

## TERMS OF REFERENCE

### I. PROJECT:

Procurement of Supply and delivery of Essential Supplies Kit

### 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. PhilGEPS Registration Registered

### III. PROJECT COST

Item Description	Unit	Quantity	Unit Price	Amount
Bamboo Tumbler	pcs.	320	Php 480	Php153,600.00
Bamboo shades with bamboo pouch	pcs.	320	Php 201.00	Php64,320.00
Lotion Sunblock	pcs.	320	Php 419.00	Php134,080.00
Eco jute Bag with printed Love the Philippines logo landscape orientation Size: 33x22x14 cm	pcs.	320	Php 350	Php112,000.00
Fedora Hats	pcs.	320	Php 128.91	Php41,251.20
Lapel Microphone	pcs.	320	Php382.88	Php122,521.60
Bamboo notebook	pcs.	320	Php136.00	Php43,520.00
Bamboo ballpen	pcs.	320	Php49.99	Php15,996.80

### IV. DELIVERY PERIOD

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

**V. TERMS OF PAYMENT**

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

**VI. BUDGET ESTIMATE**

The total budget estimate is Six Hundred Eighty-Seven Thousand Two Hundred Eighty Nine Pesos and 60/100 (Php687,289.60), inclusive of all costs for delivery, VAT and applicable taxes, chargeable against FY2024 OTDRPIM Funds

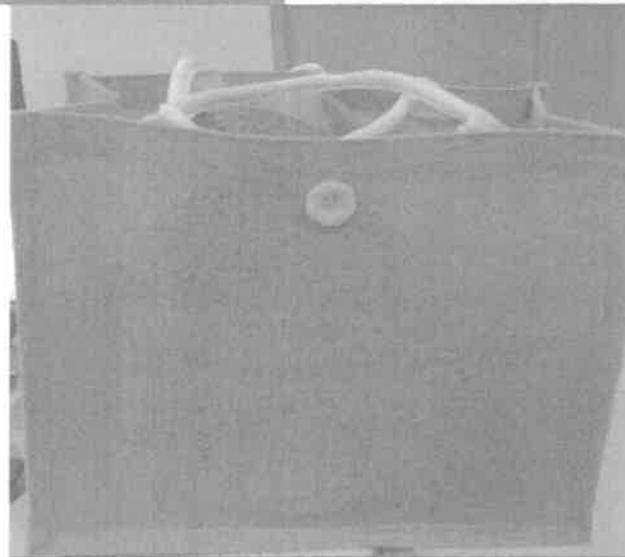
**VII. PROJECT OFFICER / CONTACT PERSON**

Name: **MR. ALVEN T. TALISIC**  
Executive Assistant IV, Office of the Secretary  
Contact No: (02)459-5200 loc 602  
Email: alven080190@gmail.com


**APPROVED BY:**

  
**ATTY. GLENN ALBERT M. OCAMPO**  
Head Executive Assistant

Description:  
Eco jute Bag with printed Love the Philippines logo  
landscape orientation  
Size: 33x22x14 cm



Approved by:

  
**GISSELA MARIE R. QUISUMBING**  
Assistant Secretary, Office of the Secretary

Description:

Eco jute Bag with printed Love the Philippines logo  
landscape orientation

Size: 33x22x14 cm



Approved by:

**GISSELA MARIE R. QUISUMBING**  
Assistant Secretary , Office of the Secretary



