

## TERMS OF REFERENCE:

### I. TECHNICAL SPECIFICATION:

Copy Paper with OSG print at the back, 1-color print (yellow), substance 20, min. 70 gsm, long, 8.5" x 13"

QTY Required : 10,000 reams  
Delivery term : 1,000 reams within 15 days upon receipt of Notice to Proceed (NTP)  
Balance : 500 to 1,000 reams monthly or upon request of OSG until fully delivered

### II. ADDITIONAL TECHNICAL DOCUMENTS:

Aside from the eligibility and technical documents stipulated in Section 12 of the Bidding Documents, the bidders shall submit a certificate or proof of test from accredited testing laboratory, i.e. Forest Products Research and Development Institute, that the subject items/papers for the said bidding have tested and passed the required minimum grammage.

### III. DELIVERIES

The Supplier shall warrant that the papers to be supplied / delivered are the same papers (grammage, kind, form, substance, etc) that have submitted and passed the post-qualification process. Insertion or delivery of papers not in accordance with the required specifications shall be subjected to Annex "I" and other provisions specified in the revised IRR of 9184 and Bidding Document.

### IV. TESTING of PAPERS


In all instances and whenever necessary, testing of papers shall be the responsibility and liability of the bidders and supplier.

### V. PAYMENT : (For every Sales Invoice)

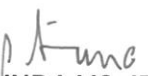
Payment shall be made for every billing within 30 days upon approval of the Inspection and Acceptance Report.

Prepared By:

Recommending Approval:

  
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AOV-Head, Property  
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