

TERMS AND CONDITIONS

1. The Supplier shall provide correct and accurate information required in this form.
2. The supplier must be legally registered, and has at least three (3) years' experience in supplying computer hardware.
3. Price quotation/s must be valid for period of (30) Thirty calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine pesos and shall include all taxes, duties and/or levies payable.
5. The Approval Budget of the Contract is **Php 96,000.00**, inclusive of all fees and taxes.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Compliance with the requirements is requested for the Department to consider your offer.
8. The ASPAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.

TERMS OF REFERENCE

	<p><u>Background and Objective:</u></p> <p>The Office of Asian and Pacific Affairs (ASPAC) is responsible for advising and assisting the Secretary of Foreign Affairs (SFA) in planning, organizing, directing, coordinating, integrating, and evaluating the total bilateral relations of the Philippines with the countries in the Asian and Pacific Region. ASPAC coordinates actively with relevant government agencies and bodies on matters concerning Philippine foreign relations. As such, there are documents that are sensitive and confidential in nature.</p> <p>To enable for this Office to function effectively and efficiently and to comply with the instructions of OAMSS for each office to prepare the inventory of its respective records and to dispose of unnecessary records for the eventual retrofitting project of the Department, there is an urgent need for this Office to organize and secure through digitization its voluminous confidential and sensitive files/records which were accumulated through the years, hence the procurement of the following supplies and equipment, which are necessary and immediate:</p> <ol style="list-style-type: none">1) 15 units of heavy duty Metal Shelve2) 1unit Height Adjustable Mobile TV Cart
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II.	<p><u>Scope of Service:</u></p> <p>a) The Supplier shall supply 15 units of heavy duty metal shelve and 1unit height adjustable Movile tv cart.</p> <p>b) Delivery of the items will be at the Department of Foreign Affairs (DFA) Main Office, 2330 Roxas Blvd., Pasay City, and shall be (30) thirty calendar days upon receipt of Notice to Proceed (NTP) and shall be free of charge.</p>	
III	<p><u>Technical Specification:</u></p> <p>HEAVY DUTY METAL SHELVE</p> <p>H 180 cm x L 100 cm x W 40 cm</p> <p>Capacity: 50 KGs limit capacity per layer</p> <p>Angle Steel Rack Shelves Product Usage: ideal for home / book shelf / garage / shop storage / warehouse rack / kitchen rack</p> <p>Product type: All Metal rack (screw assembly)</p> <p>Height Adjustable Mobile TV Cart for 35" – 70"</p> <p>Vertical Height Adjustment: for proper positioning.</p> <p>Sturdy steel base</p> <p>Heavy-Duty Casters with Locking Mechanism: can be moved or stopped at will.</p> <p>TV Screen Size 35" to 70 "</p> <p>Weight Capacity 50 kg</p> <p>Height adjustable camera shelf.</p>	<p>Statement of Compliance</p>

NOTE:

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids

DATE: _____

NAME OF COMPANY/SUPPLIER: _____

COMPANY ADDRESS: _____

COMPANY TIN NUMBER: _____

PHILGEPS REGISTRATION NUMBER: _____

NAME OF REPRESENTATIVE and DESIGNATION: _____