

**PRODUCTION OF THE 2022 CORPORATE BRANDING
ATTIRE AND PARAPHERNALIA
(CORPORATE JACKETS, POLO SHIRTS, AND CAPS)**

TERMS AND SPECIFICATIONS

I. OBJECTIVE

To select the supplier with the lowest calculated and responsive quotation for the production of Corporate Branding Attire and Paraphernalia (215 pieces of Corporate Jackets, 215 pieces of Polo Shirts, and 215 pieces of Caps) using the Small Value Procurement method pursuant to R. A. 9184.

II. ITEMS TO BE PROCURED AND THEIR APPROVED BUDGET

Lot	Item/Description	Quantity	Approved Budget for the Contract (inclusive of all applicable taxes)
Lot 1	1. Corporate Jacket, reversible a. Reversible Jacket – b. One side textile color same with dark blue logo color c. One side textile light blue logo color d. Customized breathable waterproof fabric with 2 side pockets (both sides) e. Embroidered logo print (both sides) f. Elastic binding of sleeve, body hem and collar (both sides – logo dark blue) g. Metal or durable plastic zipper with same color as fabric (both sides)	215	Php375,000.00
Lot 2	2. Corporate Polo Shirt a. Textile color combination same with logo color dark blue and yellow gold b. Embroidered PHILGUARANTEE logo c. Honeycomb Cotton T-Shirt with collar	215	Php124,000.00
Lot 3	3. Corporate Cap a. Textile color same with logo color dark blue b. 100% polyester with foam c. PHILGUARANTEE Embroidered logo d. Breathable Mesh fabric e. With adjustable plastic snapback lock	215	Php84,000.00
		TOTAL	Php583,000.00

III. OTHER REQUIREMENTS

- a. Interested suppliers may quote for either one or more lots.
- b. The lowest calculated and responsive quotation shall be determined per item.
- c. Winning bidder/s must submit a prototype of the Corporate Jacket/Polo Shirt/Cap within 15 calendar days upon receipt of the Purchase Order.
- d. Simultaneously, they shall provide sample sizes for the employees to choose from, which shall be the basis for mass production.
- e. Upon final approval of the design and prototype, winning bidder/s may proceed with mass production.
- f. 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.
- g. 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 **₱ 583,000.00**, inclusive of all applicable taxes.



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