



**TERMS OF REFERENCE**  
Office of Industry Manpower Development

I. **Project Title: PRODUCTION OF CUSTOMIZED CORPORATE FBSE COLLAR PIN**

II. **Purpose/Objective:**

- To be distributed to the Filipino Brand of Service Excellence (FBSE) In-house Trainers – Tourism Enterprise Level.

III. **Minimum Requirements for Suppliers:**

- Submission of sample item(s) similar to required specifications.
- Proposed materials to be used as specified in the design/description.
- Non-submission of sample shall be ground for disqualification of bid.

IV. **Scope of Works/Deliveries:**

**Production of Customized Corporate FBSE Collar Pin with Individual Gift Box**

- **QUANTITY** : **1,000 pieces**
- **Estimated Amount per piece** : **P 100.00**
- **Estimated Total Amount** : **P 100,000.00**
- **Technical Specifications**
  - Laminated and Non-fading
  - Dimension: 2.54 cm X 2 cm
  - Material: Heavy duty Silver-Plated material
  - Locking Mechanism: Safety Catch Bar Locking Pin
  - Pattern and Color: See attached sample design

V. **Schedule of Delivery:**

- Submit sample item three (3) days after the opening of bids.
- Full delivery of the items five (5) working days upon receipt of approved and funded Purchase Order.
- Partial delivery is not allowed.

VI. **Payment Procedure:**

Government Procedures

VII. **Approved Budget for the Contract:**

ONE HUNDRED THOUSAND PESOS (100,000.00) INCLUSIVE OF APPLICABLE TAXES.

VIII. **Compliance to Specifications/Provisions**

- The **WINNING BIDDER** must submit actual sample as specified in the layout/description prior to mass production.
- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample button pin.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/measurements as approved by the **DOT-END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-END USER**.

IX. **Project Officer/Contact Person(s)**

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Prepared by:

  
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Approved by:

  
**ARLENE A. ALIPIO**  
OIC-Director, OIMD

**FBSE LOGO DESIGN FOR THE BROOCH/PIN**



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*[Handwritten signature]* 22 NOV 2022

**Sample Design and Layout of FBSE Pin**

