

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)

MARIAN B. OBISPO

Manpower Planning and Monitoring Division Office of Industry Manpower Development Telephone: 459-5200 to 5230 loc 218

Prepared by

MARIAN B. ÓBISPO

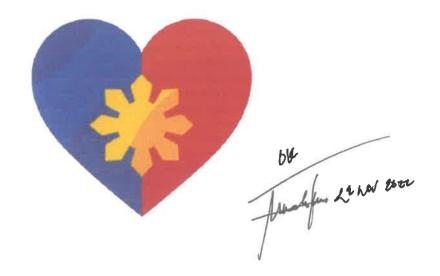
Project Officer, MPMD-OIMD

WMW

Approv

OIC-Director, OIMD

FBSE LOGO DESIGN FOR THE BROOCH/PIN



Sample Design and Layout of FBSE Pin

