

**ANNEX “A”**

**PROJECT: SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR OFFICE SYSTEMS AND FURNITURE FOR MAIN OFFICE AND BRANCHES**

**QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	<b>Query/Clarifications</b>	<b>Provisions on the Bidding Documents</b>	<b>TWG/BAC Reply Amendments/ Clarifications</b>
1	On the Special Conditions of Contract. GCC Clause 1. Scope of Work, is this applicable for lots 1 to 8?		GCC Clause 1 is applicable as follows;  1. Raw Materials Warehousing (Lots I-VIII) 2. Cutting Area (Lots I-VIII) 3. Machines (edging, drilling, and shaping) (Lots I, III, V, and VII) 4. Assembly Area (Lots I-VIII)
2	Regarding scope work, “The supplier must provide certification or proof of personnel’s training on installation/dismantling including proper handling of office system furniture”, should this come from the bidder?		Yes, the bidders should certify their workers/personnel that they can do the work.
3	Regarding this clause, the office chairs must have a certificate from BIFMA?	All office chairs must have a certificate (e.g., American National Standards Institute, Business and Institutional Furniture Manufacturers Association, or Leadership for Energy and Environmental Design) that it passed the standards on safety, durability, and structural adequacy.	Yes.
4	Are we going to attach these certificates with our bid proposal?		Yes.
5	Qualification of Bidders  It is indicated that the bidder’s nature of		IV. Bidder’s Qualification Nature of Business: Manufacturer and/or Official Distributor of Office Furniture and Modular

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	business is manufacturer and distributor of office furniture and systems. Is this applicable for all the lots?  For Lot 4 (Cabinet), does it mean the bidder is manufacturer or just a distributor will do?		System
6	Regarding the chairs, we intend to just join on Lot 2 but Lot 6 is similar. Are we also required to bid on Lot 6?		No. Bidder may participate in any lot they intend to.
7	For the items in Lot 2, which one do you give more weight on, the design or the specifications? Because what we have right now is not of the same design, but we have the specifications.  So, we need to send mock-up samples?		The designs that we presented are just the ideal or the classic designs of SSS' chairs. But if the bidder is compliant with the specifications, the design is up to the implementing body if they will approve or not.  Yes. During post-qualification, the BACSEC Department will notify the lowest calculated bidder within non-extendible period of five calendar days with instruction to present/send the mock-up samples.
8	We intend to join on Lot 4. Based on what we see, there is a modular display cabinet and steel rack-racking system. Can we separate the rack and consider this as different item?		No.
9	How about the plastic rack, can we have it separated?		No.
10	Do you have this existing modular cabinet?		Yes. All interested bidders may view detailed drawing of the item.
11	Regarding the open shelves, it is showing 7 layers in the pictures, in the technical specifications, it says 6. Which should we follow?		Technical specifications will govern, the pictures are just for reference.
12	It is indicated in the shelves that the gauge is		1.1mm will be accepted.

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	1.24 which is gauge 18. But if you will check the range of our filing cabinet, it is 1.1. This is also the same with our local manufacturer, 1.1.																								
13	For the storage cabinet, in the description requires anti-tilting. Where can we find this?	<b>Storage Cabinet</b> <table><tr><td>DESIGN</td><td>Powder-coated steel cabinet with 2 swinging doors, six (6) layer shelves, anti-tilt mechanism with central locking mechanism.</td></tr><tr><td>Dimension</td><td>920mm (W) x 450mm (D) x 1840mm (H)</td></tr><tr><td>Construction</td><td>Manufactured in cold rolled sheet Ga. #20 (0.90mm) with triangular plates on top and bottom shelves made from heavy duty black iron</td></tr><tr><td>Color</td><td>Light Gray (Submit sample for approval)</td></tr></table>	DESIGN	Powder-coated steel cabinet with 2 swinging doors, six (6) layer shelves, anti-tilt mechanism with central locking mechanism.	Dimension	920mm (W) x 450mm (D) x 1840mm (H)	Construction	Manufactured in cold rolled sheet Ga. #20 (0.90mm) with triangular plates on top and bottom shelves made from heavy duty black iron	Color	Light Gray (Submit sample for approval)	<b>Storage Cabinet</b> <table><tr><td>DESIGN</td><td>Powder-coated steel cabinet with 2 swinging doors, six (6) layer shelves, and central locking mechanism.</td></tr><tr><td>Dimension</td><td>920mm (W) x 450mm (D) x 1840mm (H)</td></tr><tr><td>Construction</td><td>Manufactured in cold rolled sheet Ga. #20 (0.90mm) with triangular plates on top and bottom shelves made from heavy duty black iron</td></tr><tr><td>Color</td><td>Light Gray (Submit sample for approval)</td></tr></table>	DESIGN	Powder-coated steel cabinet with 2 swinging doors, six (6) layer shelves, and central locking mechanism.	Dimension	920mm (W) x 450mm (D) x 1840mm (H)	Construction	Manufactured in cold rolled sheet Ga. #20 (0.90mm) with triangular plates on top and bottom shelves made from heavy duty black iron	Color	Light Gray (Submit sample for approval)						
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14	Regarding the distribution per branch on NCR on lot four, can we check the item allotment that needs to be distributed on each branch?		Bidders will be provided with soft copy of the Bill of Quantities (BOQ).																						
15	For Lot 4, items 5 and 7, are we supposed to send a mockup samples?		For those items, we will not require you to submit the mockup samples since they are special curated items.																						
16	What should we submit for your approval?		Mock-up samples of the following are required.  Lots IV and VIII 1. Mobile Pedestal Drawer 2. 4-Drawer Lateral Filing Cabinet 3. 6-layers, Steel Open Shelves																						
17	Can we have the line remove in item 7, modular wall display cabinet, a mockup sample should be submitted?	<b>Modular Wall Display Cabinet</b> <table><tr><td>DESIGN</td><td><b>Display Shelves/Cabinet</b> Using ABS (Acrylonitrile Butadiene Styrene) Plastic colored Panel; complete w/ hardware and accessories such as L-Joint, Black Foot Pad, Door Sets (Hinges, Stopper, pullet, etc.) and solid part coverings.  <i>(Specific colors/finishes subject for approval - submit sample/mock-up unit)</i></td></tr><tr><td>CONSTRUCTION</td><td><i>(Refer to approved drawings)</i></td></tr><tr><td>1. Display Shelves Type A (open box type)</td><td>ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)</td></tr><tr><td>2. Display Storage Cabinet (box type w/ door)</td><td>ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)</td></tr><tr><td>3. Horizontal Display Shelves Type B (open box type)</td><td>ABS Plastic colored panel Dimension: 360 mm (W) x 727 mm (D) x 360 mm (H)</td></tr></table>	DESIGN	<b>Display Shelves/Cabinet</b> Using ABS (Acrylonitrile Butadiene Styrene) Plastic colored Panel; complete w/ hardware and accessories such as L-Joint, Black Foot Pad, Door Sets (Hinges, Stopper, pullet, etc.) and solid part coverings.  <i>(Specific colors/finishes subject for approval - submit sample/mock-up unit)</i>	CONSTRUCTION	<i>(Refer to approved drawings)</i>	1. Display Shelves Type A (open box type)	ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)	2. Display Storage Cabinet (box type w/ door)	ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)	3. Horizontal Display Shelves Type B (open box type)	ABS Plastic colored panel Dimension: 360 mm (W) x 727 mm (D) x 360 mm (H)	<b>Modular Wall Display Cabinet</b> <table><tr><td>DESIGN</td><td><b>Display Shelves/Cabinet</b> Using ABS (Acrylonitrile Butadiene Styrene) Plastic colored Panel; complete w/ hardware and accessories such as L-Joint, Black Foot Pad, Door Sets (Hinges, Stopper, pullet, etc.) and solid part coverings.  <i>(Specific colors/finishes subject for approval)</i></td></tr><tr><td>CONSTRUCTION</td><td><i>(Refer to approved drawings)</i></td></tr><tr><td>1. Display Shelves Type A (open box type)</td><td>ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)</td></tr><tr><td>2. Display Storage Cabinet (box type w/ door)</td><td>ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)</td></tr><tr><td>3. Horizontal Display Shelves Type B (open box type)</td><td>ABS Plastic colored panel Dimension: 360 mm (W) x 727 mm (D) x 360 mm (H)</td></tr><tr><td>4. Vertical Display</td><td>ABS Plastic colored panel</td></tr></table>	DESIGN	<b>Display Shelves/Cabinet</b> Using ABS (Acrylonitrile Butadiene Styrene) Plastic colored Panel; complete w/ hardware and accessories such as L-Joint, Black Foot Pad, Door Sets (Hinges, Stopper, pullet, etc.) and solid part coverings.  <i>(Specific colors/finishes subject for approval)</i>	CONSTRUCTION	<i>(Refer to approved drawings)</i>	1. Display Shelves Type A (open box type)	ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)	2. Display Storage Cabinet (box type w/ door)	ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 360 mm (H)	3. Horizontal Display Shelves Type B (open box type)	ABS Plastic colored panel Dimension: 360 mm (W) x 727 mm (D) x 360 mm (H)	4. Vertical Display	ABS Plastic colored panel
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		<div>4. Vertical Display Shelves Type C (open box type)</div> <div>ABS Plastic colored panel Dimension: 360 mm (W) x 360 mm (D) x 727 mm (H)</div> <div>COLORS/FINISHES (Submit sample colors/finishes for approval)</div>	<div>Shelves Type C (open box type)</div> <div>Dimension: 360 mm (W) x 360 mm (D) x 727 mm (H)</div> <div>COLORS/FINISHES (Submit sample colors/finishes for approval)</div>
18	Regarding the modular display wall cabinet on lot 4, do we need to submit a mockup sample?		We will no longer require a mockup sample for the racking system and modular display cabinet.
19	For the Single Largest Completed Contract, it states that at least 50% of the ABC, if we will bid for lot 2, should our similar contract be on chairs as well or we can use various furniture?		If you are going to bid for lot 2, your similar contract should also refer to seating furniture, 50% of the ABC.
20	Are we required to bring sample swatches during the bid opening?		Sample swatches and other requirement in the technical specification shall form part of the technical and eligibility documents.
21	How many days are allotted in submitting a mockup sample?		5 calendar days.
22	Is it excluded in the 75 calendar days lead time for delivery?		Yes. The 75 calendar days will start upon the execution of the contract/P.O./J.O.

### WRITTEN QUERIES:

	Query/Clarifications	Provisions on the Bidding Documents	TWG/BAC Reply Amendments/ Clarifications
1	May we request for extension of submission and opening of bids? The project is quite complex, given that we must consider logistics in regional areas.		The submission and opening of bids will be on Thursday, 14 September 2023
2	Request for extension of delivery terms/period from 75 CD to 120 CD, given the bulk of items to be bid needs more time for production and delivery.	All items in the Contract shall be delivered and/or installed within Seventy-Five (75) calendar days from the receipt of NTP and signed contract.	All items in the Contract shall be delivered and/or installed within One Hundred Twenty (120) calendar days from the receipt of NTP and signed contract.

	Query/Clarifications	Provisions on the Bidding Documents	TWG/BAC Reply Amendments/ Clarifications
			This amends Section VI. Schedule of Requirements.
3	Please specify if these requirements are applicable to all lots or to specific lots only.	<p>Special Condition of Contract GCC Clause 1:</p> <p>The Supplier/Bidder must have a fabrication plant in the Philippines with the following facilities and equipment:</p> <ol style="list-style-type: none"> <li>1. Raw Materials Warehousing</li> <li>2. Cutting Area</li> <li>3. Machines (edging, drilling, and shaping)</li> <li>4. Assembly Area</li> </ol>	<p>GCC Clause 1 is applicable as follows;</p> <ol style="list-style-type: none"> <li>1. Raw Materials Warehousing (Lots I-VIII)</li> <li>2. Cutting Area (Lots I-VIII)</li> <li>3. Machines (edging, drilling, and shaping) (Lots I, III, V, and VII)</li> <li>4. Assembly Area (Lots I-VIII)</li> </ol>
4	Are these certificates mentioned will be coming from our Manufacturer? The BIFMA certificate issued is only for the gas lift and not the whole chair. Is this acceptable?	All office chairs must have a certificate (e.g., American National Standards Institute, Business and Institutional Furniture Manufacturers Association, or Leadership for Energy and Environmental Design) that it passed the standards on safety, durability, and structural adequacy.	<p>Certification/s must come from manufacturer/s and must be issued by a reputable accreditation body.</p> <p>Certification/s must adhere to the overall office furniture durability, structural performance, and safety.</p>
5	May we ask if a bidder's qualification to bid to SSS is a Manufacturer and Distributor at the same time? If yes which lots applies? Please specify because seldom only who are a manufacturer and a distributor at the same time.	<p>IV. Bidder's Qualification</p> <p>Nature of Business: Manufacturer and Distributor of Office Furniture and Modular System</p>	<p>IV. Bidder's Qualification</p> <p>Nature of Business: Manufacturer <b>and/or</b> Official Distributor of Office Furniture and Modular System</p>
6	What lot/s applies for the TWG to conduct onsite inspection on the facilities of the LCB/SCB?	<p>The inspections and tests that will be conducted is:</p> <p>During post-qualification, the designated TWG will conduct onsite inspection on the facilities of the LCB or SCB to ensure that they have the capacity and equipment/facility to produce/provide the required number of items within the timeline and delivery sites provided</p>	<p>The inspections and tests that will be conducted is:</p> <p>During post-qualification, the designated TWG will conduct onsite inspection on the facilities of the LCB or SCB to ensure that they have the capacity and equipment/facility to produce/provide the required number of items within the timeline and delivery sites provided for <b><u>ALL LOTS</u></b> specified in this project.</p>

	<b>Query/Clarifications</b>	<b>Provisions on the Bidding Documents</b>	<b>TWG/BAC Reply Amendments/ Clarifications</b>
7	<p>For seating and cabinetry items, what particular items are to be presented during post-qua? Do we need to present one of its kind? (Cabinetry) What about those customized racks and wall cabinets?</p> <p>For the cabinet's items, can we present sample items which has a smaller deviation on size? For post-qualification purposes only.</p> <p>But the one we deliver will be of the same size with what SSS requirement.</p>	Bidder must present mock-up units (seating and cabinetry) during the post-qualification stage to ensure its compliance with the technical specifications.	<p>Mock-up samples of the following are required.</p> <p>Lots II and VI</p> <ol style="list-style-type: none"> <li>1. Executive Chair</li> <li>2. Non-Supervisor's Chair</li> <li>3. Conference Chair</li> <li>4. Guest Chair 1 and 2</li> <li>5. 4-seater Gang Chair</li> <li>6. Stackable Chair</li> </ol> <p>Lots IV and VIII</p> <ol style="list-style-type: none"> <li>4. Mobile Pedestal Drawer</li> <li>5. 4-Drawer Lateral Filing Cabinet</li> <li>6. 6-layers, Steel Open Shelves</li> </ol>
8	<p>May we clarify this statement: "Bidder must manufacturer's certification".</p> <p>May we know if the correct requirement is "Bidder must submit a Manufacture's certification?"</p>	<p>Lot IV. STEEL SHELVES, CABINETS &amp; DRAWERS FOR MAIN OFFICE AND NCR BRANCHES</p> <ul style="list-style-type: none"> <li>- Bidder must manufacturer's certification.</li> </ul>	<p>Lot IV. STEEL SHELVES, CABINETS &amp; DRAWERS FOR MAIN OFFICE AND NCR BRANCHES</p> <ul style="list-style-type: none"> <li>- Bidder must submit manufacturer's certification.</li> </ul>
	Do we need to submit color swatches of metal for SSS approval?	<p>Cabinetry:</p> <p>COLOR: Submit sample for approval</p>	<p>No need to submit color swatches.</p> <p>Submission and approval of such shall be done after Notice of Award (NOA) and prior to issuance of contract or Notice to Proceed (NTP) and will be facilitated by BSSD.</p>
	Is it acceptable to submit during post-qualification a model unit of a steel open shelves with corresponding sizes but its vertical post is not present, just for post-qua submission only. But during project implementation we will provide what is in the technical specifications.	LOT IV: Item No.4. Steel Open Shelves, 6-layers	No. Mock-up samples must refer to a full-sized structural model built to scale chiefly for testing and visual display.

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	Can we ask for a tolerance of 1% for the width of 920mm because our standard size is 915mm only. There is a short of 5mm. Is this acceptable?	Lot IV: Item No. 6. Storage Cabinet	Acceptable average size deviation is $\pm 3$ mm.
	May we ask if we bid for Lot IV and Lot VIII. Steel Shelves, Cabinets and Drawers. Our SLCC to be submitted is "Supply and Delivery of Racking System". Is this acceptable since it falls to the category of metal and storage rack?	SLCC of 50% of the ABC	Yes. As long as it is compliant to the requirement of SLCC, which is equivalent to 50% of the ABC of that specific lot/s. SLCC must be completed within 5 years prior to submission and opening of bids.
	Aggregate of 2 contract to reach ABC	Do you consider accepting aggregate of 2 contracts to reach the requirement of 50% of ABC?	No.
	<p>Clarification on what should be attached as Annexes in the Technical Specifications.</p> <p><i>(Ask ko lang po sana and to clarify na din po kung ano 'yung dapat ilagay sa "Annex" po na part sa Technical Specifications (See attached photo below)? Doon po ba ilalagay 'yung picture ng product po namin na pasok sa specs pero iba po ng look sa binigay ninyo pong photo reference? Especially po sa Lot II - Seating Furniture for Main Office and NCR Branches.)</i></p>		<p>Annexes must be in the form of evidence supporting your statement of compliance.</p> <p>Evidence shall be in the form of the following;</p> <ol style="list-style-type: none"> <li>For Lots involving Modular Office Systems and Workstations <ul style="list-style-type: none"> <li>Bidders must submit HPL swatches and manufacturer's certification.</li> </ul> </li> <li>For Lots involving Seating Furniture <ul style="list-style-type: none"> <li>Bidder must submit manufacturer's certification for the following materials. <ol style="list-style-type: none"> <li>Backrest and seat</li> <li>Gas lift mechanism</li> <li>Base</li> <li>Tubular legs</li> <li>Fabric and Leatherette</li> </ol> </li> </ul> </li> <li>For Lots involving Contract Furniture <ul style="list-style-type: none"> <li>Bidder must submit HPL swatches, synthetic stone sample, and manufacturer's certification.</li> </ul> </li> <li>For lots involving Steel Shelves, Cabinets &amp; Drawers</li> </ol>

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			- <i>Bidder must manufacturer's certification.</i>
	Based on the Technical Specifications of Lot 1: Modular Partition & Lot 3: Contract Furniture, the code of laminates stated is for Formica brand, may we request the equivalent code of the brand WilsonArt for us to determine the color of laminates that we need to submit on the Technical Component of the Bid in order for us to comply the color of laminates?		High Pressure Laminate of excellent quality, with color/s <b>similar</b> to the code specified in the technical specification.  Submission and approval of such shall be done after Notice of Award (NOA) and prior to issuance of contract or Notice to Proceed (NTP) and will be facilitated by BSSD.