



## TERMS OF REFERENCE

1. Delivery Period: Within thirty (30) days from receipt of Notice to Proceed.
2. Delivery Time: During office hours (Monday- Friday) (9:00 am – 4:00 pm).
3. Payment Period: Within sixty (60) days from the completion of delivery.
4. Supplier must have no records of delay of delivery due to unjustifiable reasons. Community quarantine classification cannot be used as a justifying reason for the delay of the delivery.
5. All office supplies offered/delivered must be of good quality and must be the same materials/supplies presented during the conduct of post qualification.
6. The Head of Procuring Entity (HoPE) reeserved the rights to decline the delivered goods which is different from presented during the post qualification.
7. Place of Delivery: PPSC Head Office.

### Prepared by:

Handwritten signature of Fatima Laurice R. Tadalán in blue ink.

Fatima Laurice R. Tadalán  
Admin Aide VI, Supply Section AD

### Reviewed by:

Handwritten signature of Querife G. Biona, J.D. in blue ink.

Querife G. Biona, J.D.  
Chief, Supply Section AD

### Recommend Approval:

Handwritten signature of PCOL Froilan Pelopre (Ret) in blue ink.

PCOL FROILAN PELOPRE (Ret)  
Chief, Administrative Division

### Approved by:

Handwritten signature of PLTGEN Ricardo F. de Leon (Ret), Ph.D. in blue ink.

PLTGEN RICARDO F DE LEON, (Ret), Ph.D  
PPSC, President