

TERMS OF REFERENCE
DFA DAY CARE LEARNING AND MATERNITY KITS FOR C.Y. 2021
Approved Budget for Contract (ABC): Php 410,000.00

I.	Background The Human Resources Management Office (HRMO) intends to procure forty (40) pieces of learning kits and forty (40) pieces of maternity kits.																																								
II.	Objective To procure Learning Kits and Maternity Kits as support to the learning of the Day Care Children and New Mothers of the Department for C.Y. 2021.																																								
III.	Technical Specifications		STATEMENT OF COMPLIANCE																																						
	Particulars	Qty																																							
	Day Care Learning Kits	40 pieces																																							
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Items</th> <th style="text-align: center;">No. of Items per kit</th> </tr> </thead> <tbody> <tr><td>Pencil</td><td style="text-align: center;">6</td></tr> <tr><td>Permanent Marker</td><td style="text-align: center;">6</td></tr> <tr><td>Colored Marker</td><td style="text-align: center;">2</td></tr> <tr><td>Colored Paper (assorted)</td><td style="text-align: center;">2</td></tr> <tr><td>White Board Marker</td><td style="text-align: center;">6</td></tr> <tr><td>Kids' Scissors</td><td style="text-align: center;">1</td></tr> <tr><td>Painting Kits (for kids)</td><td style="text-align: center;">2</td></tr> <tr><td>Hook and Loop Fastener or Touch Fastener</td><td style="text-align: center;">6</td></tr> <tr><td>Laminating Film</td><td style="text-align: center;">6</td></tr> <tr><td>Glue Stick (for kids)</td><td style="text-align: center;">6</td></tr> <tr><td>Art Set Activities</td><td style="text-align: center;">6</td></tr> <tr><td>Story Books/Activity Books</td><td style="text-align: center;">6</td></tr> <tr><td>Educational Toys</td><td style="text-align: center;">6</td></tr> <tr><td>Boxes (for packing)</td><td style="text-align: center;">6</td></tr> <tr><td>Popsicle Sticks (per pack)</td><td style="text-align: center;">1</td></tr> <tr><td>Red Clay</td><td style="text-align: center;">1</td></tr> <tr><td>Water Color</td><td style="text-align: center;">1</td></tr> <tr><td>Water Sensory Beads (per pack)</td><td style="text-align: center;">1</td></tr> </tbody> </table>		Items	No. of Items per kit	Pencil	6	Permanent Marker	6	Colored Marker	2	Colored Paper (assorted)	2	White Board Marker	6	Kids' Scissors	1	Painting Kits (for kids)	2	Hook and Loop Fastener or Touch Fastener	6	Laminating Film	6	Glue Stick (for kids)	6	Art Set Activities	6	Story Books/Activity Books	6	Educational Toys	6	Boxes (for packing)	6	Popsicle Sticks (per pack)	1	Red Clay	1	Water Color	1	Water Sensory Beads (per pack)	1	
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IV.	SUPPLIER RESPONSIBILITIES: <ul style="list-style-type: none"> The supplier must deliver the above items by 10 June 2021; The supplier must be able to deliver items to selected Consular Offices of the Department (please see attached annex for list of Consular Offices); The supplier shall ensure the quality of the items procured. If the consumable items are found to be inferior or pose hazards such as food poisoning or spoilage, the DFA reserves the right to file a complaint against the provider. 																																								
V.	SUPPLIER QUALIFICATIONS <ul style="list-style-type: none"> The provider must have the capability, resources and experience in partnering with private/government corporations (The provider must submit a company profile as a basis). 																																								

	<ul style="list-style-type: none"> The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations. 	
VI.	Payment <ul style="list-style-type: none"> Payment shall be made through a <u>send bill arrangement</u> through the bank account of the chosen supplier All payments shall be inclusive of all taxes and other government/lawful charges 	

COMPANY NAME/SUPPLIER:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT DETAILS:

List of DFA Consular Officers (where 1-5 kits will be shipped)

- i.CO Angeles
- ii.CO Antipolo
- iii.CO Butuan
- iv.CO Davao
- v.CO Tacloban
- vi.DFA NCR South