



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)**

**INK TONERS FOR PUBLIC ATTORNEY'S OFFICE FOR FY 2022  
(PURCHASE REQUEST NO. 651-07-2022)**

(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 item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **TWO MILLION SEVEN HUNDRED EIGHTY THOUSAND PESOS (Php 2,780,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

<b>HP 76X Black Laser Jet Toner</b>		
<b>APPROVED BUDGET FOR THE CONTRACT</b> (Php 2,780,000.00)		
<b>Staggered Delivery</b>		
<b>Payment terms:</b> <b>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</b>		
<b>No. Of pcs.</b>	<b>PRODUCT</b>	<b>DELIVERY SCHEDULE</b> <small>(After issuance of Notice to Proceed)</small>
200 Pcs.	<ul style="list-style-type: none"><li>• HP 76X Black Laser Jet Toner suitable, fit and compatible for use with HP PRINTERS (HP Laser Jet Pro M404N, M404DN, M404DW, MFM428FDN, M428FDW)</li><li>• Ink color: Black</li><li>• Original, new, not remanufactured, not refill</li><li>• Yield up to 10,000 pages per ink bottle</li><li>• Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printed. Excellent fastness rate, printed graphics context will be kept for long time.</li><li>• Low corrosion and long lifespan</li></ul>	<b>(100 bottles)</b> 15 days  <b>(100 bottles)</b> 30 days  *For strict compliance. Subject to the rules on Liquidated damages

**TECHINICAL 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