

TERMS OF REFERENCE

- I. Project Title : **Multi-Currency Wallet**
- II. Purpose/ Objective : For distribution to official delegates of the ASEAN meetings and Related Meetings
- III. Scope of Deliverables
- Must be able to produce the following:
 - 850 pieces multi-currency wallet
 - Specifications
 - Size : 14 cm W x 21.6 cm L x 17.7 cm strap attached
 - Material : Genuine leather embossed/ crocs design
 - Design : Double sided slimline pouch boasts 3 separate color coded zipped pockets
One main compartment
 - Color : Black
 - Packaging : Dust bag with ASEAN logo
 - Embossed ASEAN logo inside the main compartment
- IV. Delivery Date : September 21, 2017
- V. Qualifications of Supplier
- Supplier must be able to produce manufacturing quality materials to be used thereto;
 - Must be able to submit designs conforming with the specifications by the end-user;
 - Must submit proof that supplier will not outsource the manufacture of materials as well as the production of the materials;
 - Must submit an actual sample with the quotation;
 - Must be able to produce the materials within the period agreed upon by the parties.
 - Must not be based on lowest price and must meet the end-user specification requirement.
- VI. Estimated Amount : P 750.00 per piece / Php 637,500.00
- VII. Contact Person
- Name : Matet Caringal
Address : 2/F OTSR ,351 Department of Tourism Bldg.,
Sen. Gil Puyat Avenue, Makati City
Contact Nos. : 4595200 local 206
Email : dot.otsr@gmail.com