



## Bids and Awards Committee

### TERMS OF REFERENCE (TOR)

#### PROCUREMENT OF VARIOUS INK CARTRIDGE FOR THE PUBLIC ATTORNEY'S OFFICE FOR FY 2023

(PURCHASE REQUEST NO. 087-01-2023)

(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 **FIVE MILLION TWO HUNDRED TEN THOUSAND PESOS (Php 5,210,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

#### 2. Specifications:

LOT 1		
HP INK 680 BLACK HP INK 680 COLORED		
APPROVED BUDGET FOR THE CONTRACT (Php 1,610,000.00)		
Staggered Delivery: First half of the total quantity to be delivered within 15 calendar days from the issuance of Notice to Proceed and the remaining half to be delivered within 30 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)
2000 cart.	<ul style="list-style-type: none"><li>HP 680 (F6V27AA) ink cartridge suitable, fit and compatible for use with HP Deskjet Ink Advantage printers</li><li>Ink color: Black</li><li>Original, new ink cartridges, not remanufactured, not refill.</li><li>Yield up to 480 pages per cartridge</li><li>Print Technology: Inkjet</li><li>Ink type: Pigment based</li><li>Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printer. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of</li></ul>	<p>(1000 cart.) 15 calendar days</p> <p>(1000 cart.) 30 calendar days</p> <p>*For strict compliance.</p> <p>Subject to the rules on Liquidated damages</p>



	<p>colors will represent you perfect performance.</p> <ul style="list-style-type: none"> <li>• Low corrosion and long lifespan</li> </ul>	
1,500 cart.	<ul style="list-style-type: none"> <li>• HP 680 (F6V26AA) ink cartridge suitable, fit and compatible for use with HP Deskjet Ink Advantage printers</li> <li>• Ink color: Multicolor</li> <li>• Original, new <b>ink cartridges</b>, not remanufactured, not refill.</li> <li>• Yield up to 150 pages per cartridge</li> <li>• Print Technology: Inkjet</li> <li>• Ink type: Dye-based</li> <li>• Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printer. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance.</li> <li>• Low corrosion and long lifespan</li> </ul>	<p><b>(750 cart.)</b> 15 calendar days</p> <p><b>(750 cart.)</b> 30 calendar days</p> <p>*For strict compliance. Subject to the rules on Liquidated damages</p>

<p align="center"><b>LOT 2</b></p> <p align="center"><b>CANON INK 810 BLACK</b></p> <p align="center"><b>CANON INK 811 COLORED</b></p>		
<p align="center"><b>APPROVED BUDGET FOR THE CONTRACT</b> (Php 3,600,000.00)</p> <p align="center"><b>Staggered Delivery</b></p> <p align="center"><b>Payment terms:</b> <b>Immediately after the issuance of inspection and acceptance report for the complete delivery of goods.</b></p>		
<b>No. Of pcs.</b>	<b>PRODUCT</b>	<b>DELIVERY SCHEDULE</b> (After issuance of Notice to Proceed)
2,000 cart.	<ul style="list-style-type: none"> <li>• CANON PG-810 ink cartridge suitable, fit and compatible for use with CANON PIXMA MP237 PRINTER</li> <li>• Ink color: Black</li> <li>• Original, new <b>ink cartridges</b>, not remanufactured, not refill.</li> <li>• Yield up to 600 pages per cartridge</li> <li>• Print Technology: Inkjet</li> <li>• Ink type: Pigment based</li> <li>• Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printer. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance.</li> <li>• Low corrosion and long lifespan</li> </ul>	<p><b>(500 cart.)</b> 15 calendar days</p> <p><b>(500 cart.)</b> 30 calendar days</p> <p><b>(1,000 cart.)</b> <b>45 calendar days</b></p> <p>*For strict compliance. Subject to the rules on Liquidated Damages</p>

1,500 cart.	<ul style="list-style-type: none"> <li>• CANON CL-811 ink cartridge suitable, fit and compatible for use with CANON PIXMA MP237 PRINTER</li> <li>• Ink color: Multicolored</li> <li>• Original, New <b>ink cartridges</b>, not remanufactured, not refill.</li> <li>• Yield up to 600 pages per cartridge</li> <li>• Print Technology: Inkjet</li> <li>• Ink type: Pigment based</li> <li>• Strong infiltration capacity, no pore lines, no diffuse, no fade when it is wet on the printer. Excellent fastness rate, printed graphics context will be kept for long time. Good compatibility of colors will represent you perfect performance.</li> <li>• Low corrosion and long lifespan</li> </ul>	<p>(250 cart.) 15 calendar days</p> <p>(250 cart.) 30 calendar days</p> <p>(250 cart.) <b>45 calendar days</b></p> <p>*For strict compliance.</p> <p>Subject to the rules on Liquidated Damages</p>
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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. AVILLA**

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

**MICHAEL M. MENDOZA**

Administrative Assistant III

Cash Section

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