

## TERMS OF REFERENCE

### Procurement of Tokens of Appreciation for PH Honorary Consular Officers for FY 2023

I.	<p><b><u>Background and Objectives:</u></b></p> <p>The Department of Foreign Affairs - Human Resources Management Office (HRMO) intends to procure Tokens of Appreciation for FY 2023 for distribution to the Philippine Honorary Consular Officers and visiting officials.</p> <p>The objective is to provide the Honorary Consular Officers with tokens of appreciation which includes various promotional items that can be displayed in their offices and residences.</p>	
		<b>Statement of Compliance</b>
III	<p><b><u>Technical Specification:</u></b></p> <p>General Specifications:</p> <p><b>TOKEN NO. 1</b></p> <ol style="list-style-type: none"> <li>1. One hundred seventy-five (175) sets of tokens of appreciation that includes the following or equivalent items:             <ol style="list-style-type: none"> <li>a. Philippine Jeepney- Dimensions in inches: 5 x 4 x 3.5</li> <li>b. Philippine Kalesa- Dimensions (inches): 5.5 x 1.5 x 3.25</li> </ol> </li> </ol> <p><b>TOKEN NO. 2</b></p> <ol style="list-style-type: none"> <li>2. One hundred seventy-five (175) sets of tokens with Fruit Bowl (extra small size, gold) or equivalent item</li> </ol> <p><b>TOKEN NO. 3</b></p> <ol style="list-style-type: none"> <li>3. One hundred seventy-five (175) sets of tokens with the Mother of Pearl 4" or equivalent item</li> <li>4. All individual items must be secured in bubble-wrap and the hard box or packaging of the said tokens must be Filipiniana-themed or with a touch of Philippine culture. The packaging must also include a tag or a card with the following message:             <p style="margin-left: 40px;"><i>"A simple token of appreciation for your service to the Philippines and the Filipino people."</i></p> </li> </ol>	

IV	<p><b><u>Contractor/Supplier Qualification:</u></b></p> <ul style="list-style-type: none"> <li>* The Supplier must Deliver the above items by 1 week from receiving Notice to Proceed</li> <li>* The Supplier shall ensure the quality of the items procured. If the consumable items are found to be inferior, the DFA reserves the right to file a complaint against the provider.</li> <li>* The Supplier must Submit PhilGEPS Registration, Latest ITR and Mayor/Business Permit</li> </ul>	
V	<p><b><u>Contractor/Supplier Obligation:</u></b></p> <p>The supplier shall obligate itself to the following:</p> <ol style="list-style-type: none"> <li>1. The supplier shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake the production of tokens of appreciation mentioned above.</li> <li>2. Deliver to the Department:  A total of five hundred twenty-five (525) tokens of appreciation, each of them encased in separate hard boxes/packaging ready for transport to different destinations around the world through private couriers.</li> <li>3. Replace, free-of-charge, within one (1) month from date of receipt of notice of such request for replacement of any package found to have defects, damage, size and/or material and/or any pertinent errors not in compliance with the technical specifications of this Term of Reference.</li> <li>4. Provide the Department with a sample of the project before the start of the production of the sets of tokens of appreciation for inspection by the Human Resources Management Office (HRMO) and the Office of Financial Management Service – Financial Resources Management Division (OFMS-FRMD) and the Resident COA Auditor at DFA, as required by Section 46 of R.A. 8491.</li> </ol>	
VI	<p><b><u>Delivery Schedule:</u></b></p> <ol style="list-style-type: none"> <li>1. All items shall be delivered 7 days from the receipt of the Notice to Proceed.</li> <li>2. Deliveries shall be subject to the usual inspection procedures by OFMS-FRMD and by the Resident COA Auditor at DFA, as required by Section 46 of R.A. 8491.</li> </ol>	

VII	<p><b><u>Terms of Payment:</u></b></p> <p>a) The Approved Budget Contract for the Tokens of Appreciation shall be <b>Nine Hundred Fifty Thousand and Two Hundred Fifty Pesos (Php 950,250.00)</b>.</p> <p>b) Payment shall be made within thirty (30) to sixty (60) days upon the supplier's submission of documentary requirements, and as audited by the DFA Office of Financial Management Services through a list of Due and Demandable Accounts Payable (LDDAP).</p> <p>c) The list of documentary requirements needed for payment will be provided by OFMS-FRMD upon signing of the contract.</p> <p>d) All payment shall be inclusive of Value-Added Tax (VAT) and other applicable taxes and lawful charges.</p>	
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**NOTE:**

Bidders must state compliance to each of the provisions in the Terms of Reference / Technical Specifications, as well as to the schedule to requirements. 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid and cross-references to that evidence. Evidence shall be in the form of a manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid Evaluation, Post-Qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(ii) and/or GCC Clause 2.1 (a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]