

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 Uninterruptible Power Supply (UPS), Solid State Drive (SSD), and Random Access Memory (RAM) from the Central Office to the Regional Offices of the Bureau.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 129,000.00

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

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

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

PART I. AGENCY SPECIFICATION							
Region	Address	Item/Equipment	Quantity	Weight	Height	Length	Width
I	BTr RO I Bldg. Aguila Road, Sevilla Norte, City of San Fernando, La Union	Uninterruptible Power Supply (UPS)	9 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
II	6 Dalan na Marayao St., Regional Government Center, Carig Sur, Tuguegarao City, Cagayan 3500	Uninterruptible Power Supply (UPS)	13 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
IV-B (Palawan)	F. Rafols, Jr. Road, Government Center and Nature's Park, Brgy. Sta. Monica, Puerto Princesa City, Palawan	Uninterruptible Power Supply (UPS)	5 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
		Solid State Drive (SSD)	2 pcs.	Combined in 1 box with a total weight of ½ kilo.			
		Random Access Memory (RAM)	3 pcs.				
V	BTr Building, Regional Government Center, Rawis, Legazpi City	Uninterruptible Power Supply (UPS)	14 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit

VI	4F, II Rufino Bldg., E. Lopez St., Jaro, Iloilo City, 5000	Uninterruptible Power Supply (UPS)	10 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
VII	2nd Floor, DBP Building Osmena Boulevard, Cebu City	Uninterruptible Power Supply (UPS)	10 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
VIII	Government Center, Candahug, Palo, Leyte 6501	Uninterruptible Power Supply (UPS)	10 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
IX	PCCA Regional Govt. Center, Balintawak, Balintawak, Pagadian City, Zamboanga del Sur	Uninterruptible Power Supply (UPS)	14 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
X	2nd Floor, Jugador Bldg., A. Velez - J. Gaerlan Streets, Brgy. 2, Cagayan de Oro City	Uninterruptible Power Supply (UPS)	10 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
XI	SPMC Compound, Dumanlas Road, J.P Laurel Ave., Bajada, Davao City	Uninterruptible Power Supply (UPS)	10 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
XII	BTr RXII Building, Prime Regional Government Center, Brgy. Carpenter Hill, Koronadal City	Uninterruptible Power Supply (UPS)	10 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
XIII (CARAGA)	J.P. Rosales Avenue, Imadejas, Butuan City, 8600	Uninterruptible Power Supply (UPS)	11 units	6 kilos per unit	9.5 in. per unit	14.5 in per unit	5.5 in. per unit
		Solid State Drive (SSD)	9 pcs.	Combined in 1 box with a total weight of 1/2 kilo.			
		Random Access Memory (RAM)	9 pcs.	Combined in 1 box with a total weight of 1/2 kilo.			

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.	
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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