

29 November 2024

## **TERMS OF REFERENCE**

Project Name:

Training Expenses- Tokens and Souvenir Items: Tote Bags

Requirements:

Item / Specification	Quantity (pc/s)	Model/Example
Tote Bags (110 pcs- each design)  Design:  Please see model/example  Dimensions:  - Width: 16 Inches - Length: 15.5 inches - Box corner at the bottom: 4 inches - Height of the handle: 13 inches  Color: Cream  Fabric material- canvas  Print-sublimation	440	PROTER & GARL

## **Billing Arrangement:**

		Complied	
	Requirement/s	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 <a href="mailto:ovs@dfa.gov.ph">ovs@dfa.gov.ph</a> and <a href="mailto:evelyn.frutas@dfa.gov.ph">evelyn.frutas@dfa.gov.ph</a>.

Kindly submit a signed quotation on or before 03 December 2024,12:00 noon.

ROBERT D. QUINTIN Acting Head, OVS

CONFORME:

**COMPANY NAME / SUPPLIER:** 

Email:

Telephone number:







