

**TERMS OF REFERENCE**  
**FOR THE PURCHASE OF 78 PIECES OF HEAVY DUTY PLASTIC**  
**BLUE PALETTE III FOR THE DEPARTMENT OF JUSTICE**

- I. LOCATION : Department of Justice Padre Faura, Ermita Manila**
- II. MODE OF PROCUREMENT: Negotiated Procurement (Small Value)**
- III. APPROVED BUDGET FOR THE CONTRACT: P253,500.00**
- IV. SOURCE OF FUNDS: FY 2021 General Appropriation Act**
- V. DELIVERY PERIOD: 30 Calendar Days**
- VI. TERMS AND CONDITIONS**
  - A. QUALIFICATIONS OF CONTRACTOR**
    - 1. The Suppliers must be in the field or business of supplying or trading Heavy Duty Plastic Blue Palette III.
  - B. TECHNICAL SPECIFICATIONS**
    - 1. Quantity: 78 pieces
    - 2. Material: Molecular high density of polyethylene plastic B
    - 3. Size: 1200mmL x 1000mmW x 150mmH
    - 4. Capacity: Static 5 tons
    - 5. Heavy duty solid pallet with extra strength designed

**VII. Documentary Requirements during the Bid/Submission/Opening**

The Supplier must submit its bid proposal in accordance with Annex "H" Appendix A Document Requirement Alternative Methods of Procurement the following, to wit:

- 1. Mayor's/Business Permit
- 2. PhilGeps Registration Number
- 3. Omnibus Sworn Statement

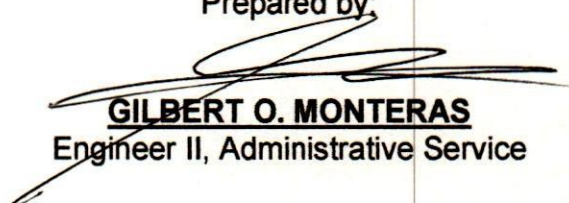
**VIII. COVID-19 Protocols**

**COVID 19 Protocols for delivery**

For purposes of this project, the following health protocols are required:

1. The Supplier shall present a negative RT-PCR test result taken within forty-eight (48) hours from the actual day of testing, of its delivery personnel/s prior to entry in the premises of the Department; and
2. Notwithstanding a negative RT-PCR result, the said personnel/s are still required to observe the minimum health protocols of wearing face mask, face shield, observance of physical distancing at all times and frequent handwashing and/or use of sanitizers or alcohol.

Prepared by:

  
**GILBERT O. MONTERAS**  
Engineer II, Administrative Service

Submitted by:

  
**RODOLFO C. FLORENTIN**  
Director II, Administrative Service

Recommending Approval:

  
**LIZA B. DE LEON**  
Director IV, Administrative Service

Approved by:

  
**JULIANA G. SUNGA**  
Undersecretary

*Juliana G. Sunga*

**TERMS OF REFERENCE  
FOR THE PURCHASE OF JACK PALLET - HEAVY DUTY 5-TONNER  
FOR THE DEPARTMENT OF JUSTICE**

- I. LOCATION : Department of Justice Padre Faura, Ermita Manila**
- II. MODE OF PROCUREMENT: Negotiated Procurement (Small Value)**
- III. APPROVED BUDGET FOR THE CONTRACT: P40,000.00**
- IV. SOURCE OF FUNDS: FY 2021 General Appropriation Act**
- V. DELIVERY PERIOD: 30 Calendar Days**
- VI. TERMS AND CONDITIONS**
  - A. QUALIFICATIONS OF SUPPLIERS**
    - 1. The Suppliers must be in the field or business of supplying or trading Jack Pallet.
  - B. TECHNICAL SPECIFICATIONS**
    - 1. Heavy duty 5-ton hydraulic pallet truck
    - 2. Lifting capacity: 5ton
    - 3. Color: (Yellow/Black)
    - 4. Lowered fork height: 70mm
    - 5. Total lift height: 185mm
    - 6. Fork length: 1,220mm
    - 7. Overall width: 685mm
    - 8. Steering wheel: 180mm
    - 9. Fork wheel: 69mm
- VII. Documentary Requirements during the Bid/Submission/Opening**

The Supplier must submit its bid proposal in accordance with Annex "H" Appendix

A Document Requirement Alternative Methods of Procurement the following, to wit:

1. Mayor's/Business Permit
2. PhilGeps Registration Number


### VIII. COVID-19 Protocols

#### COVID 19 Protocols for delivery

For purposes of this project, the following health protocols are required:

1. The Supplier shall present a negative RT-PCR test result taken within forty-eight (48) hours from the actual day of testing, of its delivery personnel/s prior to entry in the premises of the Department; and
2. Notwithstanding a negative RT-PCR result, the said personnel/s are still required to observe the minimum health protocols of wearing face mask, face shield, observance of physical distancing at all times and frequent handwashing and/or use of sanitizers or alcohol.

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**GILBERT O. MONTERAS**  
Engineer II, Administrative Service

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**RODOLFO O. FLORENTIN**  
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*Handwritten note: submit copy of*