



PROCUREMENT OF STEEL FILE RACKS

Terms of Reference

1. Item Descriptions and Specifications:

ITEM DESCRIPTION	QUANTITY/ UNIT
Steel File Racks Dimensions: Height - 2,500mm Depth - 600mm Length - 2,400mm Load Capacity: Minimum of 500 kilograms No. of Rack Levels: Minimum of 4 Material: Powder coated/painted steel/metal	20

2. Terms of Delivery:

Delivery within 60 calendar days from the date of receipt of Notice to Proceed.

3. Terms of Payment:

Full payment 30 calendar days after complete delivery.

4. Warranty:

Minimum of one (1) year.

5. Approved Budget for the Contract:

The approved budget for the contract is **Six Hundred Thousand Pesos (P600,000.00)**, inclusive of all applicable taxes.

6. Free delivery and installation at the 9109 La Campana corner Trabajo Streets, Barangay Olympia, Makati City.


NEMIA C. MABULAY
Vice President

Records Custodianship & Management Department

Conforme:

Printed Name and Signature of Bidder

Date: _____