

## TERMS OF REFERENCE

### Procurement of Long (8.5" x 13") Copy Paper for CY 2023 ABC = Php 3,000,000.00

#### I. TECHNICAL SPECIFICATION

Copy Paper with Office of the Solicitor General (OSG) logo (blue) printed at the back

Physical Property	Minimum Requirement
Weight	70GSM
Size	8.5" x 13" long
Brightness %	90
Opacity %	90

Quantity required : 11,000 reams

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

The **balance** shall be **delivered within five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered.**

#### II. QUALIFICATIONS OF THE SUPPLIER

The Supplier must present a Client Satisfaction Rating from at least three (3) government agencies and/or private corporations, with whom the contractor has a past or an ongoing contract that is similar to this procurement.

**For purposes of this procurement, similar contracts shall refer to the supply of paper products with print.**

#### III. EVIDENCE AND VERIFICATION

Aside from the eligibility and technical documents as specified in the Bidding Documents, the bidders shall submit a **Certificate or Proof of Test** issued in 2022 by an accredited testing laboratory, *i.e.*, Forest Products Research and Development Institute, or a reputable testing laboratory that is equivalent thereto, that the copy paper for the said bidding has been tested and has passed the minimum technical requirements indicated in the above technical specification and using PS-DBM Paper/DOST-FPRDI Laguna paper test parameter.

In addition, 30 sheets of copy paper with the foregoing minimum technical requirements shall be submitted to the Bids and Awards Committee (BAC) during the opening of bids for the verification of the product specifications.

#### IV. 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, brightness, opacity, and substance** that the sample exhibited during the pre-bid conference and post-

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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.

**V. TESTING OF COPY PAPER**

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

**VI. PAYMENT**

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

In accordance with Section 62.1 of the Revised Implementing Rules and Regulations of R.A. No. 9184, a **warranty security** in the form of retention money amounting to **1% of every progress payment** shall be required from the contract awardee for a period of three (3) months after acceptance by the OSG of the delivered copy paper.

The said amount shall only be released after the lapse of the warranty period of three (3) months or upon consumption of the delivered copy paper, whichever comes earlier: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

<b>Schedule</b>	<b>Particulars</b>	<b>Remarks/ Conditions</b>
Initial release	Total billing for initial delivery of 1,000 reams, less 1% warranty deposit based on progress payment.	Within 30 days upon approval of the IAR; Warranty deposit shall be released after three (3) months from acceptance of the delivered copy paper.
Succeeding releases	Every progress payment, less 1% warranty deposit.	Every billing within 30 days upon approval of the IAR; Succeeding deliveries shall be upon request by the OSG; Warranty deposit shall be released after three (3) months from acceptance of the delivered copy paper.

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***/Signatures follow/***

*Anna E. R. Solomon*  
**ANNA ESPERANZA R. SOLOMON**  
*Chairperson*

Technical Working Group (TWG)  
Procurement of Copy Paper with OSG Logo at the Back

**ELIJAH B. DEL ROSARIO**  
*State Solicitor I*  
Member

*Mary Rose T. Beley-Arnesto*  
**MARY ROSE T. BELEY-ARNESTO**  
*Associate Solicitor III*  
Member

**MARIE SYBIL P. TROPICALES**  
*Associate Solicitor III*  
Member  
*(On Official Travel)*

*Yuri C. Ramos*  
**YURII C. RAMOS**  
*Associate Solicitor I*  
Member

*Girlye V. Dalanon*  
**GIRLIE V. DALANON**  
*Administrative Officer V*  
Member

*Maha Jane L. Guzman*  
**MAHA JANE L. GUZMAN**  
*Accountant III*  
Member

*Michael N. Maaliw*  
**MICHAEL N. MAALIW**  
*Administrative Officer IV*  
Member

*Edwin M. Bagos*  
**EDWIN M. BAGOS**  
*Senior Administrative Assistant III*  
Member