

TERMS OF REFERENCE

Common-use Office Supplies for the Office of Treaties and Legal Affairs

Approved Budget for the Contract: Php59,424.22

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| I. | BACKGROUND | |
| | The Office of Treaties and Legal Affairs (OTLA) intends to purchase common-use office supplies currently not available in PhilGeps. | |
| II. | OBJECTIVE | |
| | Purchase of common-use office supplies for the official use of Office of Treaties and Legal Affairs (OTLA) personnel. | |
| III. | TECHNICAL SPECIFICATIONS | |
| | Sign pen, extra fine tip, black, 24 pcs. Sign pen, extra fine tip, blue, 24 pcs. Sign pen, extra fine tip, red, 24 pcs. Battery, dry cell, size AA, 15 pack @ 2pc/pack Battery, dry cell, size AAA, 15 pack @ 2pc/pack All purpose glue, 12 bottles @ 200 grams/bottle Stapler wire, standard size, 5 boxes Plastic ruler, 450mm, 5 pcs. Fastener, non-sharp edge, 2" thick, hole to hole: 7cm, 5 boxes Stapler, standard type, 4 pcs. Stapler remover, 4 pcs. Paper, multipurpose, A4, 400 reams | |
| IV. | TERMS AND CONDITIONS | |
| | 1. Bidders must be PhilGeps member and provide the following documentary requirements upon submission of quotation: a. Proof of PhilGeps registration. b. Copy of current Mayor's Permit. 2. Within Metro Manila only. 3. The unit shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative. | |
| V. | Warranty | |
| | 1. Defective unit shall be replaced within ten (10) working days commencing from the day the defect has been reported to the contractor by the end-user. | |

| VI. Payment | |
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| <ol style="list-style-type: none"> 1. The winning bidder shall be paid within thirty (30) working days upon the delivery of unit subject to satisfactory acceptance of DFA representatives. 2. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP). 3. All payments shall be inclusive of all applicable taxes and other lawful charges. 4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements. | |

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The STATEMENT OF COMPLIANCE must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture:

CONFORME:

Name and Signature: _____

Position: _____

Company Name: _____

Date: _____