

TERMS OF REFERENCE

HRMO OFFICE SUPPLIES, OTHER SUPPLIES AND ICT OFFICE SUPPLIES

APPROVED BUDGET FOR CONTRACT: P 81,458.20

I	BACKGROUND			
	The Human Resources Management Office (HRMO) intends to procure office supplies, other supplies, and ICT office supplies needed for its daily operations.			
II	OBJECTIVE			
	To procure office supplies, other supplies, and ICT office supplies to fulfill the requirements for its daily operations for CY 2024.			
III	Technical Specifications			STATEMENT OF COMPLIANCE
	The supplier shall deliver the following supplies and materials:			
	ITEMS	Unit	Quantity	
	Common-Use Supplies			
	SIGN PEN, Medium Tip, Black - 0.5mm	piece	120	
	SIGN PEN, Medium Tip, Blue - 0.5 mm	piece	120	
	GLUE stick, 21g	pcs	20	
	TAPE, masking, 48mm x 30m	roll	20	
	TAPE, packaging, 48mm x 30m	roll	20	
	TAPE, transparent, 48mm x 30m	roll	20	
	CLIP, backfold, 25mm	box	30	
	DATER STAMP, medium	piece	10	
	ENVELOPE, Expanding, Kraft, 100's	box	5	
	FOLDER, L-type, A4, 50's	pack	15	
	PUNCHER, paper, heavy duty	piece	10	
	RUBBER BAND No. 18	box	10	
	STAMP PAD, felt	piece	5	
	TAPE DISPENSER, table top	piece	5	
	NOTEPAD, stick-on, 50mm x 76mm	pad	50	
	NOTEPAD, stick-on, 76mm x 100mm	pad	50	
	NOTEPAD, stick-on, 76mm x 76mm	pad	50	
	BALLPEN, black	piece	240	
	BALLPEN, Blue	piece	240	
	LAMINATING FILM, A4, 100's	pack	5	
	BATTERY, LITHIUM (cr2032 3V) 2'S	PACK	6	
	Gold Seal, Notarial No. 24, 40's	Box	40	
	BATTERY, dry cell, AAA, 2'S	pack	20	
	BATTERY, dry Cell, size AA, 2'S	pack	20	
	OTHER SUPPLIES			
	DISINFECTANT SPRAY	can	20	
	Tissue, Facial,atleast 100pulls, 3 ply, 3's	box	20	
	Dishwashing Liquids, 1 gallon	gallon	8	
	Satin Ribbon, 1", different color, 1 yard	roll	12	
	Satin Ribbon, 2", different color, 1yard	roll	12	
	ICT OFFICE SUPPLIES			
	HP MOH50A Cartridge Tri-color	pc	2	
	HP MOH51A Cartridge Black	pc	2	
	XXXXXXXXXXXX			
	* The goods must be brand-new and of a reputable/well-known brand.			
	For clarification of the item kindly email: hrmo.property@dfa.gov.ph			

IV. **SUPPLIER RESPONSIBILITIES:**

- * The Supplier must Deliver the above items by 2-3 weeks from receiving Notice to Proceed
- * The Supplier shall ensure the quality of the items procured. If the consumable items are found to be inferior or pose hazards such as food poisoning or spoilage, the DFA reserves the right to file a complaint against the provider.
- * The Supplier must Submit PhilGEPS Registration, Latest ITR and Mayor/Business Permit

V. **SUPPLIER QUALIFICATIONS**

- * The provider must have the capability, resources and experience in partnering with private/government corporation.
- * The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.

VI. **PAYMENT TERMS:** Send-Bill Arrangement

COMPANY NAME / SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS: