

TERMS OF REFERENCE

1. PROJECT TITLE

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

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 All-in-One desktop computers from the central to regional offices of the Bureau.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 235,000.00

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

4. PROJECT DURATION, DELIVERY, AND ACCEPTANCE

Must complete the project within thirty (30) calendar days from the receipt of the Purchase Order.

PART I. AGENCY SPECIFICATION						
			DIMENSIONS PER BOX			
Region	Quantity	Address	Weight (per box)	Height (per box)	Length (per box)	Width (per box)
II	13 Boxes	6 Dalan na Marayao St., Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500	13 kls.	22.5 in	25.8 in	9.5 in
IV-B (Palawan)	5 Boxes	F. Rafols, Jr. Road, Government Center and Nature's Park, Brgy. Sta. Monica, Puerto Princesa City, Palawan	13 kls.	22.5 in	25.8 in	9.5 in
VI	10 Boxes	4F, II Rufino Bldg., E. Lopez St., Jaro, Iloilo City, 5000	13 kls.	22.5 in	25.8 in	9.5 in
VII	10 Boxes	2nd Floor, DBP Building Osmena Boulevard, Cebu City	13 kls.	22.5 in	25.8 in	9.5 in
VIII	10 Boxes	Government Center, Candahug, Palo, Leyte 6501	13 kls.	22.5 in	25.8 in	9.5 in
IX	14 Boxes	PCCA Regional Govt. Center, Balintawak, Balintawak, Pagadian City, Zamboanga del Sur	13 kls.	22.5 in	25.8 in	9.5 in

X	10 Boxes	2nd Floor, Jugador Bldg., A. Velez - J. Gaerlan Streets, Brgy. 2, Cagayan de Oro City	13 kls.	22.5 in	25.8 in	9.5 in
XI	10 Boxes	SPMC Compound, Dumanlas Road, J.P Laurel Ave., Bajada, Davao City	13 kls.	22.5 in	25.8 in	9.5 in
XII	10 Boxes	BTr RXII Building, Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City	13 kls.	22.5 in	25.8 in	9.5 in
XIII (CARAGA)	11 Boxes	J.P. Rosales Avenue, Imadejas, Butuan City, 8600	13 kls.	22.5 in	25.8 in	9.5 in

PART II. BIDDER'S COMPLIANCE	Supplier's Statement of 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. 2.3 The bidder must provide the status of the delivery/shipment.	
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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