

## TERMS OF REFERENCE

### I. PROJECT:

Procurement of promotional materials/ giveaways for the various meetings and other official events of the Office of the Secretary.

### 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 submit actual sample upon submission of quotation for approval of the end-user.
5. PhilGEPS Registration Registered

### III. SPECIFICATIONS

#### A. 300 PIECES MOULDED FIBER GLASS LOVE THE PHILIPPINES HAND SIGN

- Moulded Fiber Glass Love the Philippine Hand Sign  
Size: (7inches/ front lenght, 6.5inches/ back lenght x3.5inchesx5inches/ front height, 4inches/ back height), spray painted in pearlized based and
- Highlights in light tan colored, attached to wooden base
- Wood based in Walnut stained Finished  
Size: (8.5 inches x 4.2 inches x 1.5 inches)
- Love the Philippines Branding Logo  
Size: (7cmx3cm) direct printing /sublimation to wood
- DOT Logo  
Size: (5.5 cm diameter) direct printing/sublimation to wood base

### IV. PROJECT COST

Item Description	Unit	Quantity	Unit Price	Amount
Moulded Fiber Glass Love the Philippines Hand Sign	pcs	300	Php 2,000.00	Php600,000.00

**V. DELIVERY PERIOD**

Delivery shall be made a staggered basis, according to the following schedule:

Date of Delivery	Quantity
April 15, 2025	30 pieces.
May 15, 2025	30 pieces.
June 15, 2025	240 pieces.

**VI. TERMS OF PAYMENT**

Payment shall be made via send bill arrangements upon complete delivery of items.

**VII. PROJECT OFFICER/ CONTACT PERSON**

**RYAN JAMES MANTUHAC**

Senior Admin Assistant V

Office of the Secretary

**APPROVED BY:**



**ATTY. FRANCES JAN C. VILLARINO**

Head Executive Assistant

Office of the Secretary

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