

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF UNIFORM FOR ORGANIZERS 3rd Asia Water Council General Assembly and 8th & 9th Board of Council Meeting Makati Diamond Residences 14-16 March 2019

I. RATIONALE

The Metropolitan Waterworks and Sewerage System – Corporate Office (MWSS-CO) will co-host the Asia Water Council's (AWC) 3rd General Assembly and the 8th & 9th Board of Council Meeting on 14-16 March 2019 at Makati Diamond Residences, Makati City, Philippines.

In view of this, MWSS-CO wants to engage the services of a couturier who shall provide the official attire for the event.

II. SPECIFICATIONS

For the purpose mentioned above, the couturier shall supply and deliver the MWSS-CO's uniform requirements as outlined in the specifications below:

QTY	UNIT	DESCRIPTION
14	Pcs	CORPORATE ATTIRE (per attached sketch, Annex C) <ul style="list-style-type: none">○ Formal jacket○ Pants○ Material: Polyester non shiny Duchesse○ Color: Dark /Charcoal gray○ Size: Actual size (5 male, 9 female)
9	Pcs	READY TO WEAR FORMAL DRESS

III. TERMS AND CONDITIONS

Address of Delivery Office of the Operations Support Department
4/F MWSS Main Building, Katipunan Road
Balara, Quezon City

Latest Expected 2 weeks from issuance of NTP
Delivery Date

VAT on Price Exclusive of VAT
Quotation

Partial Quotes Not permitted

- Evaluation Criteria
1. Technical responsiveness/full compliance to requirements and lowest price
 2. Inspection and acceptance of quality of sample
 3. Full acceptance of the terms and conditions and delivery lead time
 4. Quality of submitted samples shall be evaluated on workmanship, design and durability.
 5. Criteria for Selection

Criteria	Weight
I. Quality	50%
a) Work (25%) based on sample	
b) Fabric (25%)	
II. Cost	50%
TOTAL	100%

- Special conditions
1. Bidder should submit samples with their bids;
 2. Bidder must ensure that approved fabrics are available in time for production of uniforms;
 3. Bidder must ensure that alteration services are available, as may be required;
 4. MWSS-CO reserves the option to adjust the color scheme and details of the design;
 5. At any time during the validity of the quotation, no price variation due to market factors shall be accepted.
 6. At the time of award of Contract MWSS reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IV. PAYMENT SCHEME


Fifty percent (50%) of the contract price shall be given upon signing of conforme and the remaining 50% shall be given upon full delivery of the uniforms.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is One Hundred Thousand Pesos (Php 100,000.00) inclusive of government taxes and charges.

VI. MODE OF PROCUREMENT

The mode of procurement shall be Small Value Procurement, pursuant to RA No. 9184.


ATTY. MARRIANNE G. REGINALDO
Executive Assistant VI

Annex B- Form for submitting Quotation

Date: _____

ATTY. ANABELLA S. ALTUNA
 Department Manager, Operations Support
 And Chairperson, BAC Secretariat

Dear Atty. Altuna:

I/We, the undersigned, hereby accept in full the Terms and Conditions of RFQ No. _____, and hereby offer to supply the items listed below:

1. Offer to Supply Goods Compliant with Technical Specifications and Requirements

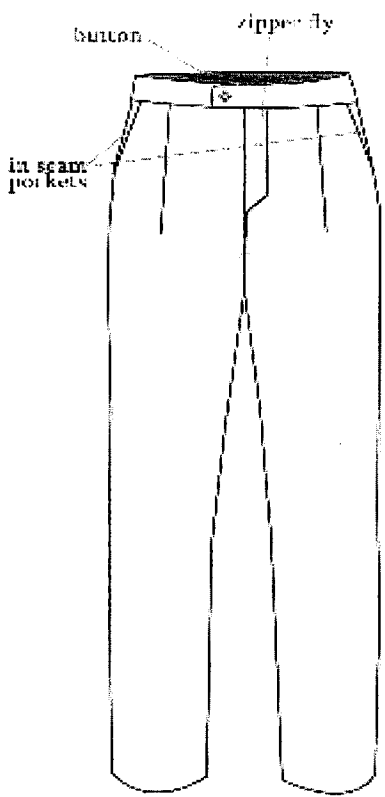
QTY	UNIT	DESCRIPTION	Unit Price	Total Amount
14	Pcs	CORPORATE ATTIRE		
		• Formal jacket		
		• Pants		
		• Material: Polyester non shiny Duchesse		
		• Color: Dark /Charcoal gray		
		• Size: Actual size (5 male, 9 female)		
13	Pcs	READY TO WEAR FORMAL DRESS		

Total Final and All-Inclusive Price Quotation: _____

2. Compliance with Other Conditions and Related Requirements

I/We certify that we agree to the terms and conditions in Annex A, and that all other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name and Signature of the Supplier's Authorized Person/Representative	
Designation	
Date	



button zipper fly

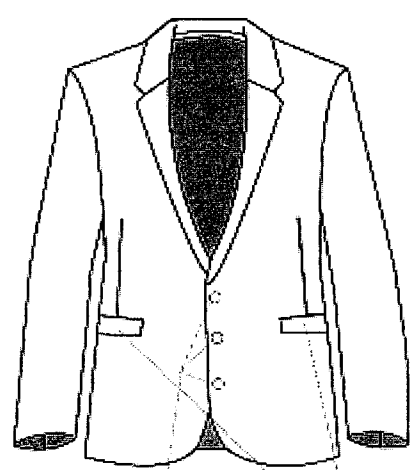
in seam welt pockets

pants front



welt pockets

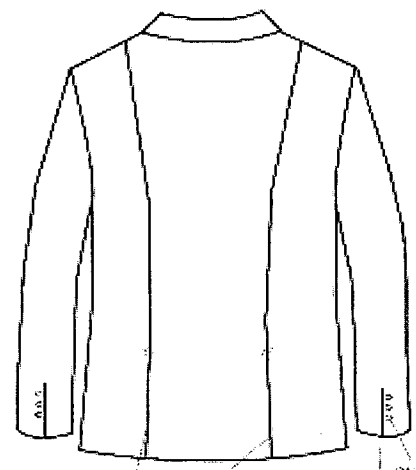
pants back



Jacket Front

buttons

welt pockets



Jacket Back

vents

cuff buttons

cuff vent