

TECHNICAL SPECIFICATIONS
PRINTING, SUPPLY, AND DELIVERY OF PLAQUES FOR LOYALTY AWARDEES AND SERVICE AWARDEE

I. BACKGROUND:

Pursuant to CSC MC No. 06, s. 2022 and CSC-Approved TPB PRAISE, loyalty incentive is granted to an employee who has served the government continuously and satisfactorily for at least ten (10) years in one or more government agencies without any gap.

Pursuant to CSC MC No. 07, s. 1998, all retirees may be given a plaque of appreciation/recognition signed by the head of agency and other awards and/or tokens as may be deemed proper by offices concerned.

It has been the practice, as well, to grant awards to exceptional service / achievements, in coincide with the celebration of the Civil Service Month.

II. OBJECTIVES

To provide plaque of recognition of those loyalty milestone service through PRAISE awards in order to inspire public service and uphold public interest among TPB officials and employees.

To provide certifications for the specific category PRAISE awardees for due acknowledgement of their exceptional service / achievements in order to inspire public service and uphold public interest among TPB officials and employees

III. SCOPE OF WORK AND SERVICES

Loyalty Plaque for Loyalty Awardees

- Six (6) pieces at PhP2,500.00 each
- Glass Plaque
- 8.5"h x 6"h x 6"w (oval) x 3/8"
- Thick clear body mounted on 1.25"h x 6"w x 2'L glass base

Retirement Plaque for Service Awardee

- One (1) piece at PhP2,500.00 each
- Glass Plaque
- 9.5"h x 8"w x 3/8"
- Thick clear body mounted on glass base

IV. PROJECT IMPLEMENTATION SCHEDULE

Indicative Delivery Date: 25-27 September 2024

**To be awarded on the TPBP Event – 30 September 2024*

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **SEVENTEEN THOUSAND FIVE HUNDRED PESOS ONLY (PhP17,500.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

Payment will be on a send-bill arrangement, thirty (30) days upon receipt of Statement of Account/Billing. Supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VII. CONTRACT DURATION

One-time engagement and shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements

VIII. PROJECT OFFICER'S CONTACT INFORMATION

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