

**TERMS OF REFERENCE**

**PROJECT: SUPPLY AND DELIVERY OF LABORATORY CART**

**LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY**

**I. SCOPE OF WORK**

Supply and delivery of the following supplies:

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Unit	Laboratory cart -with 2 open shelves with 1.2" rigid PVC extrusions on two sides -4" diameter casters, two with toe locks -supports load up to 400lbs (181kg) -dimensions: 34.9" x 19.0" x 36.4 (LxWxH) -shipping weight: 50lbs (23kg)	1	55,000.00	55,000.00
Unit	Laboratory glassware drying cart -no. of compartments: 2 -welded steel frame, flat bottom wired plastic basket, with wheels and toe locks -Length: 35 inches -Width: 19 inches - Height: 37 inches	2	60,000.00	120,000.00
<b>TOTAL:</b>				<b>₱175,000.00</b>

**II. OTHER TERMS AND CONDITIONS**

1. The prospective bidder shall submit the following eligibility documents as prescribed below:

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (10 items, notarized)

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from February 17 to 23, 2023, 10:00 am:

a. Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or

b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

3. Delivery period: 30 Working Days upon receipt of approved Purchase Order (P.O)

4. Payment terms: 30 days upon acceptance

Conforme:

\_\_\_\_\_  
Bidder's Authorize Representative

Date: \_\_\_\_\_