

TERMS OF REFERENCE

PROCUREMENT OF SUPPLIER FOR POLO SHIRTS AND GADGET ORGANIZERS IN CELEBRATION OF THE NATIONAL WOMEN'S MONTH

I. Objective:

To procure a supplier for polo shirts and gadget organizers in celebration of the National Women's Month

II. Specifications:

POLO SHIRT (see attached design)

- Cloth: CBC Violet Honeycombed with collar and cuffs
- Printing Style: Computerize embroidery logo as per specification
PHILGUARANTEE logo – est. 1" x 4"
We Gender Equality logo – est. 4" x 4"
- Quantity: 400 pcs

GADGET ORGANIZER (see attached design)

- Size: 24.5 x 18.5 x 10 cm
(9.64 x 7.28 x 3.93 inches)
- Material: Canvass
- Print: 1-color print on one side
- Quantity: 400 pcs

III. Budget for Contract

The approved budget for contract is **Two Hundred Sixty Thousand Pesos (PHP 260,000.00)** only.

IV. Payment Terms

Payment shall be made fifteen (15) calendar days after complete delivery.

V. Delivery Terms

Delivery shall be made within five (5) calendar days upon receipt of Purchase Order.


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