



TERMS OF REFERENCE

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE MONTH OF DECEMBER 2024

I. BACKGROUND

The Governance Commission for GOCCs (GCG) intends to **procure office supplies** for accommodating the needs of GCG office personnel in their day-to-day operations for the month of December 2024.

II. PARTICULARS

The required office supplies (not-available in PS-DBM) which are needed by the GCG are as follows:

Item Description	Unit	Quantity
1. Ballpen Black	Piece	72
2. Ballpen Blue	Piece	60
3. Battery (AA), Alkaline, Two (2) pieces/blister pack	Pack	36
4. Battery (AAA), Alkaline, Two (2) pieces/blister pack	Pack	28
5. Clip, Backfold, 19mm (3/4")	Box	88
6. Clip, Backfold, 32mm (1 1/4")	Box	32
7. Clip, Backfold, 50mm (2")	Box	32
8. Cutter <ul style="list-style-type: none"> • Anti-slip grip molded body • Built-in blade snapper • Steel blade track • Safety screw locking mechanism 	Piece	24
9. Data Folder <ul style="list-style-type: none"> • 75mm W x 230mm H x 380mm L (min.) • With all steel level arch file mechanism and taglia lock • Spine is provided with finger ring and clear plastic pocket for the insert 	Set	80
10. Desk Tray (Black, Plastic, 2 Layers)	Piece	12
11. Disinfectant Spray, Aerosol, 400 grams (min.)	Can	32
12. Eraser, Felt, Blackboard/Whiteboard	Piece	18
13. Facial Tissue Refill, 3-ply, 140 pulls per pack	Pack	12
14. Fastener, Metal, Non-sharp Edges, 50 sets per box	Box	16

15. Flags (Post-it, Assorted Colors)	Set	68
16. Flags (Post-it, Sign-Here)	Set	64
17. Flash Drive, 64GB capacity	Piece	36
18. Fluorescent Tube, 36 Watts, T8, 2500 Lumens, Daylight	Piece	20
19. Glue <ul style="list-style-type: none"> • All-purpose • Plastic squeeze type bottle with twist-cap dispenser 	Jar	12
20. Insecticide, Aerosol, 600 ml (min.)	Can	6
21. Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	16
22. Map Pins, round head, 9.5mm diameter	Box	12
23. Marker (Permanent), Black, Felt Tip	Piece	18
24. Marker (Permanent), Blue, Felt Tip	Piece	16
25. Marking Pen (For whiteboard), Black, Felt Tip	Piece	24
26. Marking Pen (For whiteboard), Blue, Felt Tip	Piece	20
27. Marking Pen (For whiteboard), Red, Felt Tip	Piece	16
28. Note Pad, 1.5" x 2", Stick on, One hundred (100) sheets/pad	Pad	30
29. Note Pad, 2" x 3", Stick on, One hundred (100) sheets/pad	Pad	48
30. Note Pad, 3" x 3", Stick on, One hundred (100) sheets/pad	Pad	48
31. Note Pad, 3" x 4", Stick on, One hundred (100) sheets/pad	Pad	52
32. Ruler, Plastic, 450mm (18"), Width: 38mm min.	Piece	18
33. Sign Pen (Red) <ul style="list-style-type: none"> • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip 	Piece	40
34. Sign Pen (Black) <ul style="list-style-type: none"> • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip 	Piece	200
35. Sign Pen (Blue) <ul style="list-style-type: none"> • Tip: 0.5mm • Type: Liquid or gel • With non-slip rubber grip • With metal clip 	Piece	148
36. Stamp Pad, Felt	Piece	12

38. Surgical Mask, 3-ply, 50 pieces per box	Box	208
39. Tape, masking, 48mm	Roll	12
40. Staple Remover, plier-type, metal	Piece	20
41. Tape Dispenser, Table Top, for 24mm width tape	Piece	16
42. Storage Box with Lid <ul style="list-style-type: none"> • Made with thick chip board • Size: 11" W x 15 5/8" L x 11" H 	Box	100
43. Tissue, Interfolded Paper Towel, 150 pulls per pack	Pack	96
44. Universal Outlet Extension Cord 3-Gang with switch, 1.83-meter cord length (min.), 2500 Watts, 10 Amperes, 250 Volts	Piece	10

III. TERMS

- a. Inclusive of delivery charge
- b. All items should be delivered within fifteen (15) working days upon receipt of the Purchase Order.
- c. Replacement of defective item without additional charge.
- d. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.


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