

TERMS OF REFERENCE

1. PROJECT TITLE

PROCUREMENT OF SHIPPING SERVICES OF IT EQUIPMENT TO REGIONAL OFFICE V OF THE BUREAU OF THE TREASURY.

2. DESCRIPTION

THE PROJECT CALLS FOR THE PROCUREMENT OF SHIPMENT SERVICE OF IT EQUIPMENT TO REGIONAL OFFICE V OF THE BUREAU OF THE TREASURY. THIS PROJECT INTENDS FOR DOOR-TO-DOOR DELIVERY OF TWENTY (20) COMPUTER SETS IN TOTAL OF 8 BOXES.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): PHP 40,000.00

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							
BOX NO.	ADDRESS	ITEM/EQUIPMENT	QUANTITY	WEIGHT (KGS)	LENGTH (CM)	WIDTH (CM)	HEIGHT (CM)
1	BTR BUILDING, REGIONAL GOVERNMENT CENTER, RAWIS, LEGAZPI CITY	COMPUTER SETS (MONITOR, KEYBOARD, MOUSE, CPU)	3 SETS	35	60	50	49
2			3 SETS	35	60	50	49
3			3 SETS	37	60	50	49
4			2 SETS	24	52	52	52
5			3 SETS	40	60	50	49
6			2 SETS	24	52	52	52
7			2 SETS	24	52	52	52
8			3 SETS	25	60	50	49

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 SHOULD 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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