

**TERMS OF TECHNICAL SPECIFICATIONS  
PURCHASE EQUIPMENT**

1. In line with the day-to-day operations of the Internal Audit Service (OD, OAD and MAD) there is a need to purchase equipment that would ensure the smooth and efficient daily services.

**2. Requirement: Office Supplies**

- **30 reams / pack** - Acetate PVC Cover (per bundle - 100 sheets)
- **3 boxes** - A4 Plastic Ring Binder (per box - 100 pcs)  
Size: 14mm  
No. of Holes: 21
- **3 boxes** - A4 Plastic Ring Binder (per box - 100 pcs)  
Size: 16mm  
No. of Holes: 21
- **3 boxes** - Legal Plastic Ring Binder (per box - 100 pcs)  
Size: 14mm  
No. of Holes: 23
- **3 boxes** - Legal Plastic Ring Binder (per box - 100 pcs)  
Size: 16mm  
No. of Holes: 23
- **100 pcs** -Expanded Envelope with String  
Size: A4
- **100 pcs** -Expanded Envelope with String  
Size: Legal
- **50 pcs** -Clearbook File Folder Organizer with String  
Size: Long
- **10 reams / pack** -Vellum Board (per bundle -100 sheets)  
Size: A4
- **150 pcs** -Certificate Holder A4  
Size: 8.5 " X 11"
- **30 pcs** -Certificate Frame A4  
Size: 8.5" X 11"

**3. Budget: Php 63,867.26** chargeable against Internal Audit Service Funds for FY 2024

**4. Terms of payment:** Government Procedure

**5. Contact Person:**

- Marjorie Mandate and Micah Potes  
459-5200 local 310

**6. Terms and Conditions:** Delivery should be 10 working days upon receipt of funded P.O.

**Prepared by:**

**Approved by:**

**SONIA D. BELENO**

Chief/ Internal Auditor V

**REYNALDO M. ROSAS, MNSA**

Director IV, Internal Audit Service