



Republic of the Philippines
Office of the Solicitor General

TERMS OF REFERENCE:

**Procurement of Long (8.5" x 13") and Short (8.5" x 11") Copy Paper –
Php2,038,560.00**

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 : 10,000 reams long
1,310 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 stipulated in Section 12 of 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 subject papers for the said bidding have been tested and passed the required minimum grammage.

III. DELIVERIES

The Supplier shall warrant that the papers to be supplied and delivered are the same papers (grammage, kind, form, substance, etc.) that were submitted during 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 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 papers 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

Procurement of Copy Paper with OSG Logo at the Back

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