TERMS OF REFERENCE

Procurement of Long (8.5" x 13") and A4 (8.3" x 11.7") Copy Paper for CY 2026, ABC = [1]Php 5,093,000.00

I. TECHNICAL SPECIFICATIONS

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

Physical Property	Minimum Requirement	Maximum Requirement
Weight	70GSM	NA
Size	8.5" x 13" long / 8.3" x 11.7" A4	NA
Thickness, mm	0.08 mm	NA
Stiffness, MD, μN.m	250	NA
Dirt Count, mm^2/m^2	NA	15

Quantity required : **21,200 reams** (Long, 8.5" x 13")
1,000 reams (A4, 8.3" x 11.7")

Delivery Term : The Supplier shall undertake an initial delivery of **2,000 reams long copy paper and 200 reams A4 copy paper 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,** which shall not be beyond **March 31, 2027**. **Full delivery must be completed within 12 months after the first delivery date.**

II. QUALIFICATION OF THE CONTRACTOR

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

The Supplier must have completed, within the last three (3) years from date of submission and receipt of at least one (1) single contract of similar in nature amounting to at least fifty percent (50%) of the ABC.

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[1] Indicative Annual Procurement Plan for FY 2026 Copy Paper budget Php5,093,000.00

For purposes of the rating, **similar contracts** shall refer to the supply of paper products with print. Moreover, each procurement contract shall be considered as a separate and individual rating, for the fulfillment of the foregoing requirement.

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 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. The certification should have been issued anytime in January 2025 to present.

In addition, thirty (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, substance, and other specifications provided above,** with the sample exhibited during the [2]opening of bid conference and post-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 Implementing Rules and Regulations of Republic Act (R.A.) No.12009 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 90.1 of the Implementing Rules and Regulations of R.A. No.12009, 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.

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[2] Pursuant to Supplemental Bid Bulletin No.2024-10-002

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.

Schedule	Particulars	Remarks/ Conditions
Initial release	Total billing for initial delivery of 2,000 reams of long copy paper and 200 reams of A4 copy paper, 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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Chairperson
Technical Working Group (TWG)
Procurement of Copy Paper with OSG Logo at the Back

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