



**TERMS OF REFERENCE**

**PROJECT TITLE: OFFICE EQUIPMENT & APPLIANCES FOR RACCO's**

1. Date of delivery: Within 30 days upon issuance of the Purchase Order and Notice to Proceed
2. Place of Delivery, Contact Person and Contact Numbers:

RACCO	Supervising Inspection Officer	Inspection Officer	address	Contact #
CAR	Aprielyn Gaarcia	Marivic Wooden	R.E.E.F Bldg. #166-C Military Cut-off Baguio City	09304970785
I	Camelle Hipol	Cristan Sibunga	2 <sup>nd</sup> Floor Ordon Building, MacArthur Highway, Brgyn Quinavite, Bauang, La Union	09177930308
II	Mary Grace Riazonda	Jessica Antonio	#3 Dalan na Pagayaya, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	09754635690
III	Raven Joy Delos Reyes	Graceter Cambaliza	3 <sup>rd</sup> floor a74 Bistro, Maimpis, San Fernando City	09209766287
NCR	Raymond Dolera	Angeline Gaca	4 <sup>th</sup> Flr 168 Luna Mencias St. San Juan City	09164284817/ 09604385297
IV-A	Rutchel Pocdihon	Kristel Mistan	4 <sup>th</sup> Flr 168 Luna Mencias St. San Juan City	
IV-B	Clarise Joy Ocsan	Denmark Perez	4 <sup>th</sup> Flr 168 Luna Mencias St. San Juan City	09756373584/ 09151058057
V	Merjalin Jadie	Joan Anonuevo	DSWD Field Office V Building, PBN Magnolia St. Legazpi City	09507720957
VI	Mailyn Tamon	Jeannie Casiple	DSWD Field Office VI MH Del Pilar St. Molo Iloilo City 5000	09272064326/ 09171633038
VII	Gypsy Labuan	Sharvelle Santillan	3d Floor DN Steel Building AC Cortes corner Plaridel St. Brgy Cambaro, Mandaue City	09268727589
VIII	Cherry Mae Bello	Eduard dela Cruz	Brgy 64, Bliss Sagkahan, Tacloban City	09159559994
IX	Diana Solatorio	Leslie Paspasan	Coun. Fernandez St. Brgy Sta. Barbara, Zamboanga City	09565640297
X	Christine Escudero	Merly Ann Plaza	DSWD Field Office X, Mastersons Avenue Upper Carmen Cagayan de Oro City	09759463624
XI	Esperanza Lupo	Izza Tabada	NHTO Compound Manambulan UP Mindanao Road Barangay Bago Oshiro, Tugbok Davao City	09633117487/ 09219007340
XII	Ernie Tayco	Hanniya Sarip	Lot J Yap Ching St. Purok Sariling Atin, Brgy. GPS, Koronadal City	09850520905/ 09669824227
CARAGA	Lexshen Yacapin	Juderiz Neri	Libertad, Butuan City	09489236223

3. Warranty:

- Seven (7) days replacement for any defects in material or workmanship.
- One (1) year warranty on parts and labor

4. For inquiry and clarification, please contact Ms. Jellie Hermoso with mobile number 09611505988.

