

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT: SUPPLY AND DELIVERY OF VARIOUS HP INK 680

LOCATION: PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

II. SCOPE OF WORK

1. Supply and delivery of various ink:

GENERAL DESCRIPTION	QUANTITY	TOTAL ABC:
HP ink 680 black	120	₱120,000.00
HP ink 680 Tri-colored	120	

2. Bidders shall submit certificate of dealership/distributor to authorize the product being offered.

IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope on May 16, 2023 9:00 am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

- a. SEC or DTI Registration Certificate
- b. Mayor's Permit
- c. Philgeps Registration
- d. Omnibus Sworn Statement (10 items, notarized)
- e. Certificate of Dealership

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 11 to May 16, 2023 9:00 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
- b. Via online or electronic submission at pcagc@yahoo.com

Delivery /Payment terms: The delivery period is 15 working days .
Payment is 15 days upon completion.

The quoted price shall be valid 30 days upon receipt of Purchase Order.

Conforme:

Bidder's Authorized Representative

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