

TERMS AND SPECIFICATIONS
PROCUREMENT OF 2022 CORPORATE GIVEAWAYS
I. OBJECTIVE

To select the supplier/s with the lowest calculated and responsive quotation for the purchase of Corporate Giveaways. This shall be done through Small Value Procurement pursuant to R. A. 9184.

II. ITEMS TO BE PROCURED AND THEIR APPROVED BUDGET

LOT NO.	ITEM	TECHNICAL DESCRIPTION/SPECIFICATION	QUANTY	APPROVED BUDGET FOR THE CONTRACT IN PHP (INCLUSIVE OF ALL APPLICABLE TAXES)
1	PHILGUARANTEE Spring Notebook/ Journal	a) H-8.5 inches x W-6.5 inches b) Hardcover with color combination and with Logo and tagline print on the cover and owner info on the inside front cover c) 200 pages, 80gsm Inside pages with light blue guidelines and PHILGUARANTEE logo and tagline print on the lower portion of every page	300 pieces	38,500.00
2	PHILGUARANTEE Ball pen/Gel pen	a) Sturdy Plastic b) Refillable Ball pen/Gel pen c) With PHILIPPINE GUARANTEE CORPORATION print	300 pieces	11,000.00
3	PHILGUARANTEE Extended Computer Desk Pad	a) Minimum Size: H-30 cm. x w-70 cm. b) Logo Blue Soft Leather with thin non-slip rubber base c) With PHILGUARANTEE logo, website and tagline print.	300 pieces	82,000.00
4	PHILGUARANTEE Draw String Backpack	a) Size: H-19.7 inches x w-15.7 inches b) Waterproof durable polyester nylon fabric with inside mess net lining with front zipped pocket, with suture and draw string closure, with adjustable sturdy, comfortable shoulder strap and with inside zipped pocket. c) With PHILGUARANTEE logo, website and tagline print	300 pieces	61,500.00

5	PHILGUARANTEE Care Kit	a) Bag Material: Waterproof and washable cloth bag with PHILGUARANTEE logo and website print b) Bag contents: 1- washable and reusable cloth face mask with PHILGUARANTEE logo print 1 - No Touch Key with PHILGUARANTEE logo print, and 1- Refillable Hand Sanitizer Bottle with Logo Print	300 pieces	200,000.00
6	PHILGUARANTEE Portable Double Wall Hot & Cold Thermos	a) Capacity: 500ml - 750ml b) Double vacuum insulation wall food-graded stainless steel Hot and Cold Thermos tumbler c) With PHILGUARANTEE logo and website print	300 pieces	98,000.00
7	PHILGUARANTEE Corporate Promo Umbrella	a) Size: 92 cm. x 120 cm. b) Materials: Double layer water resistant nylon c) auto open d) With 2 panel PHILGUARANTEE logo, website and tagline print	300 pieces	65,500.00
8	PHILGUARANTEE Corporate Golf Umbrella	a) Size: 110 cm. x 120-150 cm. b) Double Canopy, Double layer water resistant nylon c) Auto open umbrella d) With 2 panel PHILGUARANTEE logo, website and tagline print.	200 pieces	59,000.00
9	PHILGUARANTEE Coffee Mug	a) Material: Ceramic b) With PHILGUARANTEE logo, website and tagline print.	300 pieces	45,000.00
TOTAL				660,500.00

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 lot.
- c. Winning bidder/s must submit a sample/prototype of the item/s within 7 calendar days upon receipt of the Purchase Order.
- 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 **₱ 660,500.00**, inclusive of all applicable taxes.



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