + tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W4441xH2000	1
High office partition Full laminate Partition Dimensions (mm): W4000xH2000	1
Door partition Laminate + tempered glass 10mm thick (± 2mm) With door jamb	1
SAO 2	
High office partition Laminate + tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W1405xH2000	1
High office partition Full laminate Partition Dimensions (mm): W4000xH2000	1
CAO 1	
High office partition Laminate + tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W1464xH2000	1

High office partition Full laminate Partition Dimensions (mm): W4000xH2000	1
CAO 2	
High office partition Laminate + tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W1464xH2000	1
High office partition Full laminate Partition Dimensions (mm): W4000xH2000	1
SAO 1	
High office partition Laminate + tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W1405xH2000	1
High office partition Full laminate Partition Dimensions (mm): W4000xH2000	1
CASH	
High office partition Laminate + sticker frosted tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W2400xH2000	1
High office partition Laminate + sticker frosted tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W2151xH2000	1
High office partition Laminate + sticker frosted tempered glass 10mm thick (± 2mm) Partition Dimensions (mm): W4000xH2000	1
Door partition Laminate + tempered glass 10mm thick (± 2mm) With door jamb	1
CONFERENCE TABLE Dimensions (mm): W3600Xd1200xH750	1
CONFERENCE CHAIRS Type: Midback Materials: Backrest – Mesh; Seatrest – Fabric Others: PVC Armrest, Chrome Starbase, w/ Gaslift, Caster wheel	12
JR. EXECUTIVE TABLE Dimensions (mm) Main Table: W1800XD900xH750 Side Table: W1200xD440xH690 With fixed pedestal	2
JR. EXECUTIVE TABLE Dimensions (mm) Main Table: W1500XD700xH750 Side Table: W900xD440xH690 With fixed pedestal	2
JR. EXECUTIVE CHAIR High Back Leatherette with padded arm rest With tilting mechanism With gas lift Chrome base Color: Black	10
VISITORS CHAIR Mid Back Sled Type With chrome arm rest Chrome base Leatherette Color: Black	4
CLERICAL CHAIR Type: Midback	20

Materials: Backrest – Mesh; Seatrest – Fabric Others: PVC Armrest, Chrome Starbase, w/ Gaslift, Caster wheel		
PANTRY TABLES AND CHAIRS Set of Pantry Table and 4 Chairs Table Top: MDF Legs: Steel Table Dimensions (mm): W1200xD800xH750 Chairs: Stackable with steel legs Color: Black or grey		3
PANTRY KITCHEN COUNTERTOP AND CABINET Countertop: Synthetic granite Other materials: Marine Plywood Countertop Dimensions (mm): W2000xD600xH700 Cabinet Dimensions (mm): W1200xD350xH700 With provision for kitchen sink Others: <u>Hanging Cabinets: concealed hinges, concealed door handles, 3-shelves</u> <u>Lower Cabinets: concealed hinges, concealed door handles, 2-shelves</u>		1
3-SEATER SOFA WITH 1 CENTER TABLE AND 2 SIDE TABLES Sofa Dimensions (mm): W2100xD750xH800 Cover: German leather Color: Black		2
FRAMELESS GLASS DOOR Double Dimensions per door (mm): H2100xW900 Thickness: 12mm sticker-frosted Tempered Glass Accessories: Stainless Steel Handle and installation accessories included		2
INSTALLATION COST Included in the Computation		
OTHER CONDITIONS		
Workstations	<ul style="list-style-type: none"> Panel thickness: 45mm (± 2mm) With cable control desk grommet With aluminum trims, channel and raceways With CPU Rack With under-mount keyboard trays With Side Cabinet 	
Office Partitions	<ul style="list-style-type: none"> Panel thickness: 60mm (± 3mm) Wall fixer and/or floor stabilizer, if necessary 	
Frames	<ul style="list-style-type: none"> Extruded non-corrosive aluminum. Powder coated, black. Panel-base system. Frame to frame locking shall be by means of a secure locking mechanism with allowances for data and power reticulation. 	
Panels	<ul style="list-style-type: none"> Gypsum panes or other material of similar strength. 	
Connectors	<ul style="list-style-type: none"> Extruded non-corrosive powder coated aluminum sections providing re-usable attachment points for partitioning frames in two, three or four junction mode by means of a secure locking mechanism and allowances for data and power reticulation, if applicable. 	
Materials and Craftsmanship	<ul style="list-style-type: none"> All materials used shall be new and durable. All work for any installation shall be executed according to the latest professional and safety standards. The supplier shall be responsible for the delivery of all partitioning to the correct workstation. The end product shall comply with the highest levels of quality and safety in order to prevent any injury to the users of the product. 	
Warranty	<ul style="list-style-type: none"> All products are to be covered by a one year warranty against defective material or workmanship. 	
Color	<ul style="list-style-type: none"> White, Grey, and Black combination (FAB) 	
Others	<ul style="list-style-type: none"> Actual design and dimensions of cubicles, partitions, and furniture must be verified by the supplier and approved by the end-user before fabrication and final installation. Must include all necessary accessories, connectors, screws, adaptors, covers, trims, supports, grommets, edge banding, stabilizers, and brackets, as may be applicable. 	

Low Office Workstation (Reception Type Receiving – Evaluation Division) (L)		
Fabric Counter Table: W150xD40xH120cm Table Dimension: W150xD60xH75cm Side Table: W40xD45xH75cm Counter Table: 40cm Partition Dimension: G4.5cm x H150cm		1 pc.
Managers Workstation / Split L Type Table (CAO) (M)		
Fabric Table Dimension: W180xD70xH75cm Side Table with drawer (for PC) : <u>W100xD45xH75cm</u>		1 pc.
Printer Table/Cabinet with drawers/layers Dimensions:90x55x65cm <u>Drawer Specs:</u> <u>Middle Drawer: W39xD44xH13cm</u> <u>Left and Right Open Layers (Paper Trays for A3 and Legal Size: W24xD44xH13cm</u> <u>Cabinet Specs:</u> <u>W86xD50xH44cm</u> <u>Free space storage area with 2 panel sliding doors</u>		3 pcs.
Swing Door Total Length: W120cm x H120cm 2 panels @ H100cm/panel		1 pc.
INSTALLATION COST Included in the Computation		
OTHER CONDITIONS		
Workstations	<ul style="list-style-type: none"> Panel thickness: 45mm (± 2mm) With cable control desk grommet With aluminum trims, channel and raceways With CPU Rack With under-mount keyboard trays With Side Cabinet 	
Office Partitions	<ul style="list-style-type: none"> Panel thickness: 60mm (± 3mm) Wall fixer and/or floor stabilizer, if necessary 	
Frames	<ul style="list-style-type: none"> Extruded non-corrosive aluminum. Powder coated. Panel-base system. Frame to frame locking shall be by means of a secure locking mechanism with allowances for data and power reticulation. 	
Panels	<ul style="list-style-type: none"> Gypsum panes or other material of similar strength. 	
Connectors	<ul style="list-style-type: none"> Extruded non-corrosive powder coated aluminum sections providing re-usable attachment points for partitioning frames in two, three or four junction mode by means of a secure locking mechanism and allowances for data and power reticulation, if applicable. 	
Materials and Craftsmanship	<ul style="list-style-type: none"> All materials used shall be new and durable. All work for any installation shall be executed according to the latest professional and safety standards. The supplier shall be responsible for the delivery of all partitioning to the correct workstation. The end product shall comply with the highest levels of quality and safety in order to prevent any injury to the users of the product. 	
Warranty	<ul style="list-style-type: none"> All products are to be covered by a one year warranty against defective material or workmanship. 	
Color	<ul style="list-style-type: none"> White, Grey, and Blue combination (CREMEB) 	
Others	<ul style="list-style-type: none"> Actual design and dimensions of cubicles, partitions, and furniture must be verified by the supplier and approved by the end-user before fabrication and final installation. Must include all necessary accessories, connectors, screws, adaptors, covers, trims, supports, grommets, edge banding, stabilizers, and brackets, as may be applicable. Must include all necessary materials, manpower, equipment and labor for the installation of the partitions and cubicles. 	


LUISA A. RABANG
Chairperson, MOLEO BAC Secretariat

Noted:


ALAN R. CAÑARES
Chairperson, MOLEO BAC