

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : Supply, delivery and printing of 13,800 pieces of ***CERTIFICATE OF REGISTRATION***

LOCATION : PCA Central Office, Elliptical Road. Diliman, Quezon City

II. SCOPE OF WORK

1. The work to be performed shall be:

a.) Supply, delivery and printing of 13,800 pieces of Certificate of Registration with the following specifications: **(₱138,000.00)**

- Specialty Paper (200GSM)
- Size: 7"x 9"
- Color: Front - Full Color, Back = One Color
- Process - Offset
- Pre-assigned number per region
- Other - with security print

b.) The supplier shall submit specialty paper to the TMDD for approval;

c.) The supplier shall submit draft print for proof reading and approval before final printing.

2. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample print within three (3) working days for proofreading and approval.

3. The supplier shall deliver the complete items per P.O within fifteen (15) working days from approval of the final sample

4. Deadline for submission of proposal is on or before August 30,2022 9:00am at Procurement Unit, 5th Floor PCA R&D Building, Diliman, Quezon City.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on August 30, 2022 9:00 am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

- a. SEC and DTI Registration Certificate
- b. Mayors' Permit
- c. PHILGEPS Registration
- d. Omnibus Sworn Statement

2. The delivery period from the receipt of Purchase Order is 15 days.

3. Payment terms: 15 days upon acceptance

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)