

TERMS OF REFERENCE

PHILIPPINE GUARANTEE CORPORATION GENDER-RESPONSIVE OFFICE UNIFORM 2023

I. OBJECTIVES

1. To select the supplier/bidder with the lowest calculated and responsive quotation for the design, manufacturing and delivery of office uniforms for the Philippine Guarantee Corporation (PHILGUARANTEE) using the Small Value Procurement method pursuant to RA No. 9184.
2. As a way of promoting comfort, pride, self-confidence, and a feeling of belonging within PHILGUARANTEE, all Male and Female employees holding the position of Officer IV and below shall be entitled to the prescribed Office Uniform.
3. To contribute to employee development by advocating gender responsive uniform in PHILGUARANTEE by ensuring that all female employees shall have an option to wear pants for their uniform, in addition to the traditional skirt as provided.
4. To contribute to employees' well-being by removing the additional pressure of deciding what to wear and the added stress of meeting the expectations of their peers when it comes to appearances.
5. A corporate uniform creates a sense of belonging and prevents employees from feeling different or excluded.

II. DESCRIPTION OF THE REQUIREMENT

This procurement refers to the supply, production and delivery of office uniforms for Seventy-nine (79) female employees and Sixty-four (64) male employees of PHILGUARANTEE.

A set for female consists of 1 blazer, 4 blouses, 1 skirt, 1 pants

Required No. of Sets: **79 (no. of female employees)**

Amount per set: PhP 6,000.00

Total amount for 79 sets: **PhP 474,000.00**

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs.	Blouse short sleeved, corporate/classic style	Linen/ Polyester	₱850.00	₱3,400.00
1 pc.	Skirt straight cut, no lining, back zipper, box or Norfolk pleats with waist band	Linen/Wool	₱600.00	₱600.00

1 pc.	Pants Straight cut, side pockets with waist band	Linen/Wool	₱800.00	₱800.00
1 pc	Blazer no lining, pieces cut with bust dart, French pockets	Linen/Wool	₱1,200.00	₱1,200.00
	TOTAL AMOUNT PER SET			₱6,000.00

Note: For the bottom wear of the female employees, the following options are given:

- a) 1 skirt and 1 pants;
- b) 2 skirts; or
- c) 2 pants (subject to additional cost for the account of the employee)

A set for male consists of 4 Polo and 3 Pants

Required No. of sets: **64 (no. of male employees)**

Amount per set: PhP 6,000.00

Total amount for 63 sets: **PhP 384,000.00**

Quantity	Particulars	Fabric	Unit Cost	Amount
4 pcs	Polo short sleeved, side slits, full open embroidery on chest	Linen/ Polyester	₱900.00	₱3,600.00
3 pcs	Pants straight cut, side pockets, welt pockets at the back, waist band with loop	Linen/Wool	₱800.00	₱2,400.00
	TOTAL AMOUNT PER SET			₱6,000.00

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **Eight Hundred Fifty Eight Thousand PESOS (₱858,000.00)**, inclusive of VAT and other charges.

IV. OTHER REQUIREMENTS

FOR BIDDERS/SUPPLIERS:

- a. Interested bidders/suppliers must fulfill all the documents required under the Small Value Procurement method pursuant to RA 9184; and
- b. The bidders/suppliers shall submit to the Uniform Committee their sample designs and fabric swatches on or before the deadline of submission of their bid.

FOR WINNING BIDDERS/SUPPLIERS

- a. The winning bidder must submit a prototype of the complete office uniforms within 15 calendar days upon receipt of the Purchase/Job Order;
- b. The winning bidder shall conduct uniform measurements in PHILGUARANTEE;
- c. Prior to mass production, the winning bidder/supplier must ensure that the actual sample of set/s of uniforms are approved by PHILGUARANTEE;
- d. Do alterations, if any, within 7 calendar days from the date of delivery;
- e. The winning bidder shall supply products which are packaged in recyclable materials; and
- f. The winning bidder shall provide the same set/s of uniforms for those who will be hired up to December 31, 2023 at same unit cost.

V. EVALUATION AND SELECTION


The quotations shall be evaluated using a non-discretionary pass or fail criterion to determine the Lowest Calculated Responsive Quotation in accordance with Annex H, 8.b.vi of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

VI. DELIVERY

- a. Manufacturing and delivery of the office uniforms shall be made within 95 calendar days from approval of the actual sample of uniforms and settlement of the 15% down payment.
- b. Failure by the supplier/bidder to deliver within the said period shall be subject to penalties provided for in R.A. 9184.

VII. TERMS OF PAYMENT

- a. A 15% down payment shall be made upon completion of measurement, confirmation of order and submission of an Irrevocable Letter of Credit or Bank Guarantee of an equivalent amount.
- b. 80% Progress billing shall be made for every complete delivery, the payment will be made by PHILGUARANTEE within five (5) days from receipt and acceptance.
- c. 5% Retention shall be released five (5) days from date of delivery of all orders.


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