



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)

**PROCUREMENT OF
500 LICENSES OF MICROSOFT OFFICE 2021 FOR WINDOWS
FOR PUBLIC ATTORNEY'S OFFICE FOR FY 2022**

(PURCHASE REQUEST NO. 646-07-2022)

(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 items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **SEVEN MILLION FIVE HUNDRED THOUSAND PESOS (Php 7,500,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

500 LICENSES OF MICROSOFT OFFICE 2021 FOR WINDOWS		
APPROVED BUDGET FOR THE CONTRACT (Php 7,500,000.00) Delivery: 30 days from issuance of Notice to Proceed Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
QUANTITY	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
500 units	<ul style="list-style-type: none">Microsoft Office SoftwareCompatible with windows operating systemPerpetual LicenseVersion 2021 or later	(500 units) 30 days *For strict compliance. Subject to the rules on Liquidated Damages

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