

## TERMS OF REFERENCE



### SUPPLY, PRODUCTION, AND DELIVERY OF 2024 OFFICE UNIFORMS OF THE TOURISM PROMOTIONS BOARD (TPB)






#### I. BRIEF DESCRIPTION

This procurement refers to the supply, production, and delivery of office uniforms for **sixty-four (64)** female employees and **thirty-three (33)** male employees of TPB.


#### II. TECHNICAL SPECIFICATIONS

##### TOP

SET NO.	PARTICULARS	PEG
1	<ul style="list-style-type: none"><li>• Color: White Button Down Polo Barong</li><li>• Placement of buttons:<ul style="list-style-type: none"><li>➤ Female – left</li><li>➤ Male – right</li></ul></li><li>• Fabric: Cotton-mixed/linen, barong-type, wrinkle free, and non-iron</li><li>• Embroidered design of tone to tone “rays of the sun”</li><li>• Female cut for female employees</li><li>• <b>Tropical fabric should be incorporated in so far as practicable (pursuant to Republic Act No. 9242)</b></li></ul>	 <p>Embroidered design:</p> 

<p>2</p>	<ul style="list-style-type: none"> <li>• Color: Black Button Down Polo</li> <li>Placement of buttons: <ul style="list-style-type: none"> <li>➤ Female – left</li> <li>➤ Male – right</li> </ul> </li> <li>• Fabric: Mixed rayon and polyester</li> <li>• Printed/patterned design at the right side</li> <li>• Female cut for female employees</li> </ul>	
<p>3</p>	<ul style="list-style-type: none"> <li>• Color: Navy Blue Button Down Polo</li> <li>Placement of buttons: <ul style="list-style-type: none"> <li>➤ Female – left</li> <li>➤ Male – right</li> </ul> </li> <li>• Fabric: Mixed rayon and polyester</li> <li>• Printed/patterned design at the right side</li> <li>• Female cut for female employees</li> </ul>	 <p>Color:</p> 
<p>4</p>	<ul style="list-style-type: none"> <li>• Color: Peanut Brown Button Down Polo</li> <li>Placement of buttons: <ul style="list-style-type: none"> <li>➤ Female – left</li> <li>➤ Male – right</li> </ul> </li> <li>• Fabric: Mixed rayon and polyester</li> <li>• Printed/patterned design at the right side</li> <li>• Female cut for female employees</li> </ul>	 <p>Color:</p> 

**BOTTOM**

<b>SET NO.</b>	<b>PARTICULARS</b>	<b>PEG</b>
1	Two (2) sets of trouser pants per male employee <ul style="list-style-type: none"><li>• Color: Black</li><li>• Fabric: Two-way stretch fabric (composition of cotton, spandex and polyester), elastic waistband, straight cut, relax-fit</li></ul>	

2	<p>Two (2) sets of pleated wide pants per female employee</p> <ul style="list-style-type: none"> <li>• Color: Black</li> <li>• Fabric: Two-way stretch fabric (composition of cotton, spandex and polyester), elastic waistband, straight cut, relax-fit</li> </ul>	
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Category	No. of Eligible Employees
Female	64
Male	33
<b>TOTAL:</b>	<b>97</b>

1. Swatches of color similar to the peg and fabric, and portfolio of uniform supplied to be submitted upon submission of quotation
2. Winning bidder to submit sample/prototype for each design subject to the approval of the end-user, before mass production
3. Custom-fit uniform, schedule of measurements shall be coordinated with the Personnel and Human Resources Development Division (PHRDD)

### III. SELECTION CRITERIA

The proposal shall be evaluated using the Cost-Quality method, where 20% shall be allocated for Cost and 80% for Quality as follows:

Criteria	Percentage
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Work based on portfolio	40%
Fabric	40%
Cost	20%
<b>TOTAL</b>	<b>100%</b>

#### **IV. PRODUCTION/FULL DELIVERY TIMELINE**

Within ninety (90) calendar days from the final approval of the sample/prototype.

#### **V. ALTERATIONS OR REPLACEMENT OF DEFECTIVE/DAMAGED ITEMS**

If there are defects found or alterations needed in the delivered items, the supplier must alter or replace them within thirty (30) calendar days after receiving the list of defective items from the PHRDD.

#### **VI. COST RESPONSIBILITY**

Any expenses associated with altering or replacing defective items will be borne by the Supplier. These costs should already be included in the total bid amount submitted by the Supplier, and that no additional charges shall be imposed on the Procuring Agency.

#### **VII. 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 unexpired legal documents to be eligible to participate:
  - SEC or DTI Registration Certificate, whichever is applicable
  - Mayor's Permit/License
  - BIR Registration/TIN
  - Company Profile/Reference
  - PhilGEPS Certificate

## **VIII. OTHER TECHNICAL REQUIREMENTS**

The proposal should cover the following requirements/arrangements:

1. Must ensure that approved fabrics are available in time for production of uniforms and present certificate of stocks availability for the production of all uniforms
2. Meetings must be done in the TPB Office.

## **IX. ADDITIONAL REQUIREMENTS**

1. CONFIDENTIALITY OF DATA/INTELLECTUAL PROPERTY: All digital content, creative concept, designs, and original materials (raw and edited) formulated and designed in conjunction with this project shall be owned by TPB, with full and exclusive rights, relative to the future use thereof both in the Philippines and internationally.
2. The TPB reserves the right to change, suspend, or discontinue temporarily or permanently the contract at any time should the TPB deemed the agency incapable of the project, subject to the termination guidelines issued by the Government Procurement Policy Board (GPPB).
3. Any amendment or additional terms and conditions including the extension of delivery (should the need arises) to the Contract must be in writing; signed and approved by the Procuring Entity and acknowledged by the Supplier.

## **X. APPROVED BUDGET OF THE CONTRACT (ABC)**

The approved budget of the contract is **SIX HUNDRED SEVENTY-NINE THOUSAND PESOS ONLY (P679,000.00)** inclusive of all applicable taxes and deductions.

## **XI. MODE OF PAYMENT**

Send bill arrangement per tranches as follows:

- Provide services on “send-bill” arrangement addressed to

**ROSSANDRA AMYTHEA Q. CAYAGO**

Acting Head, PHRDD

Tourism Promotions Board

6/F Five E-Com Center, Harbor Driver, Mall of Asia Complex, Pasay City

- Preferably with an account in Land Bank of the Philippines
- A Statement of Account and/or Billing and Delivery Receipt shall be provided
- 80% of payment upon initial delivery of 80% of the total number of items/uniforms (1st/ Initial Delivery)
- 20% of payment shall be given upon final/full delivery of the uniforms including the alteration or replacement of defective items (as stipulated in the terms under Section V of this TOR) and the issuance of the Certificate of Completion and Acceptance from the end-user.

**XII. LIQUIDATED DAMAGES**

If the winning bidder fails to satisfactorily deliver any or all of the goods/items and/or to perform within the period specified in the contract, inclusive of duly granted extension time, if any, the Procuring Entity shall without prejudice to its other remedies under the contract and the applicable laws, deduct from the Contract Price, as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the undelivered and/or unperformed portion of every day of delay until the actual and complete delivery of the goods/items. The maximum deduction shall be ten percent (10%) of the total amount of the Contract. Once the maximum is reached, the Procuring Entity shall rescind the Contract, without prejudice to other courses of action and remedies open to it.

**XIII. CONTACT PERSONS**

**ROSSANDRA AMYTHEA Q. CAYAGO**

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**LYKA R. RAGOT**

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