

TERMS OF REFERENCE

1. PROJECT TITLE

Procurement of shipment services of IT equipment to Regional Offices of the Bureau of the Treasury.

2. DESCRIPTION

The project calls for the procurement of shipment service of IT equipment to Regional Offices of the Bureau of the Treasury. This project intends for door-to-door delivery of desktop computers from the central to regional offices of the Bureau.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 29,952.00

Note: Inclusive of 12% VAT, delivery cost and all other charges.

4. PROJECT DURATION, DELIVERY, COMMISSION, INSTALLATION AND ACCEPTANCE

Must complete the project within fifteen (15) working days from the receipt of the Notice to Proceed.

AGENCY SPECIFICATION	Supplier's Specification
<p>1. Bureau of the Treasury Region 7 Address: 2F DBP Bldg. Osmeña Blvd., cor. P. Del Rosario St. Cebu City</p> <p>1.1 System Unit</p> <p>1.1.1 Quantity: 1 box</p> <p>1.1.2 Weight: 9 kls.</p> <p>1.1.3 Height: 11 inches</p> <p>1.1.4 Length: 19.5 inches</p> <p>1.1.5 Width: 16 inches</p> <p>1.2 Monitor</p> <p>1.2.1 Quantity: 1 box</p> <p>1.2.2 Weight: 6 kls.</p> <p>1.2.3 Height: 16 inches</p> <p>1.2.4 Length: 23.5 inches</p> <p>1.2.5 Width: 5 inches</p>	
<p>2. Bureau of the Treasury Region 9 Address: Pres. Corazon C. Aquino Regional Gov't Center, Balintawak, Pagadian City</p> <p>2.1 System Unit</p> <p>2.1.1 Quantity: 1 box</p> <p>2.1.2 Weight: 9 kls.</p> <p>2.1.3 Height: 11 inches</p> <p>2.1.4 Length: 19.5 inches</p> <p>2.1.5 Width: 16 inches</p> <p>2.2 Monitor</p> <p>2.2.1 Quantity: 1 box</p> <p>2.2.2 Weight: 6 kls.</p>	

2.2.3 Height: 16 inches 2.2.4 Length: 23.5 inches 2.2.5 Width: 5 inches 3. Bureau of the Treasury Region 13 Address: J.P. Rosales Ave., Brgy. Imadejas, Butuan City 3.1 System Unit 3.1.1 Quantity: 1 box 3.1.2 Weight: 9 kls. 3.1.3 Height: 11 inches 3.1.4 Length: 19.5 inches 3.1.5 Width: 16 inches 3.2 Monitor 3.2.1 Quantity: 1 box 3.2.2 Weight: 6 kls. 3.2.3 Height: 16 inches 3.2.4 Length: 23.5 inches 3.2.5 Width: 5 inches	
PART II. BIDDER'S COMPLIANCE	
1. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE	
1.1. The bidder must be operating in the Philippines for the past five (5) years as a courier service providing package deliveries. Must submit certificate/s as proof.	
2. SHIPMENT CONDITIONS	
2.1 The vendor shall shoulder all expenses including crating and all other charges for the whole shipment. 2.2 The bidder must be responsible for any damage or loss. In case of loss or damage, they must provide insurance equivalent to the amount of the said item.	
3. MODE OF PAYMENT	
3.1. One-time Payment	
4. NON-GRAFT CLAUSE	
4.1. The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.	

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