

<b>TERMS OF REFERENCE</b> <b>Procurement of Shirts and Jackets for Retooling/Training for Administrative Officers</b> <b>Approved Budget for Contract (ABC): Php 300,000.00</b>			
I.	<b>Background</b>		
	HRMO intends to procure Polo Shirts and Jackets with customized prints for 2025 Administrative Officers' Retooling Session in the 2nd and 3rd Quarter of 2025. Administrative Officers from the Home Office, Consular Offices and all Foreign Service Posts will participate in this retooling.		
II.	<b>Scope</b>		
	<ul style="list-style-type: none"> <li>To procure 250 customized polo shirts and 45 customized jackets</li> </ul>		
III.	<b>Technical Specifications</b>		<b>Statement of Compliance</b>
	1.	The supplier shall comply with the following specifications:	
		Shirt Color: Black Fabric: Honeycomb Logo: Embroidered Type: Polo Shirt	
		Jacket Color: Black and Gray Materials: Armani Logo: Embroidered Type: Reversible	
		Packaging Individual Plastic with label	
		Quantity (shirts) 250 pcs.	
		Quantity (jacket) 45 pcs.	
IV.	<b>Service Provider/Supplier Responsibilities:</b>		

	<p>1.The supplier must be a PHILGEPS member and provide the following documentary requirements:</p> <p><b><u>For PHILGEPS Platinum Members Certificate</u></b></p> <ul style="list-style-type: none"> <li>• Certificate of Platinum membership</li> </ul> <p><b><u>For PHILGEPS Red members</u></b></p> <ul style="list-style-type: none"> <li>• Copy of Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit)</li> <li>• Copy of Valid PHILGEPS Registration</li> <li>• Copy of Latest Income Tax Return (ITR)</li> </ul> <p>2. Provide Quotations that include all taxes and other charges, as may be applicable.</p>	
<p><b>V.</b></p>	<p><b>Payment</b></p>	
	<p>1. Payment shall be made through a send bill arrangement to the bank account of the chosen supplier.</p> <p>2. All payments shall be inclusive of all taxes and other government/lawful charges.</p>	
<p><b>COMPANY NAME/SUPPLIER:</b></p>		
<p><b>COMPANY ADDRESS:</b></p>		
<p><b>CONTACT PERSON:</b></p>		
<p><b>CONTACT DETAILS:</b></p>		

**Note:**

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier 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.