

TERMS OF REFERENCE

PROJECT: SUPPLY, PRODUCTION AND DELIVERY OF 2019 TPB OFFICE UNIFORMS

I. BRIEF DESCRIPTION:

This procurement refers to the supply, production and delivery of office uniforms for forty-nine (49) female employees and twenty-six (26) male employees of the Tourism Promotions Board.

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

LOT 1 = TWO HUNDRED NINETY FOUR THOUSAND (Php294,000.00) inclusive of all applicable taxes

LOT 2 = ONE HUNDRED FIFTY SIX THOUSAND (Php156,000.00) inclusive of all applicable taxes

III. TECHNICAL SPECIFICATIONS:

	TOTAL	REMARKS
LOT 1		
No. of Female Employees *	49	<i>Modern Barong Dress, Blouse, Slacks and Blazer</i>
LOT 2		
No. of Male Employees *	26	<i>Polo Barong, Modern Fit Polo, Office Barong, Slacks and Blazer</i>
*TOTAL NO. OF EMPLOYEES	<u>75</u>	As of 31 January 2019

Qty.	Particulars	Fabric	Estimated Unit Price	Estimated Total Amount
LOT 1				
49 sets	FEMALE		Php 6,000.00	Php 294,000.00
1 pc	Modern Barong Dress – $\frac{3}{4}$ sleeves barong style with a touch of ethnic indigenous design (<i>embroidered on fabric</i>)	Preferred existing fabric that is wrinkle free and non-iron. Tropical fabric should be incorporated (<i>pursuant to R.A. 9242</i>)		
3 pcs	Blouse – Corporate / Classic Style 1 long sleeves blouse 2 short sleeves blouses	Preferred existing fabric (cotton or silk linen)		
3 pcs	Slacks (with pockets, and side zipper) or Skirt (pencil cut, with front pocket and side zipper)	Textured fabric or linen		
1 pc	Blazer (with pockets and secret pocket for ID)	Textured fabric or linen		

LOT 2				
26 sets	MALE		Php 6,000.00	Php 156,000.00
1 pc	Polo Barong – long sleeves barong style with a touch of ethnic indigenous design (<i>embroidered on fabric</i>)	Wrinkle free and non-iron fabric. Tropical fabric should be incorporated (<i>pursuant to R.A. 9242</i>)		
1 pc	Modern Fit Polo – $\frac{3}{4}$ sleeves modern fit; polo collar with buttoned placket	Wrinkle free and non-iron fabric		
2 pcs	Modern Office Barong – short sleeves; polo jack design and modern fit	Wrinkle free and non-iron fabric		
4 pcs	Slacks (with belt loops, pockets)	Textured fabric or linen		
1 pc	Blazer (with pockets and secret pocket for ID)	Textured fabric or linen		

IV. CRITERIA FOR SELECTION

The proposal shall be evaluated using the Quality Cost-Based method, where 50% shall be allocated for Cost and 50% for Quality as follows:

Criteria	Weight
1. Quality	
a. Work (25%) based on sample sets	50%
b. Fabric (25%)	
2. Cost	50%
TOTAL	100%

Passing Rate: 85%

The quality of submitted samples shall be evaluated on the following;

1. Work: includes workmanship, design and durability
2. Fabric: includes comfort, fit and appeal

Note: Bidders should submit the following:

1. Sample sets of the above requirements
2. Swatches for proposed color combinations and thread color for embroidery
3. Suggested embroidery patterns

Production/Full Delivery - 60 days upon acceptance of Notice to Proceed

V. ELIGIBILITY REQUIREMENTS

1. Must be operated and legally registered supplier under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
3. Must submit the following legal documents to be eligible to participate:
 - SEC/DTI Registration Certificate
 - Mayor's Permit/License
 - BIR Registration/TIN
 - Company Profile/Reference

VI. Contract of Service

The proposal should cover the following requirements/arrangements:

1. Must ensure that approved fabrics are available in time for production of uniforms
2. Must ensure that alteration services are made available, as may be required
3. Meet-ups must be done in the TPB Office
4. Should the project be awarded to two (2) suppliers, TPB reserves the option to adjust in the color scheme and details of the design of the uniform

ABC LOT 1 Php294,000.00 inclusive of all applicable taxes;
P6,000.00/per female employee for 49 sets

ABC LOT 2 Php156,000.00 inclusive of all applicable taxes;
P6,000.00/per male employee for 26 sets

Price validity shall be for a period of thirty (30) calendar days.

VII. Mode of Payment

Send bill arrangement

MALE Polo Barong



MALE Modern Fit Polo



FEMALE Blazer, Blouse, Pants and Skirt



MALE Polo and Blazer



MALE Pants



FEMALE Dress and Blouse with Skirt



FEMALE Modern Barong Dress



MALE Modern Office Barong

