

## TECHNICAL SPECIFICATIONS

Office of the Secretary (OSEC) Personnel Strategic Planning Attire

### I. PROJECT

Procurement of Strategic Planning attire (Customized Jacket and Polo Shirt) for the Office of the Secretary's (OSEC) Personnel to be used on 19-21 December 2023

### II. MINIMUM REQUIREMENTS

1. Supplier must have at least three (3) years of experience in producing and supplying the items to ensure reliability and product quality assurance.
2. Supplier must be willing to transact on a send bill arrangement.
3. The ABC shall cover the delivery charges, VAT and other related expenses and applicable government taxes.
4. Must include sample upon submission of quotation for evaluation.

### III. SPECIFICATIONS

#### **Polo/Collar Shirt with embroidered DOT logo and office name**

Size : Mixed sizes (subject to the size guide provided by the supplier/bidder)  
Material : Cotton  
Color : Navy Blue and white for embroidered text  
Remarks : with embroidered LTPH and DOT logo in-front, chest side of the polo shirt and embroidered office name (OFFICE OF THE SECRETARY) at the back upper side of the polo shirt

#### **Jacket with embroidered DOT logo and office name**

Size in inches : Mixed sizes (subject to the size guide provided by the supplier/bidder)  
Material : Mix of polycotton and nylon (thick and quality fabric)  
Color : Navy Blue and white for embroidered text  
Remarks : with embroidered LTPH and DOT logo in-front, chest side of The jacket and embroidered office name (OFFICE OF THE SECRETARY) at the back upper side of jacket with 2 side pockets.

### IV. PROJECT COST

Item Description	Unit	Quantity	Unit Price	Amount
Polo Shirt	Pcs.	40	P590.19	P23,607.60
Jacket	Pcs.	40	P1,028.63	P41,145.20
<b>Total</b>				<b>P64,752.80</b>

### V. PROOFING

Supplier/service provider must provide sample within five (5) days upon receipt of the approved Purchase Order for final approval of the end-user.

**VI. DELIVERY PERIOD**

Delivery is Ten (10) working days upon receipt of the approved final sample and funded purchase order.

**VII. TERMS OF PAYMENT**

Payment shall be made via send bill arrangements based on the actual items delivered not to exceed the total estimated budget.

**VIII. BUDGET ESTIMATE**

The total budget estimate is **Sixty-Four Thousand Seven Hundred Fifty-Two Pesos and 80/100 Only (Php64,752.80)**, inclusive of all cost for delivery, VAT and other applicable taxes, chargeable against **FY 2022 OTDPRIM Continuing Funds**.

**IX. PROJECT OFFICER / CONTACT PERSON**



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**APPROVED BY:**



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