

**TERMS OF REFERENCE
PROCUREMENT OF TOKENS FOR LOYALTY AWARDEES**

I. Objective

To procure tokens (plaques) to be given to loyalty awardees who have been in the government service for 10, 15, 20, 25, 30, 35 and 40 years.

II. Specifications

The service provider shall supply tokens (plaques) with the following specifications:

| Item/Description | Approved Budget for the Contact (inclusive of all applicable taxes) |
|---|--|
| 1. Glass plaque with bronze, silver or gold outline and wooden base (see attached design) a. 8" height with bronze-colored outline (for 10, 15, 20 years) Quantity: 14 pcs. b. 10" height with silver-colored outline (for 25, 30 years) Quantity: 23 pcs. c. 12" height with gold-colored outline (for 35, 40 years) Quantity: 10 pcs. | Php 84,600.00 |
| TOTAL 47 pcs. | Php 84,600.00 |

Layout of plaque to be agreed upon issuance of Notice to Proceed.

III. Payment Terms

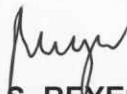
Thirty (30) calendar days after acceptance of complete delivery.

IV. Delivery Terms

Items should be delivered within 7-10 calendar days after approval of final proofing/layout to PHILGUARANTEE Office, 24/F BPI-Philam Life Building, 6811 Ayala Avenue, Makati City.

V. Approved Budget for Contract

The approved budget for contract is Eighty-Four Thousand Six Hundred Pesos & 00/100 (P84,600.00) only, inclusive of all applicable taxes and other charges.



ATTY. RONCES ANNE S. REYES-DE LEON

Officer-in-Charge

Human Resource and Organizational Development Department