



TERMS OF REFERENCE

Supply and Delivery of Corporate Tokens and Mementos (MWSS-2021-CTM)

A. OBJECTIVE

The Metropolitan Waterworks and Sewerage System – Corporate Office (MWSS-CO) intends to procure corporate tokens and mementos as giveaways to its stakeholders and partners as goodwill for the productive and supportive partnership.

B. MODE OF PROCUREMENT

The mode of procurement shall be under small value procurement pursuant to the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

C. MINIMUM SPECIFICATION

Please be guided with the following specifications. Bidders may bid in any or all items.

Item No.	Particulars	Minimum Specifications
1	Corporate Jacket	Size: Various Standard Filipino Size Type of Material: Brush Twill Color: Dark Blue Embroidery: Left front with logo (design to be supplied by MWSS) With two side pockets Quantity: 250
2	Umbrella – Golf Type	Nylon with Silver-backing cloth 60 Inches arc, closes at 37.5 inches Color: Midnight Blue Logo and Name of MWSS imprint (design to be supplied by MWSS) Quantity: 300
3	Umbrella – J Type	Nylon with Silver-backing cloth 46 Inches arc, closes at 32 inches Color: Midnight Blue Logo and Name of MWSS imprint (design to be supplied by MWSS) Quantity: 500
4	Workstation Vacuum Thermo Flask	Capacity: 500 ml (approximately) Color: Blue / Black / Gray Logo and Name of MWSS imprint (design to be supplied by MWSS) Quantity: 300 Bidder must provide product catalogue / brochure.



Item No.	Particulars	Minimum Specifications
5	Bamboo Tumbler	Capacity: 350 ml (approximately) Interior: Stainless Steel Exterior: Bamboo Double-wall vacuum insulation Leak proof and BPA free Logo and Name of MWSS imprint (design to be supplied by MWSS) Quantity: 150 <i>Bidder must provide product catalogue / brochure.</i>
6	Full Engraved Round Pallet Clock	Round pallet clock Made of wood and natural varnish finish With engraved MWSS logo Size: 12 inches (diameter) Thickness: ½ inch Quantity: 75 <i>Bidder must provide product catalogue / brochure.</i>
7	Spiral Kraft Notebook with Pen	Pages: At least 50 sheets (100 pages) Material: Recycled paper Size: A5 Page Layout: lined pages Cover Color: Blue Pen Color: Blue Pen should match the color of the notebook with blue writing ink With MWSS logo and name at the cover Quantity: 100

Partial quotations are allowed. All Goods are identified as items listed above. Suppliers may have the option of submitting a proposal for any or all items. Evaluation and contract award shall be undertaken on a per item basis.

D. DELIVERABLES

The Supplier/s shall ensure that all items to be supplied are in good condition, brand new and free from defects and must conform to the specifications. The supplier/s shall deliver thirty percent (30%) of the items within fifteen (15) calendar days from receipt of Notice to Proceed (NTP). The rest of the items shall be delivered in full on or before forty-five (45) days from receipt of NTP.

E. PAYMENT SCHEME

Payment of the 30% of the items shall be made within fifteen (15) calendar days upon delivery, inspection of the items by the Final Inspection and Acceptance Committee, and submission of the required documents subject to the usual government accounting and auditing rules and regulations. Items found to be defective during inspection shall be



from date of inspection. Full payment (70%) shall be made upon delivery of the remaining items.

F. OTHER DOCUMENTS REQUIRED FOR SUBMISSION

1. Proof of PhilGEPS Registration
2. Mayor's or Business Permit*
3. Income/Business Tax Return (Latest Calendar Year)
4. Duly Notarized Omnibus Sworn Statement
5. Quotation Sheet

*For individuals engaged under Section 53.9, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

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