





Republic of the Philippines  
**GOVERNMENT SERVICE INSURANCE SYSTEM**  
**TARLAC BRANCH OFFICE**

## **TERMS OF REFERENCE**

### **PROCUREMENT OF FABRICATION OF OFFICE EQUIPMENT OF GSIS TARLAC BRANCH OFFICE**

#### **1. COVERAGE**

The procurement shall cover the construction/upholstery of office chairs, visitor's chairs for members and pensioners of Tarlac Branch office.

#### **2. APPROVED BUDGET - P50,000.00**

#### **3. TERMS OF PAYMENT**

Payment shall be made through check, upon completion of the necessary maintenance service, subject to withholding taxes (**VAT** plus **expanded tax** ) and other existing accounting and auditing rules

  
**ROBERTO L. MENESES**  
Branch Manager