

Annex A

TERMS AND SPECIFICATIONS

PROCUREMENT OF 2023 CORPORATE BRANDING - CUSTOMIZED RECYCLABLE KRAFT PAPER GIFT BAG

I. OBJECTIVE

To select the supplier/s with the lowest calculated and responsive quotation for the procurement/production of Customized Recyclable Kraft Paper Gift Bag.

II. ITEMS TO BE PROCURED AND THEIR APPROVED BUDGET

Item	Description	Quantity	Approved Budget for the Contract in Php (inclusive of all applicable taxes)
1. Customized Recyclable Kraft Paper Gift Bag	<ul style="list-style-type: none"> Recyclable Kraft Paper Gift Bag with 3 ply twisted Paper or Abaca rope Flexilooop handle, cardboard reinforced bottom and flap, with PHILGUARANTEE Logo print on both side portion of the bag and recycle logo print on the portion of the bag 		
	<ul style="list-style-type: none"> Size: width - 44 cm. x height – 40 cm. x 17 cm. 	200 pcs.	Php43,000.00
	<ul style="list-style-type: none"> Size: width - 27 cm. x height – 36 cm. x 12 cm. 	300 pcs.	Php60,000.00
	<ul style="list-style-type: none"> Size: width - 17 cm. x height – 25 cm. x 8 cm. 	300 pcs.	Php54,000.00

III. OTHER REQUIREMENTS

- Interested suppliers must quote for Item 1 for the 3 sizes and quantity of Customized Kraft Paper Gift Bag.
- The lowest calculated and responsive quotation shall be determined.
- Winning bidder/s **must submit a sample/prototype** of the item/s within **15 calendar days** upon receipt of the Notice to Proceed.

- d. 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. APPROVED BUDGET

The approved budget for the contract is **₱157,000.00**, inclusive of all applicable taxes.



VP MILAGROS W. BAET

Head, Strategy Management and Communications Department