



PHILGUARANTEE

Philippine Guarantee Corporation

Annex A

TERMS AND SPECIFICATIONS

PROCUREMENT OF 2023 CORPORATE GIVEAWAYS

I. OBJECTIVE

To select the supplier/s with the lowest calculated and responsive quotation for the purchase of the 2023 Corporate Giveaways.

II. ITEMS TO BE PROCURED AND THEIR APPROVED BUDGET

Lots	Item	Description	Quantity	Approved Budget for the Contract in Php (inclusive of all applicable taxes)
Lot 1	Customized Recyclable Paper Sticky Note Pads	<ul style="list-style-type: none">• Recyclable Kraft Paper Self-Stick Note Pads with PHILGUARANTEE Logo print• Sheet Size: 3 inches x 3 inches with Logo print• 100 sheets per pad at 6 pads per cube• Packaging: Customized Recyclable Kraft Paper Carton Box with PHILGUARANTEE Logo print	350 Cubes	Php137,000.00
Lot 2	Customized Hard Kraft Board Notebook Cover With Garter Tie Binder	<ul style="list-style-type: none">• Bonded Hard Recyclable Kraft Board Cover Notebook with Navy Blue side binder cloth design accent and ¾" Navy Blue garter binder, PHILGUARANTEE Logo print on cover• Size: Folder Cover-W 5-1/2" x H-7-1/2", Cover Spread: W-11-1/2" x 7-1/8"• Inside paraphernalia: estimated 30 sheets 3" x 4" sticky notes, 30 sheets 2" x 3" sticky notes, 30 sheets x 5 colors 1-3/4" x ½" sticky notes, Ballpen with kraft paper body design and estimated 100 sheets 3-7/8" x 6-7/8"• Individual Packaging: Customized Hard Kraft Paper Bag with twisted Kraft paper handle with PHILGUARANTEE Logo print * Size: side - 1" x front width - 7" x Height 10"	350 pieces	Php156,000.00

Lot 3	Aesthetic Ceramic Coffee Mug with Wood Handle And Bamboo Lid Cover with Digital Laser Engraving	<ul style="list-style-type: none"> Aesthetic Ceramic Coffee Mug with Wooden Handle, White Inner and preferable Navy Blue Outer layer color combination, Bamboo Lid Cover with Digital Logo Engraving and with brass teaspoon. Customized Individual Packaging: Eco-friendly recyclable Hard Kraft Carton Box with Abaca String and PHILGUARANTEE Logo print, the Mug is wrap with a bubble wrap for protection and breakage * Box Size: Can accommodate the Mug with teaspoon 	200 pcs.	Php118,000.00
Lot 4	Genuine Leather Slim Business Card Organizer Wallet	<ul style="list-style-type: none"> Material: Genuine Leather with stamped PHILGUARANTEE Logo Size: H -10.5 cm. x W – 15 cm. Spread (7.5 cm. folded) x Thickness estimated 0.8 cm. empty and 2 cm. with cards Packaging: Individual Navy Blue Gift Box with thin cloth or Tissue wallet wrap and with PHILGUARANTEE Logo print 	300 pcs.	Php190,000.00
Lot 5	Customized Vegan Leather Expandable Tote Bag With Kraft Paper Cardboard Gift Bag	<ul style="list-style-type: none"> Expandable Tote Bag with front bag compartment, top zipper enclosure, reinforced handle, with stamped PHILGUARANTEE Logo. * Size: L-42cm. x H-34.5cm. x Side: 6.5cm. Material: Vegan Leather Packaging: <ul style="list-style-type: none"> Individual Thin White or Non-woven Textile Bag Wrap Individual Kraft Paper Cardboard gift bag with twisted Paper or Abaca flexi-loop handle, reinforced bottom and flap, with PHILGUARANTEE Logo and recycle logo print, size: W-43cm. x H-35cm. x 14cm side 	250 pcs.	Php365,000.00
		TOTAL		Php966,000.00

III. OTHER REQUIREMENTS

- Interested suppliers may quote for one Lot or more, or all of the Lots.
- The lowest calculated and responsive quotation shall be determined per lot.
- Winning bidder/s must submit a sample/prototype of the item/s within 15 calendar days upon receipt of the Purchase Order.
- Upon final approval of the sample/prototype, winning bidder/s may proceed with mass production.

- e. PHILGUARANTEE reserves the right to reject items upon delivery and 15 calendar days thereafter, should the items be found to not conform to approved design and prototype or were found to be faulty, defective, and substandard.
- f. Replacement must be delivered within 15 calendar days after the turnover of defective items.

IV. DELIVERY

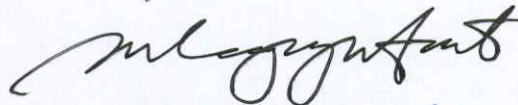
- a. Delivery shall be made within **60 calendar days** upon final approval of the design and prototype.
- b. Failure by the supplier/s to deliver within the said period shall be subject to the penalties provided for in R. A. 9184.

V. TERMS OF PAYMENT

- a. Payment shall be made **15 calendar days** after the issuance of the Certificate of Job Completion and Acceptance by PHILGUARANTEE.
- b. No advance nor partial payments shall be made.

VI. TERMS OF PAYMENT

The approved budget for the contract is **₱ 966,000.00**, inclusive of all applicable taxes.



VP MILAGROS M. BAET

Head, Strategy Management and Communications Department