

TERMS OF REFERENCE

NAME OF PROJECT: "SUPPLY AND DELIVERY OF OFFICE UNIFORM/LABOR AND MATERIALS FOR THE OSG ADMINISTRATIVE FEMALE EMPLOYEES"

LOCATION : OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo Street, Legaspi Village, Makati City

I. Objective


The project requires the supply and delivery of office uniform (Labor and materials) for the Female administrative employees of the Office of the Solicitor General. This procurement shall be in accordance with the general provisions, specifications and other requirements by the OSG and the guidelines under the Revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) 9184, otherwise known as "The Government Procurement Act. The procurement of goods is based and consistent with the duly approved Annual Procurement Plan (APP), Approved Budget for the Contract (ABC).

The procurement entity (OSG) requires the supply and labor, materials supervision, and other services to be provided by the supplier.

II. Approved Budget and Technical Specifications

This includes the technical specifications/requirements and its approved budget for contract (inclusive vat and Government Taxes):

Quantity/Unit	Item Description	Budget per Unit	Total Approved Budget
282 employees	Labor and materials for: 1 pc. Blazer 4 pcs. Corporate Blouse 4 pcs. Skirt: Pants or combination of both With the following specifications: 1) Fabric used must be of high quality and polylines that gives comfort and suitable for tropical weather; 2) Fibers are woven to give a crease-free look; 3) 100% thread count; 4) Dye stuffs are of high quality to ensure color fast. 5) Color: Charcoal gray with red piping/accessories 6) Design are exclusive for OSG employees.	P5,000.00 for the whole sets (vat inclusive)	P1,410,000.00
	Payment Terms and Delivery Schedule		
	Mobilization: 15% 25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer	Delivery Period: Within ninety (90) calendar days or three (3) months Time of Repair/Alteration:	

FUNDS AVAILABLE:

BERNADETTE M. LIM
 CHIEF ACCOUNTANT

	25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer	Within two (2) weeks only from the date of pull-out or return of uniforms		
	25% full delivery of 388 sets of uniform plus 82 pcs. of blazer			
	10% Retention Fee			
	Measurement Period within two (2) weeks from Notice of Award			

To consummate the sale, payment shall be through a Lanbank of the Philippines (LBP) Cheque; All payments, such as 15% mobilization upon acceptance; 25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer; 25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer; 25% and full delivery of 388 sets of uniform and 82 pcs. of blazer shall be made within fifteen (15) government working days and the 10% retention fee shall be made within five (5) government working days.

III. General Provision

- a. The intent of this specification is to prescribe the complete supply and delivery of office uniform (labor and materials) which the prospective supplier will undertake in full compliance with the OSG requirements. If there is any apparent contradiction, or ambiguity between sections of this specifications, the supplier shall bring the matter to the attention of OSG during the pre-bid conference and shall obtain their decision as to the true meaning or intention before proceeding with the affected supply and delivery work.
- b. All exceptions or alternatives to the specifications shall be clearly listed or enumerated. As a matter of preference however, OSG shall consider Alternatives only after considering the bids that comply fully with the specifications.
- c. The OSG reserves the right to have OSG inspectors or designated representatives to inspect the uniform/clothing materials upon delivery prior to actual use. OSG has the right to accept/reject said delivery.

IV. Other Requirements:

- a. Individual measurement
- b. Free extra button and reusable bag
- c. Individually packed with name tag upon delivery of uniform per division
- d. Deferment of measurement: Employee/s on official leave/maternity leave
- e. Bidders should bring/submit sample cloth to be bid and at least one (1) set corporate prototype design of office uniforms (i.e. charcoal gray with red piping in the blouse with pocket, blazer and one pair of pants and skirt) on the opening of bids
- f. Supplier will not increase its cost of offer within a year from the date of confirmation