

## TERMS OF REFERENCE

### Procurement of Certificate Frames

#### I. REQUIREMENTS:

The provider shall supply the certificate frames with the following specifications:

|            |   |                     |
|------------|---|---------------------|
| Image Size | : | 8-1/2" x 13"        |
| Frame size | : | 14-1/4" x 18-3/4"   |
| Quantity   | : | fifteen (15) pieces |

**Specifications:**

- 20mm face x 30mm Box type frame in pre-finished silver
- Provision of 2" off-white matting with 1/8" fillet accent in blue
- Covered with clear glass
- With wooden backing

#### II. DELIVERY TERMS

Seven (7) calendar days from receipt of Notice to Proceed and certificates for framing.

#### III. PAYMENT TERMS

Thirty (30) calendar days after acceptance of complete delivery.

#### IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is Fifty Two Thousand Four Hundred Pesos (P52,400.00), inclusive of all applicable taxes and delivery charges.

  
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