

**GENERAL SERVICES DIVISION
RECORDS AND COMMUNICATION SECTION**

TECHNICAL SPECIFICATIONS

Project Title: PROCUREMENT OF FILING STORAGE BOX

I. PURPOSE/OBJECTIVE

- For official use of the Department's operating units in storing their records.

II. MINIMUM REQUIREMENT FOR SUPPLIERS

- With no history of cancellation from previous clients /DOT Offices / Projects
- Must be willing to provide services on send-bill arrangement

III. SCOPE OF WORK

Filing Storage Box

a. Specifications:

- Made of Corrugated Kraft Cardboard
- Length: 15 inches, Width: 12 inches, Height: 10 inches
- Collapsible with lid
- Durable and Sturdy

b. Quantity: Seven Hundred (700) pieces

IV. APPROVED BUDGET OF THE CONTRACT

SEVEN-FOUR THOUSAND TWO HUNDRED PESOS

(PHP 74,200.00 inclusive of all applicable taxes)

V. DELIVERY PERIOD

- Within fifteen (15) working days upon receipt of the approved and funded Purchase Order

VI. PAYMENT PROCEDURE

- Payment shall be processed by the accounting division after the complete delivery of items and upon receipt of the billing statement.
- Full payment for the items shall be received by the supplier at least thirty (30) working days after being subjected to Government accounting and auditing rules and regulations.

VII. PROJECT OFFICER/CONTACT PERSON



MARICEL C. MALALAD

Head, Records and Communication Section

General Services Division

Email: mcmalalad@tourism.gov.ph

Telephone No. 8459-5200 local 114

Delivery Address:

New DOT Building, 351 Sen. Gil Puyat Avenue

Makati City, 1209

APPROVED BY:



ATTY. JOHN BENEDICT T. TIGSON

Director

Administrative Service

