



TERMS OF REFERENCE PROCUREMENT OF CORRUGATED BOXES

I. Items Description and Specifications:

Item Description	Quantity
Stitched Joint, Double Wall, Plain, Size: 24" x 15 1/2" x 10 3/4"	2000 pieces

II. **Terms of Delivery:** 15 calendar days after receipt of approved Purchase Order.

III. **Terms of Payment:** 30 days after complete delivery of the items.

IV. **Approved Budget for the Contract:** The Approved Budget for the contract is **One Hundred Fifty-Four Thousand Pesos Only (₱ 154,000.00)**, inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2023.

Prepared by:

EARL TIMOTHY C. MOJICA
Procurement Officer II
Facilities and Maintenance Division

Reviewed by:

ARIES JOSEPH R. LEYNES
Officer-in-Charge
Facilities and Maintenance Division

Approved by:

MARVYN ANTHONY C. GALANG
Vice President
Facilities and General Services Department

Conforme:

Printed Name and Signature of bidder
Date: