





01 August 2024

TERMS OF REFERENCE

Project Name : Training Expenses- Tokens and Souvenir Items:
Procurement of Passport Holders, Luggage tags and A5
Notebook Cover

Date : 01 August 2024

Requirements :

Item / Specification	Quantity (pc/s)	Model/Example
<p><u>Passport Holder & Luggage Tag (set)</u></p> <p>Design:</p> <ul style="list-style-type: none">- Premium Vegetable Tanned Leather (Vegtan)- Left Part of the Flap: For Boarding Pass and Cards/IDs- Right Part of the Flap: For Passport <p>Dimensions:</p> <ul style="list-style-type: none">- Width (when open): 21cm- Width (when close): 10 cm- Length: 15 cm <p>Color: Brown</p>	35 sets	
<p>Design:</p> <ul style="list-style-type: none">- A basic luggage tag that can double as an ID holder and fit the universal card.- The screw type steel cord will make sure that you can attach it to any travel bag. <p>Dimensions: 86mmx54mm used for credit and company cards.</p> <p>Color: Brown</p>		

<p style="text-align: center;"><u>A5 Notebook cover (leather)</u></p> <p>Design:</p> <ul style="list-style-type: none"> - Premium Vegetable Tanned Leather (Veg tan leather) - A5 5mm and 10mm thickness <p>Dimensions:</p> <ul style="list-style-type: none"> - Close - 15.8cm X 22.3cm - Open - 31.8cm X 22.3cm <p>Color: Brown</p>	<p>30 pieces</p>	
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Billing Arrangement:

	Requirement/s	Complied	
		Yes	No
For Government Transactions	Send Bill Arrangement PHILGEPS Registered Business Permit 2024 Income Tax Return 2023		

For inquiries, you may reach Ms. Evelyn at telephone number +63 8 834 4687 or through email at evelyn.frutas@dfa.gov.ph and ovs@dfa.gov.ph.

Kindly submit a signed quotation on or before 06 August 2024, 12:00 noon.


EVELYN A. FRUTAS
 Property Officer
 DFA-OVS

CONFORME:

COMPANY NAME / SUPPLIER:

Email:

Telephone number: