

TERMS OF REFERENCE

I. DESCRIPTION

The BOARD OF INVESTMENTS (BOI), through its Bids and Awards Committee (BAC) will undertake Small Value Procurement and invites interested contractor to submit their Price Quotation for the Messenger Bag for GAD Activities.

II. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is One Hundred Ninety-Seven Thousand Pesos (Php 197,000.00)

III. SPECIFICATION

| | | |
|----------------|---|---|
| Material | : | Premium Denim Material |
| Color | : | Dark Blue |
| Dimensions | : | 12" (H) x 16" (L) x 3" (W) |
| Specifications | : | With provisions of internal pocket to secure laptop |
| Quantity | : | 310 pieces |
| Logo | : | Board of Investments (BOI) Logo – embroidery patch |

Note : Sample messenger bag should be presented to end-user for approval before mass production.

IV. DOCUMENTS FOR SUBMISSION

- Registration certificate from SEC, DTI for sole proprietorship
- Philgeps Certificate of Registration
- Mayor's Permit
- Income/Business Tax Return
- Omnibus Sworn Statement
- Company Profile

V. TERMS OF PAYMENT

Payment shall be made upon full delivery of the above product and made through Landbank's LDDAP-ADA/Bank transfer facility, within fifteen (15) days after submission of Billing and User Acceptance of the product. Bank transfer shall be charged against the creditor's account, if any.

VI. CONTRACT OF DURATION

Thirty (30) calendar days from the Receipt of Notice to Proceed.

VII. RESERVATION CLAUSE

The BOI reserves the right to reject documents which do not comply with the requirements, waive any formalities of documents and consider any submission of documents as substantial compliance reject any and all bids, declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of BOI.

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APPROVED / DISAPPROVED



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