

TERMS OF REFERENCE:

**Procurement of Long (8.5" x 13") and Short (8.5" x 11") Copy Paper –
ABC=Php 3,864,270.00**

I. TECHNICAL SPECIFICATION:

Copy Paper with Office of the Solicitor General (OSG) logo (blue) printed at the back, substance 20, min. 70 gsm, 8.5" x 13" long and 8.5" x 11" short.

Quantity required : 17,490 reams long
1,500 reams short

Delivery Term : The Supplier shall undertake an initial delivery of 1,000 reams long and 300 reams short within fifteen (15) days from its receipt of the Notice to Proceed (NTP).

The balance shall be delivered upon request of the OSG, until the total quantity ordered shall be fully delivered.

II. ADDITIONAL TECHNICAL DOCUMENTS:

Aside from the eligibility and technical documents as specified in the Bidding Documents, the bidders shall submit a certificate or proof of test from the accredited testing laboratory, *i.e.* the Forest Products Research and Development Institute, that the copy paper for the said bidding has been tested and has passed the required minimum grammage.

III. DELIVERIES

The Supplier shall warrant that the copy paper to be supplied and delivered is of the same quality as to the grammage, kind, form, substance that the sample exhibited during the pre-bid conference and post-qualification process. Insertion or delivery of copy paper not in accordance with the required specifications shall be subjected to Annex "I" and other provisions specified in the revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184 and the Bidding Document.

IV. TESTING OF PAPERS

In all instances and whenever necessary, testing of copy paper shall be the responsibility and liability of the Bidders and/or 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 (IAR).



ANNA ESPERANZA R. SOLOMON

Chairperson

Technical Working Group (TWG)

Procurement of Copy Paper with OSG Logo at the Back



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