

TECHNICAL SPECIFICATIONS
SUPPLY AND DELIVERY OF T-SHIRTS FOR THE TPB'S PARTICIPATION IN THE 2024 CIVIL SERVICE COMMISSION (CSC) VIBE RUN

I. BACKGROUND

The Civil Service Commission (CSC) launched an activities to kick off the 124th anniversary celebration and put focus on the contributions of the civil service to national development.

One of the activities is the “Vibe Run: Takbo para sa mga Servant-Heroes” to be held on 01 September 2024. This event aims to foster goodwill and camaraderie among the bureaucracy’s human resources, raise funds for the *Pamanang Lingkod Bayani* (PLBi) Program, which provides financial assistance to the families of servant-heroes who die in the line of duty, encourage and motivate public support and inspire government employees to improve their mental and physical health through running and exercise.

II. OBJECTIVES

To provide support by means of sending participants in the kick-off activity of the 124th Philippine Civil Service Anniversary.

III. SCOPE OF WORK AND DELIVERABLES

POLO SHIRTS

Type	Polo Shirt with TPB Logo
Fabric	White Dri-fit
Design and Printing	Collared/Polo shirt - 2 buttons - Colored sublimation printing
	
	 



Sizes	Assorted sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL)
Quantity	20 pcs (TPB to provide the exact quantity per size upon receipt of NOA)
Unit Cost	PhP500.00
Total Cost	PhP10,000.00

Other Requirements:

1. Upon receipt of NOA, the bidder must submit the final sample subject for TPB's approval prior to mass production.
2. Full delivery on or before 30 August 2024 at the TPB Office (6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City)

IV. ADDITIONAL TECHNICAL REQUIREMENTS

Please submit an actual sample material of past works, designs, and swatches similar to the requirement. Failure to submit/present samples will not be considered and will be disqualified.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **TEN THOUSAND PESOS ONLY (PhP10,000.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment will be thirty (30) working days upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee
2. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder is encouraged to have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

VII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full delivery of the requirements.

VIII. PROJECT OFFICERS CONTACT INFORMATION

For particulars, please contact:

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