

**2019 STATEMENT OF WORK**  
**Office renovation and Furniture refurbishment**  
**GSO Office**  
**5<sup>th</sup> Floor, GPF Towers**

**Background:**

GSO Office would like to renovate their office space to utilizing the space and accommodate the open work environment.

**Objective:**

We are looking for a local vendor who could modify the existing furniture and could provide matching products, cubicles and other office furniture in GSO Office. The product requirement will be described as

- Executive desk and chairs
- Chairs for conference room
- Workstation. Each of the workstation must include of:
  - Top quality laminate finishes. High durability
  - Working desktop with grommet cover
  - 1 unit mobile drawer
  - Adjustable keyboard tray, mouse surface and wrist rest
  - Electrical and com/telephone outlet support (2 set each)
- Other office Furniture include cabinets and shelves
- Installation and office furniture modification service

**Scope of work:**

Below are the surveyed required tasks:

- 1) Perform a site survey/inspection for site verification and measurement.
- 2) Provide office furniture as shown in approved design drawing.
- 3) Installation which include labor, equipment and material to perform the task.
- 4) Number and list of furniture as specified in design drawings.

**Period of Performance:**

Six week after awarded PO or upon GSO approval.

**Payment Method:**

The contractor should comply with terms of payment, 30 days credit. Financial Section will transfer the payment to the vendor within 30 days after goods and services are delivered and receiving the invoice.