

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

LOCATION : PCA R&D BLDG. ELLIPTICAL RD. DILIMAN, QUEZON CITY

II. SCOPE OF WORK

Supply and delivery of Various Office Supplies

1. Supply and delivery of Various Office Supplies

20 packs Sticky notepad (3x3 in, 100's 4 colors)	(₱ 1,600.00)
20 packs Sticky notepad (3x4 in, 100's 4 colors)	(₱ 2,000.00)
5 packs Sign here sticky note 50s	(₱ 500.00)
100 pcs Acetate Film pvc binding Cover 200mic Clear,A4	(₱ 800.00)
5 pcs Double sided tape	(₱ 300.00)
10 packs Vellum Board 10s	(₱ 950.00)
50 pcs Portfolio folder L type	(₱ 1,250.00)
1 pc Door stopper	(₱ 1,000.00)
1 pc ExtensionChord (6 sockets)	(₱ 750.00)
10 pcs Magazine file box (single)	(₱ 1,510.00)
5 pcs Magazine file box (double)	(₱ 1,300.00)
15 pcs Storage box	(₱ 2,325.00)
4 packs Post-it Flag (sign here)	(₱ 716.00)
2 boxes Brown Envelope A4 (500pcs/box)	(₱ 1,560.00)
100 pcs Transparent Tape 24mm x 50mtrs	(₱ 1,500.00)
50 pcs Transparent Tape 48mm x 50mtrs	(₱ 1,500.00)
50 pcs Masking Tape 48mm x 50mtrs	(₱ 3,000.00)
50 pcs Collapsible Box	(₱ 6,500.00)
300 pcs Expanding Folder w/ Metal Tab (green)	(₱ 10,500.00)
120 pcs Pencil No.2	(₱ 840.00)
100 pcs Packaging Tape 48mm x 50mtrs	(₱ 2,500.00)
4 pcs Canon PG-47 Fine Cartridge (blk)	(₱ 2,000.00)
4 pcs Canon PG-47 Fine Cartridge (color)	(₱ 2,000.00)
10 packs Comb Ring binder rings (pre-cut A4, Black) 8mm 10pcs/pck	(₱ 1,670.00)
10 packs Comb Ring binder rings (pre-cut A4, Black) 10mm 10pcs/pck	(₱ 1,790.00)

10 packs Comb Ring binder rings (pre-cut A4, Black) 12mm 10pcs/pck	(₱ 1,880.00)
10 packs Comb Ring binder rings (pre-cut A4, Black) 14mm 10pcs/pck	(₱ 1,990.00)
5 reams Acetate Film PVC Binding Cover A4	(₱ 1,400.00)
10 packs Parchment paper	(₱ 1,000.00)
2 reams PVC Binding Cover	(₱ 800.00)

TOTAL ABC: **(₱57, 431.00)**

IV. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following eligibility documents as prescribed below in a sealed envelope on ,November 11, 2022, 9:00am at General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City:
 - a. SEC or DTI Registration certificate
 - b. Mayor's permit
 - c. Philgeps registration
 - d. Omnibus sworn statement (*prior or upon approval of Purchase Order*)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from November 5,2022 to November 11,2022 9:00am

- a. Manual /physical in a sealed envelope at the General Services Division's Office 5th Floor, PCA R&D Building , Diliman Quezon Cty
 - b. Via online or electronic submission at pcagc@yahoo.com
2. The quotation price shall be valid 60 days upon receipt of Purchase Order.
3. Delivery period: 15 days upon receipt of P.O.
4. Payment terms: 30 days upon acceptance.

Conforme:

Authorized Representative

Date:
