

**TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY  
OF COLOR CODED TRASHBINS FOR WASTE SEGREGATION**

**I. DESCRIPTION**

The Board of Investments acknowledges that COVID-19 pandemic has grave impact on the waste management, sanitation and cleanliness of the workplace thus, proper waste disposal is necessary to further improve sanitation within the building.

In view of this and in compliance with the various issuances, rules and regulations on Solid Waste Management, the BOI through its Financial and Administrative Service would like to procure color coded trash bins necessary in the implementation of the agency's Waste Segregation Program.

The color coded trash bins shall be placed at the following Services/Offices/Common areas:

<b>COMMON AREA</b>	<b>QUANTITY (PCS.)</b>
GROUND FLOOR LOBBY <ul style="list-style-type: none"> <li>• BACK DOOR ENTRANCE</li> <li>• FRONT DOOR ENTRANCE</li> <li>• LOBBY</li> </ul>	3 3 3
SECOND FLOOR <ul style="list-style-type: none"> <li>• LOBBY</li> </ul>	3
THIRD FLOOR <ul style="list-style-type: none"> <li>• LOBBY</li> </ul>	3
FOURTH FLOOR <ul style="list-style-type: none"> <li>• LOBBY</li> </ul>	3
FIFTH FLOOR <ul style="list-style-type: none"> <li>• PENTHOUSE</li> </ul>	9
BASEMENT	3
CANTEEN	3
<b>TOTAL</b>	<b>33 pcs.</b>

**II. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is Three Hundred Thirty Thousand Pesos (Php330,000.00) inclusive of VAT.

**III. TECHNICAL SPECIFICATION**

<b>Unit</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price (Php)</b>	<b>Total Price (Php)</b>
pcs	(FOR COMMON AREAS) <ul style="list-style-type: none"> <li>• Customized Stainless Open Top Trash bin</li> <li>• Fully Wrapped Outside Sticker</li> <li>• Ss 202, Gauge 20, 0.9mm Thickness</li> <li>• Hairline Finished with Paint Coated Cover</li> <li>• With Bottom Steel Bracket</li> <li>• Size (in mm) : 40mm (L) x 40mm (W) x 71mm (H)</li> </ul>	33 pcs.	10,000.00	330,000.00
<b>TOTAL</b>				<b>Php330,000.00</b>

Attached for reference is the proposed designs of the trash bins.

**IV. DOCUMENTS FOR SUBMISSION**

- Mayors Permit
- PhilGEPS Registration No.
- Price Quotation

**V. TERMS OF PAYMENT**

The payment shall be made 15 days upon full delivery of the items.

**VI. PENALTY CLAUSE**

If the **Supplier** fails to satisfactorily deliver any or all of the goods and/or perform the services within the period specified in the contract inclusive of duly granted time extensions if any, the **BOI** shall impose liquidated damages at least equal to one tenth of one percent (.001%) of the cost of the unperformed portion for every day of delay until actual delivery of performance.

**VII. CONTRACT TERMINATION**

The BOI may, at any given time, terminate the contract for breach of any of the provisions thereof and other legal causes by serving a written notice to the other party at least fifteen (15) days before the intended date of termination.

**VIII. RESERVATION CLAUSE**

The BOI reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance reject any and all bids; declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the BOI.

RECOMMENDING APPROVAL:



**FE L. DEL ROSARIO**  
Director, Financial and Administrative Service

CERTIFIED FUNDS AVAILABLE:



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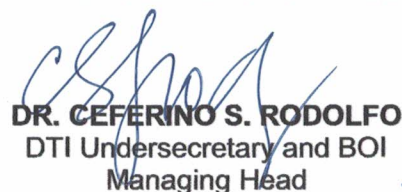
**JUNE M. POLICARPIO**  
Chief, Budget Division



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**ESTELA F. JIMENEZ**  
Chief, Accounting Division

~~APPROVED / DISAPPROVED~~



**DR. CEFERINO S. RODOLFO**  
DTI Undersecretary and BOI  
Managing Head

