

**TECHNICAL SPECIFICATIONS/
TERMS OF REFERENCE**

PROCUREMENT OF GIFTS/TOKENS – Soy Candles

I.	<p>Background:</p> <p>The Office of United Nations and International Organizations (UNIO) intends to procure gifts/tokens that promote Filipino culture and traditions, for distribution to contacts/focal point persons in different agencies, offices, internal and external stakeholders.</p>	
II.	<p>Scope of Work:</p> <p>Procure two hundred fifty (250) sets of Soy Candles in accordance with the approved technical specifications to be delivered on or before 15 December 2023 on the following address:</p> <p style="padding-left: 40px;">Office of United Nations and International Organizations 10th Floor, DFA Building 2330 Roxas Boulevard, Pasay City</p>	
III.	Technical Specifications	Statement of Compliance
	<p>1. The supplier shall provide candle sets with the following conditions:</p> <ul style="list-style-type: none"> ● Provision of 100% soy wax candles with local/Filipino inspired scents in an opaque glass jar with wooden cover specifically 2.5 diameter and 150 grams each jar ● Customized design that includes DFA-UNIO logo, line art of DFA Building façade, and candle scent description/kind. Design customization includes conversion of DFA Logos from portable network graphic (PNG) format to vector graphics format ● Design should be screen printed on bottle/jar to withstand the heat of the candle ● Use of reusable opaque glass bottles ● Provision of Kraft paper packaging for duo-set candles and customized packaging sticker with greetings ● submission of design layout for approval first prior to production 	
	<p>2. Provider must be a PHILGEPS member and provide documentary requirements in compliance of BAC (Sec. 53.9) 2016 IRR 1984; Latest Business/Mayor’s Permit; copy of PHILGEPS Certificate of Membership</p>	
IV.	Approved Budget for the Contract:	

	The Approved Budget for the Contract (ABC) is Four Hundred Thousand Pesos (PhP 400,000.00) inclusive of all taxes and service charges.	
V.	Delivery Period	
	The Supplier shall deliver the product according to the agreed schedule of 15 December 2023.	
VII.	Terms of Payment	
	Payments shall be made within thirty (30) working days upon receipt of required documents (sales invoice, or its equivalent, and other supporting documents) examined and audited by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.	
VII	Reservation Clause: Proposals/quotations higher than the ABC will be automatically disqualified. UNIO reserves the right to accept or reject any or all quotations and/or documents which do not comply with the requirement and to impose additional terms and conditions as it may deem proper.	

Interested entities are invited to submit their quotation together with their valid and current Mayor's Permit, DTI/SEC Registration and PHILGEPS Registration Certificate to:

Office of United Nations and International Organizations (UNIO)
10th Floor, Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City
Contact No.: 8834-4371
Email Address: unio@dfa.gov.ph

Note: Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The **Statement of Compliance** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned.

Conforme: (Signature/s)
(Name of Bidder's Authorized Representative/s) (Position)
(Date)