



Republic of the Philippines
PUBLIC ATTORNEY'S OFFICE
Tanggapan ng Manananggol Pambayan
Kagawaran ng Katarungan
DOJ Agencies Building, NIA Road corner East Avenue, 1104 Quezon City

Bids and Awards Committee
TERMS OF REFERENCE (TOR)

**VARIOUS OFFICE SUPPLIES FOR THE USE OF THE
PUBLIC ATTORNEY'S OFFICE FOR FY 2023
(PURCHASE REQUEST NO. 613-07-2023)**

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **SIX MILLION ONE HUNDRED NINE THOUSAND FIVE HUNDRED PESOS (Php 6,109,500.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

	ITEM DESCRIPTION	SPECIFICATION	UNIT	QUANTITY	PACKAGING	MODE OF DELIVERY	DELIVERY DATES (After issuance of notice to proceed)
1	Correction Tape (8m)	8m	Pieces	6,000	12 or 24 or 50 pcs per box	One Time	30 days
2	Data File Box	3mm thickness with closed ends)(W:125 mm H:230mm L:400mm)	Piece	600	10 pcs per bundle	One Time	30 days
3	Envelope, Documentary, Legal	Material:Kraft Size:For Legal Size Documents 254mm x 381mm Thickness:0.22mm	Pieces	300	500 pcs per box	One Time	30 days
4	Envelope, Expanding Kraft,Legal	Material:Kraft Size:For Legal Size Documents 250mm x 380 mm Thickness:0.38mm Smooth Surface With String and eyelet or elastic strap	Boxes	300	100 pcs per box	One Time	30 days
5	Envelope, Mailing (White) no window	Color: White Quality: Bond Paper Basis weight: 70gsm	Boxes	800	500 pcs per box	One Time	30 days

		Size: 105mm x 241mm Front Seal Adhesive: Remoistenable gum front seals reactivate with moisture					
6	Folder with Tab, Legal	Material: Tagboard/carrier/ foldcote/cupstock board Size: For legal size documents (240mm x 365mm) Color : White	Packs	3,000	100pcs per pack / (to be bundled 5 packs per bundle if possible)	One Time	30 days
7	Fastener, Metal (non-sharp edge, 70mm gap between prongs(50 pairs/box)	For paper, metal, non-corroding Thickness: 0.30 mm (70mm between prongs)	Boxes	6,000	10 boxes per pack	One Time	30 days
8	Permanent Marker, Black	Tip:Felt,bullet type Point: Medium	Pieces	4,000	12 pcs per box	One Time	30 days
9	White board Marker,Black	Tip:Felt,bullet type Point: Medium	Pieces	2,000	12 pcs per box	One Time	30 days
10	Looseleaf Cover (for legal size documents) (W:216mm L:355mm) (50 sets per pack)	(for legal size documents) (W:216mm L:355mm)	Packs	500	50 sets per pack	One Time	30 days
11	Pad Paper, Ruled	(non-blot) Basis Weight: 55gsm Size: 216mm x 330mm Thickness: 0.07mm (90 sheets per pad) Ruling: Top Margin: 27mm (Distance between lines:9mm- 10mm) Number of Space: 30 Color: White or Yellow	Pads	3,000	10 pads per bundle / 5 bundles per pack	One Time	30 days
12	Paper Clip, vinyl plastic coated, 50mm (approx 100 pcs/box)	Wire Diameter: 1.0 mm Length of Clip: 50mm Assorted colors	Boxes	6,000	100 pcs per box or 120g / 10 boxes per pack	One Time	30 days
13	Notepad, stick on 3"x4"	Basis Weight: 70gsm Sheet Thickness: 0.09mm	Pads	6,000	12 pads per pack	One Time	30 days

		Assorted Colors (100 sheets per pad)					
14	Pencil, lead eraser	(Wood Cased) Harness: HB or 2 (The eraser shall not be abrasive and shall provide clean erasures)	Pieces	5,000	12 pieces per pack	One Time	30 days
15	Paper Puncher (two holes) heavy duty	Punching capacity: 30 sheets of 70gsm Multipurpose Paper (with two hole guide) Diameter of hole: 7mm(approx) Distance between two holes: 70mm	Pieces	500	as manufactured	One Time	30 days
16	Scissors (symmetrical)	Overall Length:160mm Length Of cutting blade 70mm Thickness of blade:1.70mm Length of Metal handle:35mm (blade shall be made of stainless steel	Pieces	500	individually wrapped in plastic	One Time	30 days
17	Signpen, Black 0.7mm	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	3,000	12 pcs per box	One Time	30 days
18	Signpen, Blue 0.7mm	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	3,000	12 pcs per box	One Time	30 days
19	Stamp Pad Ink, purple	Volume:50ml (with applicator) Color: Purple See attached picture.	Bottles	3,000	12pcs per box	One Time	30 days
20	Stamp Pad, with ink	Stamp Pad bed size: 60mm x 100mm Thickness of felt: 5mm Thickness of metal: 0.20mm (Stamp bed shall be composed of an absorbent material, pre-inked) Color: purple	Pieces	2,000	12pcs per box	One Time	30 days
21	Staple Remover, Plier Type (heavy duty metal)	Type: Plier Material: Metal	Pieces	500	as manufactured	One Time	30 days

22	Tape, transparent 24mm	Width:24mm Thickness: :0.040mm Usable Length:50m	Rolls	6,000	as manufactur ed	One Time	30 days
23	Ballpen, Black (0.7mm)	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	15,000	12 or 25 or 50 pcs per box	One Time	30 days
24	Ballpen, Blue (0.7mm)	Tip 0.7mm Type: Liquid or gel (color of cover must be uniform)	Pieces	7,500	12 or 25 or 50 pcs per box	One Time	30 days
25	Official Record Book 300 pages (8"x11")	(with "RECORD BOOK printed on the outside cover) (white bond, non-blot) (machine pre-numbered pages) Size: 8"x 11 "	Pieces	2,500	10 pcs per bundle	One Time	30 days
26	Tape, packaging 48mm	Width:48mm Thickness: 0.040mm Usable Length:50m	Rolls	2,500	as manufactur ed	One Time	30 days

Warranty: 3 months

Bidders must provide one sample of each item for procurement during the opening of bids.

Defective/damage items must be replaced within 15 calendar days.

September 25, 2023

TECHNICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILA

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

MICHAEL M. MENDOZA

Administrative Assistant III

Cash Section

Administrative Service

No. 19 Stamp pad ink sample

