



Project Title: Lease to Own Agreement of One (1) Unit Heavy Duty Photocopier Machine
ABC: Php 300,000.00

TERMS OF REFERENCE

1. The Photocopier Machine must be of good and standard quality. The said item must be presented to the Supply Section before scheduling of delivery to check the quality.
2. The Head of Procuring Entity (HoPE) reserved the rights to decline the delivered item which are substandard.
3. The winning bidder must notify and coordinate with the Supply Section three days before the delivery schedule. Below are the contact details:
 - a. Email ad: quenniebiona10@gmail.com
 - b. Telephone No.: (02) 8721-0516
4. Delivery Period: Within thirty (30) calendar days from the issuance of Notice to Proceed (NTP).
5. Delivery Time: During office hours (Monday to Friday) (9:00am to 4:00pm)
6. Place of Delivery: PPSC-Head Office
7. Payment Period: Within sixty (60) days upon completion of the delivery.
8. Supplier must have no records of delivery delay due to unjustifiable reasons. Community Quarantine classification cannot be used as a justifying reason for the delay of the delivery.

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