



Funding the Republic

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF LAPTOP SLEEVES, NOTEPAD, BALLPEN AND TOTE BAG WITH
BAG TAGS FOR THE PUBLIC EXPENDITURE MANAGEMENT IN ASIA (PEMNA)
T-CoP MEETING ON 19-21 JULY 2023**

A. BACKGROUND

This procurement refers to the supply and delivery of fifty (50) each on laptop sleeves, notepads, ballpens and tote bags with bag tags to be used for the Public Expenditure Management in Asia (PEMNA) T-CoP Meeting on 19-21 July 2023.

B. SUPPLIER QUALIFICATIONS

Should submit at least 1 (sample) of each requested items along with their bid proposal

C. DETAILED SPECIFICATIONS

1. Laptop Sleeves

| | | |
|--------------|---|---|
| No. of Order | : | 50 pieces |
| Size | : | 15" (length) x 10.75" (height) |
| Color | : | Black |
| Design | : | Sleek, minimalist laptop sleeve, with secure and reliable closure mechanism (zipper and magnetic button snap-on clasps) |
| Branding | : | With hot stamp of the PEMNA logo on the middle part of the sleeves (please see sample image below) |

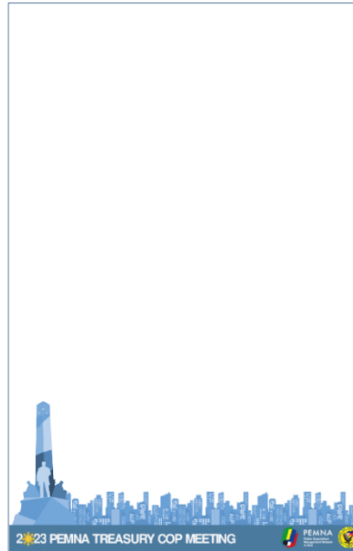


ISO 9001:2015 Quality Management System
Certificate No. SCP000233Q



2. Notepad

| | | |
|--------------|---|--|
| No. of Order | : | 50 pieces |
| Size | : | 5.5" x 8.5" |
| No. of Pages | : | 20-30 pages |
| Branding | : | With PEMNA logo to be placed on the bottom portion of each pad (please see sample image below) |



3. Ballpen

| | | |
|--------------|---|---|
| No. of Order | : | 50 pieces |
| Color | : | Black metal body with black ink |
| Design | : | Slim, or medium sized body, made of metal |
| Branding | : | With PEMNA logo (please see sample image below) |



PEMNA LOGO:



4. Tote Bag with Bag Tag

Tote Bag

| | | |
|--------------|---|---|
| No. of Order | : | 50 pieces |
| Size | : | 15" (length) x 12" (height) |
| Color | : | White / Off-White / Cream |
| Material | : | Canvass (please see sample image below) |



Bag Tag

| | | |
|--------------|---|---|
| No. of Order | : | 50 pieces |
| Size | : | 3.320"x 2.125" |
| Design | : | PVC (please see Annex A) |
| Branding | : | With PEMNA logo (please see sample image below) |



D. APPROVED BUDGET FOR THE CONTRACT (ABC), TERMS OF PAYMENT AND PROJECT TIMELINE

The total fee for all items amounts to **NINETY-SEVEN THOUSAND ONE HUNDRED SIXTY PESOS (Php 97,160.00)** inclusive of applicable tax. One-time payment, 30 days upon delivery, receipt of Sales Invoice and Issuance of Certificate of Completion and Acceptance

The BTr shall reserve the right not to accept the items if these do not conform to the approved design and specifications.

E. OBLIGATIONS OF THE SUPPLIER

The SUPPLIER shall comply with the specifications as stated.

The SUPPLIER shall supply and deliver the items in the exact design, color, sizes, and materials approved by the Procuring Entity.

The SUPPLIER shall submit samples as part of the proposal evaluation

The SUPPLIER shall finish and deliver all items **30 calendar days from Notice to Proceed which shall not be later than July 7, 2023**. All delivery costs and incidental charges including shipping costs shall be borne by the SUPPLIER.

Prepared by:

Approved by:

MAURA LIZZA N. ESPINA
CTOO II, PEMNA Secretariat - BTr

EDUARDO ANTHONY G. MARIÑO III
Deputy Treasurer, PEMNA Secretariat - BTr