



Bids and Awards Committee

TERMS OF REFERENCE (TOR)

INK TONERS FOR PUBLIC ATTORNEY'S OFFICE FOR FY 2023
PURCHASE REQUEST NO. 030-01-2023
(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 SEVEN HUNDRED FIFTY THOUSAND PESOS (Php 6,750,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

FUJI TONER 500 pcs.		
APPROVED BUDGET FOR THE CONTRACT (Php 6,750,000.00)		
Delivery: Within Fifteen (15) calendar days from the issuance of Notice to Proceed		
Payment terms: Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.		
No. Of pcs.	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
500 Pcs.	<ul style="list-style-type: none">Fuji Toner suitable, fit and compatible for use with FUJI photocopier (Docuprint M375z)Product code: CT203109Ink color: BlackNew, not remanufactured, not refillToner Cartridge capacity<ul style="list-style-type: none">o 12,000 pages (A4) or more	(500 toners) 15 calendar days *For strict compliance.

	<ul style="list-style-type: none">• Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the print. Excellent fastness rate, printed graphics context will be kept for long time.• Low corrosion and long lifespan• Bidder or Manufacturer must be ISO,RoHS, or STMC Compliant• Bidder must provide proof/s that the item offered is in compliance with the technical specifications.<ul style="list-style-type: none">o Eg.<ul style="list-style-type: none">▪ Brochure;▪ Manual;▪ Technical datasheet; or▪ Any other equivalent document• 1 year warranty	Subject to the rules on Liquidated damages
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March 2, 2023

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