

MAR 02 2017
HUMAN RESOURCES
BY: *JMK*

REPUBLIC OF THE PHILIPPINES
Office of the Solicitor General
134 Amorsolo St., Legaspi Village, Makati City
Tel. Nos. 988-1674

FOR : **DIR. ROSALINDA C. IBARRA**
HRMAS

FROM : Uniform Committee (Male Administrative Staff)

RE : Terms of Reference

DATE : March 2, 2016

Terms of Reference

1. Objective- Winning bidder shall provide office uniform for one hundred fifty two (152) male administrative staff comprises of labor, materials and other needed accessories.
2. Provision- Winning bidder shall acknowledge the inspection of OSG uniform committee for male administrative staff upon the delivery of the uniform.
3. Requirement- Winning bidder shall comply to the required description of the uniform such as four (4) pcs. of white polo jacket with trimmings and pintucks horizontally design and two (2) pieces of gray pants with pockets for each male administrative staff.
4. Technical specification- Winning bidder shall provide the specification of the uniform such as white Paul Smith linen polo jacket in truvinized collar with trimmings and pintucks horizontally design on chest and textured gray boss wool pants in tailored cut with pockets.
5. Logistics- Winning bidder shall implement the measurement, alteration, repairs and packaging of the uniform with the name of the staff. The goods shall deliver at the Office of the Solicitor General.

6. Billing- OSG may provide a fifty percent (50%) of the total cost of the project after the measurement of all male administrative staff and fifty percent (50%) upon the completion and delivery of the uniform to the winning bidder.
7. Warranty- Winning bidder shall assure the availability of materials, accessories, services and performance of the product and should warrants that the materials and accessories are new, unused and incorporates recent improvements in design as required by the OSG.
8. Delivery- Winning bidder shall deliver the required set of uniform to the Office of the Solicitor General within ninety (90) days from receipt of Purchase Order.
9. Payment- OSG may issue a fifty percent (50%) to the winning bidder after the receipt of Purchase Order and fifty percent (50%) after the delivery of the uniforms.
10. Penalty- A penalty of one-tenth (.001%) of the total value of the goods/service procured shall be deducted for each day of delay in the delivery of the uniforms.



EDUARDO ALEJANDRO O. SANTOS
Chair, Uniform Committee

Ricogon 3/2/17
RICO T. UMAGAP
Member


AMELITO V. DUCUT
Member


ARTEMIO A. ESTOQUE JR.
Member


NOEL D. OROGO
Member


AO ALEX N. MOICO
Member

REPUBLIC OF THE PHILIPPINES
Office of the Solicitor General
134 Amorsolo St., Legaspi Village, Makati City
Tel. Nos. 988-1674

Proposed Office Uniform for Male Administrative Staff

Annex "A"

