



Republic of the Philippines
Office of the Solicitor General

TERMS OF REFERENCE

NAME OF PROJECT: **“SUPPLY AND DELIVERY OF OFFICE UNIFORM/LABOR AND MATERIALS FOR THE OSG ADMINISTRATIVE FEMALE EMPLOYEES”**

LOCATION : **OFFICE OF THE SOLICITOR GENERAL**
 134 Amorsolo Street, Legaspi Village, Makati City

I. Objective

The project requires the supply and delivery of office uniform (Labor and materials) for the Female administrative employees of the Office of the Solicitor General. This procurement shall be in accordance with the general provisions, specifications and other requirements by the OSG and the guidelines under the Revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) 9184, otherwise known as “The Government Procurement Act. The procurement of goods is based and consistent with the duly approved Annual Procurement Plan (APP), Approved Budget for the Contract (ABC).

The procurement entity (OSG) requires the supply and labor, materials supervision, and other services to be provided by the supplier.

II. Approved Budget and Technical Specifications

This includes the technical specifications/requirements and its approved budget for contract (inclusive vat and Government Taxes):

Quantity/Unit		Budget per Unit	Total Approved Budget
273 employees	Labor and materials for: 1 pc. Blazer with lining 4 pcs. Corporate Blouse : Front opening, with collar, plain sleeves, with detachable belt; color red(just for accent) 2 pcs. Pants or two (2) skirts + one (1) pants With the following specifications: 1) Fabric used must be of high quality and polylines and suitable for tropical weather ; 2) Fibers are woven to give a crease-free look; 3) 100% thread count; 4) Dye stuffs are of high quality to ensure color fast. 5) Color: Charcoal gray 6) Designs are exclusive for OSG employees.	P5,000.00 for the whole sets (vat inclusive)	P1,365,000.00
	Payment Terms and Delivery Schedule		
	Mobilization: 15%	Delivery Period: Within ninety	

	<p>25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer</p> <p>25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer</p> <p>25% full delivery of 352 sets of uniform plus 73 pcs. of blazer</p> <p>10% Retention Fee</p> <p>Measurement Period within two (2) weeks from Notice of Award</p>	<p>(90) calendar days or three (3) months</p> <p>Time of Repair/Alteration: Within two (2) weeks only from the date of pull-out or return of uniforms</p>		
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To consummate the sale, payment shall be through a Landbank of the Philippines (LBP) Cheque; All payments, such as 15% mobilization upon acceptance; 25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer; 25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer; 25% and full delivery of 352 sets of uniform and 73 pcs. of blazer, shall be made within fifteen (15) government working days and the 10% retention fee shall be made within five (5) government working days.

III. General Provision

- a. The intent of this specification is to prescribe the complete supply and delivery of office uniform (labor and materials) which the prospective supplier will undertake in full compliance with the OSG requirements. If there is any apparent contradiction, or ambiguity between sections of these specifications, the supplier shall bring the matter to the attention of OSG during the pre-bid conference and shall obtain their decision as to the true meaning or intention before proceeding with the affected supply and delivery work.
- b. All exceptions or alternatives to the specifications shall be clearly listed or enumerated. As a matter of preference however, OSG shall consider Alternatives only after considering the bids that comply fully with the specifications.
- c. The OSG reserves the right to have OSG inspectors or designated representatives to inspect the uniform/clothing materials upon delivery prior to actual use. OSG has the right to accept/reject said delivery.

IV. Other Requirements:

- a. Individual measurement
- b. Free extra button and reusable bag
- c. Individually packed with name tag upon delivery of uniform per division
- d. Deferment of measurement: Employee/s on official leave/maternity leave
- e. During the pre-bid, suppliers shall bring a maximum of three (3) samples-swatches, ready-made sample or strip cloth (i.e. Infinity/Max Azria/Xergg Marcwinn). Among the sample, the Committee will choose the fabric to be use as OSG female uniform
- f. During bidding proper, suppliers shall bring prototype of the uniform
- g. Supplier will not increase its cost of offer within a year from the date of confirmation
- h. Provisions of material for the incoming (new hire) employees
- i. The winning bidder will be chosen based on the following criteria:
75% financial bids; style 25%

IV. Guarantee

The winning supplier/bidder shall guarantee the availability of the materials, accessories, services and performance of the materials within the period specified in the requirements.

V. Payment

To consummate the sale, payment shall be through a Landbank of the Philippines (LBP) Cheque: All payments, such as 15% mobilization fee; 25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer; 25% upon delivery of 370 sets of uniform plus 100 pcs. of blazer; 25% and full delivery of 352 sets of uniform and 73 pcs. of blazer, shall be made within fifteen (15) government working days and the 10% retention fee shall be made within five (5) government working days.

VI. Taxes

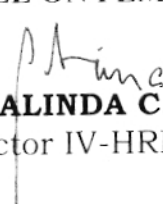
All and any taxes, fees, charge, imposts, and other legal execution due or that may become due under the purchase shall be for the account of the supplier.

The Office of the Solicitor General (OSG) as a government-collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

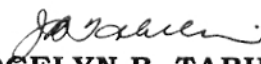
VII. Delivery Date:

The winning bidder/supplier shall deliver all the complete uniform within ninety (90) calendar days or three (3) months after receipt of Notice to Proceed.


COMMITTEE ON FEMALE UNIFORM FOR ADMINISTRATIVE EMPLOYEES:

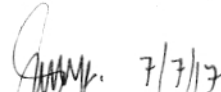

ROSALINDA C. IBARRA
Director IV-HRMAS


EDITHA R. BUENDIA
Internal Auditor V



JOCELYN B. TABILIN
Supervising Administrative Officer
OIC-Accounting Division

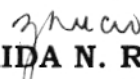

SAMANTHA REYES
Planning Officer IV


MARY CIELO A. MATEO
Supervising Administrative Officer
Docket Management Service

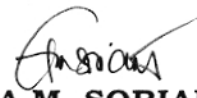

MAY RAQUEL M. TONOG
Administrative Officer V
HRMD

LEGAL SECRETARIES REPRESENTATIVES:


MA. LOURDES S. CARANTO
Sr. Administrative Assistant III
APMC Building


ZENAIDA N. RUCIO
Sr. Administrative Assistant V
OSG Building


EDEN T. PIJA
Process Server
Montepino Building


GINA M. SORIANO
Administrative Officer IV
OSGEA Representative

OSG PROPOSED UNIFORM (FEMALE)

