

## TERMS OF REFERENCE

### PROCUREMENT OF CORPORATE JACKET FOR DOT OFFICIALS, QMS CORE TEAM, QMS COORDINATORS AND INTERNAL QUALITY AUDITORS

#### I. Purpose/Objective

To be used by the DOT QMS Core Team, Internal Auditors, and Coordinators during Internal Audits, Trainings, Workshops and other activities.

#### II. Requirements/Conditions

- Must be willing to provide services on a send-bill arrangement / government procedure;
- Must provide sample of jacket sizes from S, M, L, XL and XXL for fitting by employees prior to finalizing the quantity of orders by sizes within 3 working days upon receipt of the Notice of Award (NOA).
- Must provide materials and actual sample for end-user's evaluation; and
- Items are subject for approval before mass production.

<b>Style</b>	Corporate Jacket
<b>Materials</b>	1. All American Twill and Brushed Twill; or 2. Satin, Twill and Water Repellant Microfiber
<b>Color</b>	Midnight Blue
<b>Quantity</b>	100 pcs
<b>Sizes</b>	Assorted (S, M, L, XL and XXL)
<b>Details</b>	<ul style="list-style-type: none"><li>• Embroidered text and logo on the left chest <i>(please see attached layout)</i></li><li>• Casual Loose Fit</li><li>• With 2 side diagonal slip pockets</li></ul>
<b>Layout</b>	Please see attached Annex A.
<b>Delivery Period</b>	Complete number of items shall be delivered within thirty (30) Calendar days upon receipt of the Jacket sizes.
<b>Packaging</b>	Packed in individual plastic

#### III. Approved Budget for the Contract

The Approved Budget for the Contract is **ONE HUNDRED THOUSAND PESOS (PHP 100,000.00)** inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

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