



**Bids and Awards Committee**

**TERMS OF REFERENCE (TOR)**

**VARIOUS OFFICE SUPPLIES FOR THE USE OF PUBLIC ATTORNEY'S OFFICE  
 FOR FY 2021  
 (PURCHASE REQUEST NO. 515-06-2021)  
 (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 **ONE MILLION SIX HUNDRED TWENTY THOUSAND PESOS ONLY (Php 1,620,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

**2. Specifications:**

	ITEM	Unit	QTY	Mode of Delivery	Proposed Date/s
1	Ballpen Black 0.7mm ballpoint pen	pcs.	10,000	Staggered	After issuance of Notice to proceed  15 days: <b>(3000pcs)</b> 30 days: <b>(3000pcs)</b> 45 days: <b>(4000pcs)</b>
2	Battery AA	pcs.	<u>500</u>	One Time	15 days
3	Battery AAA	pcs.	500	One Time	15 days
4	Envelope, Mailing	bxs.	<u>300</u>	Staggered	15 days: <b>(100boxes)</b> 30 days: <b>(100boxes)</b> 45 days: <b>(100boxes)</b>
5	Marking Pen - Permanent (bullet type, black)	pcs.	<u>3,000</u>	Staggered	15days: <b>(1000pcs)</b> 30 days: <b>(1000pcs)</b> 45 days: <b>(1000pcs)</b>

6	Official Record Book (300pages)	pcs.	1500	Staggered	15days: <b>(500pcs)</b> 30 days: <b>(500pcs)</b> 45 days: <b>(500pcs)</b>
7	Scissors symmetrical	pairs	<u>300</u>	Staggered	15days: <b>(150pcs)</b> 30 days: <b>(150pcs)</b>
8	Packaging tape 2"	Pcs.	2,000	Staggered	15days: <b>(750pcs)</b> 30 days: <b>(750pcs)</b> 45 days: <b>(500pcs)</b>
9	Paper fastener	Bxs.	3,000	Staggered	15 days: <b>(1000boxes)</b> 30 days: <b>(1000boxes)</b> 45 days: <b>(1000boxes)</b>
10	Staple remover (heavy duty)	Pcs.	<u>300</u>	Staggered	15days: <b>(100pcs)</b> 30 days: <b>(100pcs)</b> 45 days: <b>(100pcs)</b>
11	Twine plastic (1KL/roll)	Rolls	<u>200</u>	One Time	15 days
12	Tape Transparent (24mm)	rls.	<u>5000</u>	Staggered	15days: <b>(1500rls)</b> 30 days: <b>(1500rls)</b> 45 days: <b>(2000rls)</b>
13	CD-R Data writing speed (52x) Data writing rate (7.8 MB/s)	Pcs.	6,000	Staggered	15days: <b>(2000pcs)</b> 30 days: <b>(2000pcs)</b> 45 days: <b>(2000pcs)</b>

**TECHINICAL WORKING GROUP:**

Head:

Original Signed  
**ALMA E. DUMAGO – LATOSA**  
 Director II  
 Financial Planning and Management Service

Members:

Original Signed

**THOR ARTHUR B. AVILA**

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

Original Signed

**MICHAEL M. MENDOZA**

Administrative Assistant III

Cash Section

Administrative Service