



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS
REGIONAL OFFICE X
Engineers' Hill, Bulua, Cagayan de Oro City



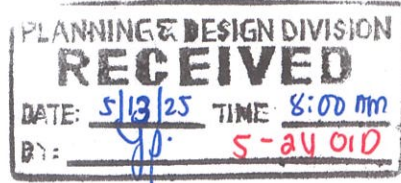
May 9, 2025

MEMORANDUM


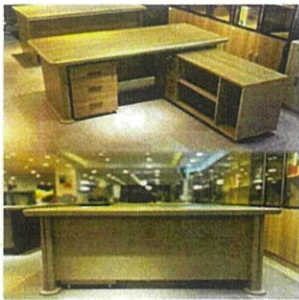
FOR : **Engr. JOSELITO A. ROA, MSc**
Chairperson, Bids and Awards Committee

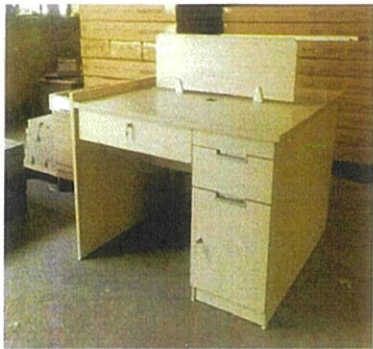
ATTENTION : **Engr. VICTORIO T. SAJELAN**
Head, Procurement Unit

SUBJECT : **Additional Specification for Contract ID No. 25GK00006**







The undersigned is respectfully requesting an amendment to the Purchase Request under Contract ID No. 25GK00006 to add photographic references which clearly depict the required specifications of the items as detailed hereunder.

ITEM NO.	PICTURE	ITEM DESCRIPTION	QUANTITY	UNIT
1		Customized Executive Table for Regional Executive Director <ul style="list-style-type: none">• Design: Free Standing main desk; board table top in high Pressure authentic engineered wood bamboo veneer finish.• Main Desk: W1800xD800xH750 mm with side cabinet and side drawer 3 layer• Worktop: 50 mm thick authentic engineered wood bamboo veneer panels• Leg Support: Melamine board supporting frame• Modesty Panel: Melamine board with white automotive finish• Color Finishes: Excellent quality pressed surface authentic engineered wood bamboo veneer finish• Panel Combination: White and Authentic Engineered Wood Bamboo	1	unit
2		Customized Executive Table for Division Chiefs & Assistant Division Chiefs <ul style="list-style-type: none">• Design: Main desk L-shaped with side desk; board table top in High Density Melamine Board finish with veneer lining.• Main Desk: W1600xD750xH750 mm• Worktop: 50 mm thick High Density Melamin Board with PVC edging, scratch and moisture resistant.• Leg Support: High Density melamine board with PVC edging• Modesty Panel: High Density melamine board with PVC edging• Side Desk Dimension: With extra movable drawer & ELEC Security Lock, Drawer size 45x35cm and 15-25mm thickness siding panel with 9mm thickness bottom part engineering plywood• Color Finishes: High Density Melamine Board of excellent quality, with color to the code specified• Panel Combination: Light Oak	14	units

3		<p>Customized Executive Table for Section Chiefs</p> <ul style="list-style-type: none"> • Design: Main desk L-shaped with side desk; board table top in High Density Melamine Board finish with veneer lining. • Main Desk: W1400xD700xH750 mm • Worktop: 50 mm thick High Density Melamin Board with PVC edging, scratch and moisture resistant. • Leg Support: High Density melamine board with PVC edging • Modesty Panel: High Density melamine board with PVC edging • Side Desk Dimension: With extra movable drawer & ELEC Security Lock, Drawer size 45x35cm and 15-25mm thickness siding panel with 9mm thickness bottom part engineering plywood • Color Finishes: High Density Melamine Board of excellent quality, with color to the code specified • Panel Combination: Light Oak 	25	units
4		<p>Executive Table for Staff</p> <ul style="list-style-type: none"> • Design: Two workstation with attached side and center drawer; board table top in high Pressure Laminate (HPL) finish. • Main Desk: W1200xD1200xH750 mm • Worktop: 25 mm thick High Density Melamin Board with PVC edging, scratch and moisture resistant. • Leg Support: High Density melamine board with PVC edging • Modesty Panel: High Density melamine board with PVC edging • Side Desk Dimension: With ELEC Security Lock, Drawer size 45x35cm and 15-25mm thickness siding panel with 9mm thickness bottom part engineering plywood. • Color Finishes: High Density Melamine Board of excellent quality, with color to the code specified • Panel Combination: Light Oak 	273	units

5		Executive Table for Staff <ul style="list-style-type: none"> • Design: Single workstation with attached side and center drawer; board table top in high Pressure Laminate (HPL) finish. • Main Desk: W1200xD600xH750 mm • Worktop: 25 mm thick High Density Melamin Board with PVC edging, scratch and moisture resistant. • Leg Support: High Density melamine board with PVC edging • Modesty Panel: High Density melamine board with PVC edging • Side Desk Dimension: With ELEC Security Lock, Drawer size 45x35cm and 15-25mm thickness siding panel with 9mm thickness bottom part engineering plywood • Color Finishes: High Density Melamine Board of excellent quality, with color to the code specified • Panel Combination: Light Oak 	5	units
6		Conference Foldable Table <ul style="list-style-type: none"> • Folding Table Desk With Wheels • Wood board: Made of national environmental protection grade 25mm thick wood particle board • Upper support: Made of high-quality cold-rolled steel plate with a wall thickness of 3.0mm and processed through stamping and bending process • Connecting rod: adopted ϕ 45MM high-quality circular cold-rolled steel pipe (wall thickness 1.2mm) • Castors: Adopting ϕ 50mm high-quality nylon material, universal band brake wheel • Size: 1200*400*750 mm • Panel Combination: Light Wood 	112	units
7		16 – Seater Conference Table <ul style="list-style-type: none"> • Material: Authentic engineered wood bamboo veneer finish 50mm wood thickness • Hybrid bamboo and metal legs • Dimensions: L2000xW1000H760 mm (5 units) • Panel Combination: Light Authentic Engineered Wood Bamboo 	1	set

8		Square Table <ul style="list-style-type: none"> • Material: Square Top Melamine Board • Color: White Painted Base and Legs • Dimension(cm): L600XW600XH750 mm • Lightweight and portable 	50	units
9		Coffee Table <ul style="list-style-type: none"> •Ergodynamic Round 80cm Tulip Table • Material: Metal leg, Round Wooden Painted Top • Dimensions:80cm 17.70mm table top thickness 	9	units
10		Executive Chair for Directors <ul style="list-style-type: none"> • Type: Executive /High-back office chair • Material: Leatherette or synthetic leather upholstery, possibly with a chrome steel base • Adjustability: Adjustable seat height (pneumatic gas lift) Tilt lock mechanism, possibly with multi-position locking Swivel function (360 degrees) • Dimensions (Approximate): Seat width: 18-20 inches (45-50 cm) Seat depth: 17-20 inches (43-50 cm) Back height: Could be around (125 cm) • Weight Capacity: Up to 250 lbs (113 kg) or more • Features: • Padded armrests with 3mm chrome thickness • Lumbar support • Waterfall seat design (to reduce leg stress) • Five-star base with heavy duty casters wheels for mobility • Footrest 	3	unit
11		Junior Executive Chair for Division Chiefs & Assistant Division Chiefs <ul style="list-style-type: none"> • High back ergonomic office chair with headrest • Mesh back + fabric seat with high density foam inside • Black armrest and black base • Color: Black 	39	units

12		Conference Chair <ul style="list-style-type: none"> • Ergonomic office chair • Premium polyester fiber 3D nylon mesh + fabric seat with high density foam inside • Multi-functional mechanism with back reclining & any position locking function • Color: Black with black armrest, chrome finish heavy duty legs. 	220	units
13		Staff Chair <ul style="list-style-type: none"> • Ergonomic office chair • Mesh back + fabric seat with high-density foam inside • Multi-functional mechanism with back reclining & any position locking function • Color: Black 	551	units
14		Coffee Table Chair <ul style="list-style-type: none"> • Padded Chair with Beech Wood Legs • Material: Wood Polypropylene Faux Leather • Dimensions: W480xD530xSH460xH810 mm 	27	units
15		Guest Chair <ul style="list-style-type: none"> • Mid back ergonomic office chair • Mesh back + fabric seat with high-density foam inside • Multi-functional mechanism with back reclining & any position locking function • Color: Black 	168	units
16		5 Seater Gang Chair <ul style="list-style-type: none"> • Material: Cold Rolled Steel Plate Seat 1.2mm Beam 1.6mm Thick • Dimensions: W2900xD630xSH380xH760 mm • Rust-resistant • Color: Metal Steel Powder Coated • Capacity: 150kg/Seat 	22	units

17		4 seater Gang Chair <ul style="list-style-type: none"> • Material: Cold Rolled Steel Plate Seat 1.2mm Beam 1.6mm Thick • Dimensions: 2300*660*750 mm • Rust-resistant • Color: Metal Steel Powder Coated • Capacity: 150kg/Seat 	2	units
18		3 seater Gang Chair <ul style="list-style-type: none"> • Material: Cold Rolled Steel Plate Seat 1.2mm Beam 1.6mm Thick • Dimensions: 1750*660*750 mm • Rust-resistant • Color: Metal Steel Powder Coated • Capacity: 150kg/Seat 	2	units
19		Canteen Chair <ul style="list-style-type: none"> • Material: Melamine board supporting frame • Premium Steel Framed • Premium Polyethylene Chair • With Backrest • Color: light brown 	100	units
20		Sofa for Division Chiefs 3+1+1 SEATER SOFA SET & 1 CENTER TABLE <ul style="list-style-type: none"> • Material: Premium Synthetic Leather • 3S Dimension: 2020x830x860 mm • 1S Dimension: 1020x830x860 mm • Color: Light brown/Khaki • Center Table dimension: 1200x600x450 mm • Center table color: Light brown 	8	sets

21		Sofa for Regional Directors 3+1+1 SEATER SOFA SET & 1 CENTER TABLE <ul style="list-style-type: none"> • Material: Premium Synthetic Leather • 3S Dimension: 1950x800x800 mm • 1S Dimension: 950x800x800 mm • Color: Light brown/Khaki • Center Table dimension: 1200x600x450 mm • Center table color: Light brown 	3	set
22		Filing Cabinet for Staff <ul style="list-style-type: none"> • Premium Steel Cabinet • Material: Steel Anti-rust paint Glass • 0.8mm Steel Thickness • Dimensions: W900xD400xH1850 mm • Comes with a lock for safety and coated with anti-rust paint. • Tempered Glass 6-8mm • Color: light brown 	238	units
23		Locker <ul style="list-style-type: none"> • 12 DOORS LOCKER • Premium Steel Locker • 0.8mm Steel Thickness • Dimensions: W900xD350xH1850 mm • Material: Steel Anti-rust paint • Anti-Theft - Lock Feature • Door Air-Vent • Panel Combination: Gray 	4	units
24		File Cabinet for Regional Executive Director <ul style="list-style-type: none"> • Material: Authentic Engineered Wood Bamboo Finish. Ideal for storing and displaying items in your office. • Panel Combination: Light Oak • Dimension: 2800Wx450Dx700H mm customized • 8 Cabinet Doors 	1	unit

25		Filing Cabinet for Division Chiefs <ul style="list-style-type: none"> • Material: Bamboo Inspired and Melamine board. Ideal for storing and displaying items in your office • Panel Combination: Light Oak • Dimension: 1600Wx400Dx800H mm customized, 15-25mm High Density Melamine Board • 4 Cabinet Doors 	14	units
26		Single Bed <ul style="list-style-type: none"> • Steel Single Bed with Mattress • Material: Cold-rolled Steel Plate 0.4-1.0mm E1 Solid Wood Board • Dimensions: H850xW2000xD900 mm • Color: White 	12	units
27		Customized Executive Table for Regional Technical Directors <ul style="list-style-type: none"> • Design: Free Standing main desk; board table top in high Pressure Laminate (HPL) finish with veneer lining. • Main Desk: W1600xD800xH750 mm with side cabinet and side drawer 3 layer • Worktop: 50 mm thick E1 grade melamine board desktop with PVC edging Bamboo Inspired Finish • Side Desk Dimension: With ELEC Security Lock, Drawer size 45x35cm and 15-25mm thickness siding panel with 9mm thickness bottom part engineering plywood • Leg Support: Melamine board supporting frame 	2	unit
28		File Cabinet for Regional Technical Director <ul style="list-style-type: none"> • Material: Authentic Bamboo and Melamine board. Ideal for storing and displaying items in your office. • Panel Combination: Light Oak • Dimension: 2400Wx400Dx800H mm customized • 6 Cabinet Doors 	2	unit

29		Round Table <ul style="list-style-type: none"> • Melamine Round Conference Table • Material: 25mm High Density Melamine Board • Metal supporting leg • Dimension: 1200x750x25 mm • Color: All White 	3	units
30		Room Chair <ul style="list-style-type: none"> • Material: Faux Leather Metal Frame & Legs • Depth leatherette dining chairs for your room, wide and cushioned seats are lined with a combination of dense soft padding. • Finished with leatherette cover, easy care. • Legs are made of high quality metal made, fixed with X-shape legs is stronger support for whole • Color: light brown/khaki 	6	units
31		Plastic Chair for assembly <ul style="list-style-type: none"> • Material: Plastic Polypropylene • Dimensions: W380xD420xSH460xH760 mm • Color: Black 	600	units
32		Bunk Bed <ul style="list-style-type: none"> • Double Decker Bed with Mattresses • Material: 0.7mm Cold Rolled Steel Electrostatic powder coating • Dimensions: L2000xW900xH1800 mm 61 Kg • Color: Black 	20	units

This is for the Chairman's favorable consideration and approval.

LEOWALD L. PECORE

Chief, Planning and Design Division
Regional Office X

APPROVED:

JOSELITO A. ROA, MSc

Chief, Quality Assurance and Hydrology Division
BAC Chairman

R10.1 MGM/LLP

PLANNING & DESIGN DIVISION

DIVISION CHIEF

ASSISTANT DIVISION CHIEF

HEAD TECHNICAL STAFF

PLANNING SECTION

FLOOD CONTROL, SOCIAL AND ENVIRONMENTAL SECTION

HIGHWAYS DESIGN SECTION

BRIDGES AND OTHER PUBLIC WORKS DESIGN SECTION

ENGINEERING SURVEYS, AND INVESTIGATION SECTION

PLANNING AND DESIGN LANAO DEL SUR CLUSTER

ADMINISTRATIVE SUPPORT UNIT

EXECUTIVE ASSISTANT TO THE DIVISION CHIEF