

**TERMS OF REFERENCE**  
**PROCUREMENT OF CLEAR PLASTIC COVER**

**I. Items Description and Specifications:**

Item Description	Quantity
Clear Plastic Cover Size: 1.2 m x 25 m Gauge Number: 32	30 Rolls

**II. Terms of Delivery:** 10-15 working days after receipt of approved Purchase Order.

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

**IV. Approved Budget for the Contract:** The Approved Budget for the Contract is One Hundred Eighty-One Thousand Five Hundred Pesos Only (₱181,500.00), inclusive of all applicable taxes, chargeable against the Corporate Operating Budget for CY 2021.

Prepared by:



**ARTURO E. BARRIOS**  
Administrative Officer III  
Facilities and Maintenance Division

Reviewed by:



**MARVYN ANTHONY C. GALANG**  
Administrative Officer V  
Facilities and Maintenance Division

Approved by:



**ROSEMARIE N. PRINCIPE**  
Vice President  
Facilities and General Services Department