

TERMS OF REFERENCE

PROCUREMENT OF POLO SHIRTS AND GADGET ORGANIZERS IN CELEBRATION OF THE NATIONAL WOMEN'S MONTH

I. Objective:

To procure for polo shirts and gadget organizers in celebration of the National Women's Month

II. Specifications:

POLO SHIRT (see attached design)

- Cloth: Violet Honeycombed with collar and cuffs
- Printing Style: Embroidery logo as per specification
PHILGUARANTEE logo – est. 1" x 4"
We Gender Equality logo – est. 4" x 4"
- Quantity: 400 pcs

GADGET ORGANIZER (see attached design)

- Size: 24.5 x 18.5 x 10 cm
(9.64 x 7.28 x 3.93 inches)
- Material: Canvass
- Print: 1-color print on one side
- Quantity: 400 pcs

III. Budget for Contract

The approved budget for contract is **Two Hundred Sixty Thousand Pesos (PHP 260,000.00)** only, inclusive of all applicable taxes and other charges.

IV. Payment Terms

Payment shall be made fifteen (15) calendar days after complete delivery.

V. Delivery Terms

Delivery shall be made upon seven (7) calendar days upon receipt of Purchase Order.


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