



Appendix 60

PURCHASE REQUEST

CL 24-0040

Entity Name: Governance Commission for GOCCs

Fund Cluster: 01

Office/Section: <u>Administrative and Finance Office</u>		PR No.: _____	Date: <u>03 June 2024</u>		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Supply and Delivery of Office Tables, Pedestals, Sofas, and Visitor Chairs for GCG Extension Office - A	1		1,000,000.00
		Please see attached Terms of Reference			
		Nothing Follows			
					1,000,000.00
Purpose: <u>To be used by GCG office personnel at GCG Extension Office - A</u>					
Requested by: <u>Vionne Rochelle D. Asuque</u>					
Approved by: <u>Raul T. Abad</u>					
Signature : _____					
Printed Name : _____					
Designation : <u>OIC - Chief Administrative Officer - Admin.</u>					
Designation : <u>Director IV - AFO</u>					

Form No.: 8.521.007.22
 Rev. No.: 03

GCG PMD Received by: Meilba Moral
 Receipt date: 11 June 2024

GOVERNANCE COMMISSION FOR GOCCs
 ALLOTTED
 R.A. No. 11036 PARASARO # _____
 Fund Available () () Special () Trust ()
 Function Project 10001000
5020322001 - Semi - Expendable
machinery & equipment
expenses - furniture & fixtures



TERMS OF REFERENCE

SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A

I. BACKGROUND
The Governance Commission for GOCCs (GCG) intends to procure office tables, pedestals, sofas, and visitor’s chairs for accommodating the needs of GCG office personnel at GCG Extension Office - A.
II. TERMS
<ul style="list-style-type: none"> A. The service provider must attach a photo of the items being offered. B. Items without specified color shall subject to approval by the end-user. C. Inclusive of delivery charge. D. Unit price of individual items must not exceed Fifty Thousand Pesos Only (₱ 50,000.00). E. All items should be delivered within twenty (20) working days upon receipt of the Purchase Order. F. Replacement of newly delivered defective item to GCG without additional charge. G. At least twelve (12) months warranty for all items. H. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.
III. TECHNICAL SPECIFICATIONS
<p>A. L-Shaped Top Executive Table – Main Table with Left Side Cabinet - One (1) Piece</p> <ul style="list-style-type: none"> • Main Table Size: 180 cm (L) x 90 cm (W) x 75 cm (H) (min.) • Left Side Cabinet Size: 80 cm (L) x 40 cm (W) x 62 cm (H) (min.) • Features: <ul style="list-style-type: none"> - With Side Credenza - With 3-Drawer Mobile Pedestal - With Pull-Out Tray for Keyboard and Movable CPU Stand • Material: Laminated MDF/Perforated Steel Modesty • Finish: Beechwood <p>B. L – Shaped Executive Table – Main Table with Left Side Cabinet - One (1) Piece</p> <ul style="list-style-type: none"> • Main Table Size: 160 cm (L) x 80 cm (W) x 75 cm (H) (min.) • Left Side Cabinet Size: 80 cm (L) x 40 cm (W) x 62 cm (H) (min.) • Features: <ul style="list-style-type: none"> - With Side Credenza - With 3-Drawer Mobile Pedestal



- With Pull-Out Tray for Keyboard and Movable CPU Stand
- Material: Laminated MDF/Perforated Steel Modesty
- Finish: Beechwood

C. 3-Drawer Mobile Pedestal - One hundred Thirty-Eight (138) Pieces

- Dimension: 39.5 cm (W) x 54 cm (D) x 64 cm (H) (min.)
 - Not Exceed 65.5 cm (H)
- Features:
 - With Regular Handle
 - With Centralized Locking System
 - With File Divider and Pen Tray Holder
 - With Caster wheels
- Finish: Light Gray
- Material: Steel-Top/Powder-Coated Steel

D. 4-Seater Round Table - Three (3) Pieces

- Dimension: 100 cm (D) x 75 cm (H) (min.)
- Round Tabletop Thickness: 2.5 cm (min.)
- Sidings: 0.2 cm PVC Edge Band (min.)
- Structure: E1 Moisture Resistant Board
- Legs: Round Stainless-Steel Base in Hairline Finish

E. Rectangular Meeting Table – One (1) Piece

- Main Table Size: 240 cm (L) x 120 cm (D) x 75 cm (H) (min.)
- Tabletop Thickness: 5 cm (min.)
- Sidings: 2mm PVC Edge Band Machine Pressed (min.)
- Structure: E1 Moisture Resistant Board
- Finish: Wood Varnished

F. Reception Counter Table - One (1) Piece

- Main Table: 240 cm (L) x 60 cm (D) x H 110 cm (H) (min.)
- Structure: 2.5 cm E1 Moisture Resistant Board + Plywood (min.)
- Sidings: 2mm PVC Edge Band Machine Pressed (min.)
- Countertop Thickness: 2.5 cm (min.)
- Features:
 - One (1) Movable Cabinet in Three-Drawer with Central Lock Mechanism
 - Cabinet Carcass in 1.8 cm Thick High-Pressure Laminate (HPL) E1 Board (min.)
 - Carcass – White Finish; Inner Drawers – Wood Grain Finish
 - Full Extension Soft Close Drawer Guide
 - With 1 CPU Rack in 1.8 cm Thich HPL Finish (min.)

G. Sofa Bed - One (1) Piece

- Material: Polyester Fabric
- Light Color
- Dimension:
 - Sofa: 180 cm (L) x 85 cm (W) x 80 cm (H) (min.)
 - Bed: 180 cm (L) x 100 cm (W) x 35 cm (H) (min.)
 - Multi-functional design that reclines between two positions: sitting and sleeping

H. 4 – Seater Sofa – One (1) Piece

- Materials: Polyester Fabric
- Dark Color
- Dimension: 240 cm (L) x 75 cm (W) x 80 cm (H) (min.)

I. 3 – Seater Sofa – One (1) Piece

- Materials: Polyester Fabric
- Dark Color
- Dimension: 180 cm (L) x 75 cm (W) x 80 cm (H) (min.)

J. 1 – Seater Sofa – One (1) Piece

- Materials: Polyester Fabric
- Dark Color
- Dimension: 60 cm (L) x 75 cm (W) x 80 cm (H) (min.)

K. Coffee Table – One (1) Piece

- Dimension: 100 cm (L) x 50 cm (W) x 50 cm (H) (min.)
 - With lower shelf for providing storage space for books, magazines, etc.
 - Four-legged Wooden Base
- Finish: Beechwood

L. Lobby Area Visitor Chair – Two (2) Pieces

- Model Plastic Backrest
- Light Color
- Four-legged Wooden Base

M. Executive Visitor Chair – Ten (10) Pieces

- Black Leatherette Backrest and Seat
- Chrome Armrest Upholstered with Leatherette
- Four-legged Chrome Base

N. Top Executive Visitor Chair – Eight (8) Pieces

- Wooden Frame
- Light Color
- Leatherette Backrest and Seat
- Four-legged Wooden Base

Prepared by:


TEODORO ARSENIO F. PAGGABAO

Supervising Administrative Officer – Administrative Division

Reviewed by:


VIONNE ROCHELLE D. ASUQUE

OIC - Chief Administrative Officer – Administrative Division

Noted by:


RAUL T. ABAD

Director IV – Administrative and Finance Office