



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE OF AWARD**

**DEC 29 2023**

**Ms. Enony Gutierrez**

Design Excellence Home & Office System Co.  
No. 2 1 Binmaka St., cor Biak na Bato  
Brgy. Manresa, Quezon City

Dear **Ms. Gutierrez:**

We are pleased to inform you that the project, "**Supply and Delivery of Modular Workstations**" is hereby awarded to your company in the amount of Four Hundred Thirty Nine Thousand Nine Hundred Fifty Pesos only(Php 439, 950.00)

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you and God Bless.

Very truly yours,

  
**RAMON VICENTE B. ASUNCION**  
Director IV, Administrative Service

Conforme:

  
ENONY P. GUTIERREZ  
Authorized Representative,  
Design Excellence Home & Office System Co.  
Date: 12/29/23



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**NOTICE TO PROCEED**

**DEC 29 2023**

**Ms. Enony Gutierrez**

Design Excellence Home & Office System Co.  
No. 2 1 Binmaka St., cor Biak na Bato  
Brgy. Manresa, Quezon City

Dear **Ms. Gutierrez:**


Per attached Purchase Order No. 2023-086, we hereby notify you that your office may proceed with the delivery of the project, **"Supply and Delivery of Modular Workstations"** upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our End-User Representative to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Very truly yours,

  
**RAMON VICENTE B. ASUNCION**  
Director IV, Administrative Service

Conforme:

  
ENONY P. GUTIERREZ  
Authorized Representative  
Design Excellence Home & Office System Co.  
Date: 12/29/23



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**PURCHASE ORDER NO. 2023-086**

Supplier: **Design Excellence Home & Office System Co.** Date: **DEC 29 2023**  
Address: No. 1 Binmaka St., corner Biak na Bato  
Barangay Manresa, Quezon City Mode of Procurement: NP- Small Value Procurement  
TIN: 007-240-661-000

Gentlemen:  
Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof.

Place of Delivery: DBM Central Office  
Delivery Term: See attached Detailed Technical Specifications  
Payment Term: Payment shall be made through Landbank's LDDAP-ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	sets	<b>Supply and Delivery of Modular Workstations</b> - See attached file for the detailed technical specifications *nothing follows*	21	₱20,950.00	₱439,950.00

(Total Amount In Words)  
**Four Hundred Thirty Nine Thousand Nine Hundred Fifty Pesos only** ₱439,950.00

"In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) **of the cost of the delayed goods** for every day of delay shall be imposed."

Conforme: ENONG P. GUTIERRES 12/29/23  
Signature over Printed Name of Supplier  
Date  
Very truly yours,  
RAMON VICENTE B. ASUNCION  
Director IV, Administrative Service  
Authorized Official  
(Representing End User)

Funds Availability Certified by: JEFFREY DM. GALARPE  
Chief Accountant - Finance Service  
OS No : 02101102023-12-4004  
Amount : ₱ 439,950-  
Date : 12/29/23

**Distribution of Copies:**  
/ / Original copy for the Supplier's Conforme  
/ / Agency's Central Supply and Property Section/EUR for IAR and Payment Processing  
/ / COA Auditor  
/ / AS-PMD Copy for file



**TERMS AND CONDITIONS  
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.

2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.

3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.

5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.

7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.

8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

11. The Head of the Agency reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract as prescribed under Section 41 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003.

12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a.) Project name;
- b.) Approved budget for the contract;
- c.) Contract period;
- d.) Name of the winning bidder and its official business address;
- e.) Amount of contract awarded;
- f.) Date of award and acceptance; and
- g.) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

Accepted By:

  
AWARDEE

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, personally appeared \_\_\_\_\_ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a \_\_\_\_\_ consisting of \_\_\_\_\_ (\_\_\_\_\_) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2023.

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

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
1	<b>Modular Workstation</b> Worktop : 1200W x 600D mm Laminate/glass partition: 1000H x 1200D mm Laminate/glass partition: 1000H x 600D mm Laminate/glass partition: 1000H x 600D mm Laminate/glass partition: 1000H x 450D mm	21 sets	Within Sixty (60) calendar days from the receipt of Notice to Proceed.

**Note:** The quantity may vary upon written advice from the AS-GSD.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## *Section VII. Technical Specifications*

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification."

Specifications	Bidder's Statement of Compliance
<b>I. Modular Workstations</b> <i>(see attached Annex "A" [Detailed Technical Specifications], item 3.0)</i>	

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company/Bidder**

\_\_\_\_\_  
**Signature Over Printed Name of Representative**

\_\_\_\_\_  
**Date**



## **DETAILED TECHNICAL SPECIFICATIONS**

### **1.0 Project Title**

Supply and delivery of Modular Workstations for the DBM Central Office

### **2.0 Objective**

To provide an adequate supply of modular workstations for B/S/Os.

### **3.0 Modular Workstation Technical Specifications**

#### **3.1 General Specifications**

- 3.1.1 Quick and easy reconfiguration with a minimal connector for assembly, minimal parts and number of tools required for assembly, Modular Design.
- 3.1.2 All metal parts shall be with a non-corrosive type of paint.
- 3.1.3 Leveling guides shall be able to provide a 1" adjustment range for installation on uneven floors.
- 3.1.4 Steel connectors shall be the heavy-duty non-corrosive type of paint.
- 3.1.5 Base cover shall be plain with an opening to accommodate receptacles.
- 3.1.6 Concealed wiring management from the existing floor to the base wire for telephone, data, communication, and power line shall be provided with a separator to avoid power interference.
- 3.1.7 All frames shall be sturdy and able to support work surfaces and other accessories.
- 3.1.8 All metal parts shall be rustproof.
- 3.1.9 Panel frame thickness shall be 30 mm.

#### **3.2 Specifications for Main worktops, Tabletops, Side tabletops, and Undershelves**

- 3.2.1 Worktop edges (all sides) shall be provided with rubber or plastic Edge Bond.
- 3.2.2 Core material shall be HDF only with a high-pressure laminate top. The minimum thickness of HPL is the same as existing.
- 3.2.3 Underside shall be covered with melamine face.
- 3.2.4 Worktop shall be attached or supported by a steel bracket to the partition.
- 3.2.5 Worktop shall have a total thickness of 30mm.
- 3.2.6 Worktop shall be provided with grommets on both ends.
- 3.2.7 Worktop shall be in woodgrain laminate finish.
- 3.2.8 Edge bond shall be the same finish/design as the tabletop finish.

#### **3.3 Specifications for Glass Panel**

- 3.3.1 Glass shall be 3/16" thick clear glass with an exposed frame surface of 40mm on both sides.
- 3.3.2 Glass shall be installed on the center of the glass frame with a rubber filler.
- 3.3.3 Glass frame shall be gauge 18 extruded aluminum with a non-corrosive type of paint (powder-coated finish)
- 3.3.4 Glass frame shall be in a charcoal gray powder-coated finish.

3.3.5 Glass frame thickness shall be 30mm.

**3.4 Specifications for Laminated Panel**

- 3.4.1 Laminated panel Core shall be made of particleboard or medium fiberboard.
- 3.4.2 Laminated Panel outer layer/finish shall be made of High-Pressure Laminates (HPL) on all sides.
- 3.4.3 Laminated Panel finish shall be in smoke gray color. (all sides)
- 3.4.4 Panel strips (panel edging) shall be made of gauge 20 extruded aluminum with non-corrosive and 10mm width on all sides of the partition tile frame.
- 3.4.5 Panel strips shall be in a charcoal gray powder-coated finish.
- 3.4.6 Panel frame thickness shall be 30 mm.

**3.5 Specification for Top Cap with end connectors**

- 3.5.1 Top cap shall be gauge 18 extruded aluminum with a non-corrosive type of paint (powder-coated finish).
- 3.5.2 Top Cap shall be a snap-on type of installation.
- 3.5.3 End connectors shall be made of durable plastic.
- 3.5.4 Top Cap and end connectors shall be in charcoal gray powder-coated finish.

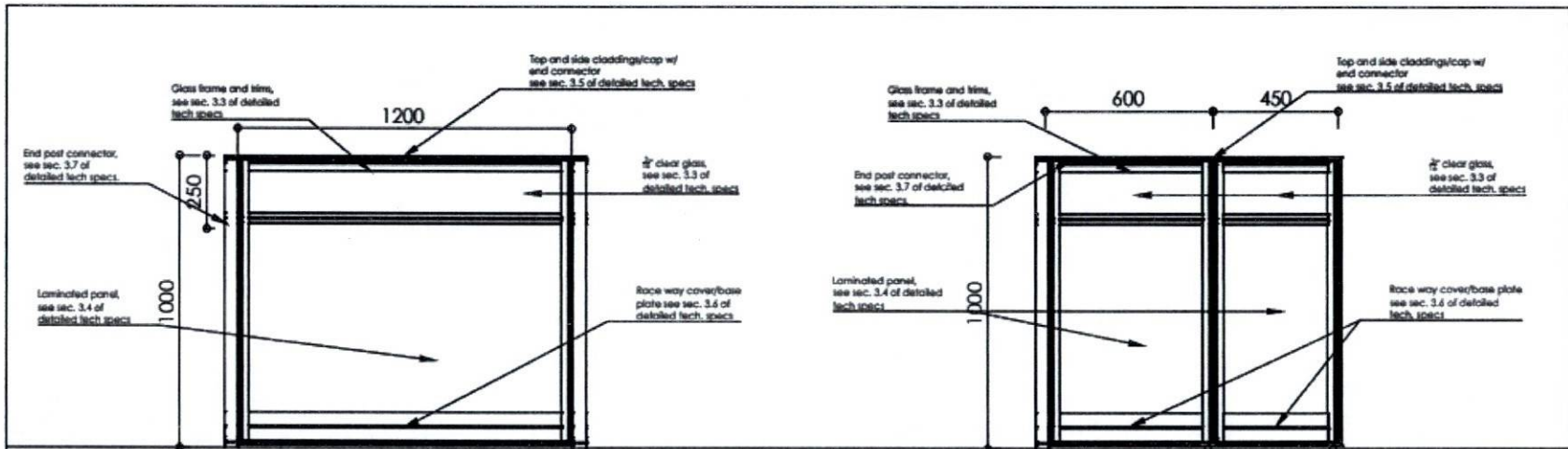
**3.6 Specification for Kick/Base Plate**

- 3.6.1 Kick plate shall be made of Gauge 20 extruded aluminum with a non-corrosive type of paint (powder-coated finish).
- 3.6.2 Kick plate shall be a snap-on type of installation.
- 3.6.3 Kick plate shall have 2 punch-out holes (at both ends) for the standard size of convenience outlets.
- 3.6.4 Kick plate shall be in charcoal gray powder-coated finish.

**3.7 Specifications for 2D,3D,4D and End Post Connectors**

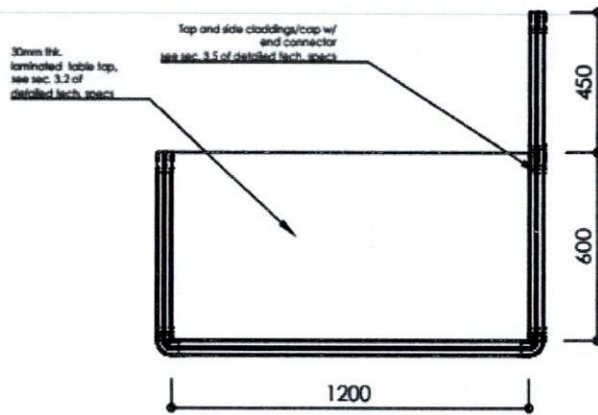
- 3.7.1 Post shall be made of Gauge 18 extruded aluminum with non-corrosive type of paint (powder-coated finish)
- 3.7.2 Posts shall be in silver powder coated finish.
- 3.7.3 With 1" adjustable base for uneven floors.
- 3.7.4 Powder coated finish in silver color



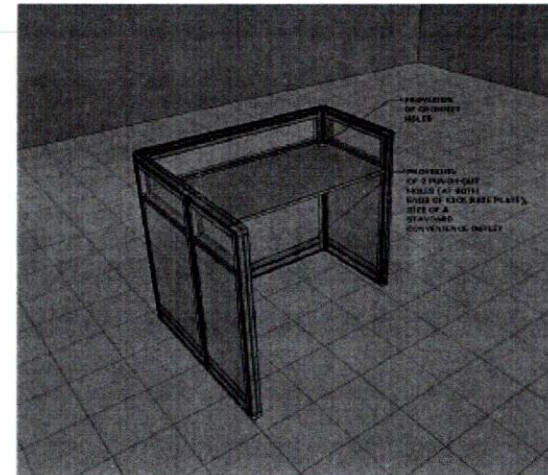


FRONT VIEW

SIDE VIEW



TOP VIEW



PROJECT TITLE:	PREPARED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET NO.:
SUPPLY AND DELIVERY OF MODULAR WORKSTATIONS FOR THE DBM CENTRAL OFFICE	ENGR. PATRICK LEONAR V. JAYNARD ADMINISTRATIVE OFFICER IV	ENGR. CONRADO O. IGNACIO II ADMINISTRATIVE OFFICER V	ATY. RAMON VICENTE B. ASUNCION DIRECTOR IV, AS	ASEC. ACHILES GERARD C. BRAVO IQA, INTERNAL MANAGEMENT GROUP	SHOP DRAWING/ DETAILED DRAWING OF THE MODULAR WORKSTATION ASSEMBLY	

5

24