

## TERMS OF REFERENCE

### BAMBOO WATCHES FOR THE REMAINING ASEAN 2017 MINISTERIAL AND SENIOR OFFICIALS MEETING FROM SEPTEMBER TO NOVEMBER

#### I. Purpose/Objectives:

For distribution to the official delegates of the remaining various ASEAN meetings from September to November 2017

#### II. Description and Specifications:

##### Bamboo Watches

Description	:	All bamboo from frame to straps 4.5 cm in diameter Adjustable straps to fit any desired wrist size Stainless steel clasps Japanese Miyota 2035 movement 3 ATM Splash water-resistant but not sub With engraving of ASEAN 2017 logo at the back of the watch Colors: brownish black – 250 pcs. bamboo frame and 250 pcs. greenish bamboo frame
Packaging	:	With box and with ASEAN 2017 logo at the box cover
Quantity	:	500 pcs.

#### II. Legal/Technical Requirements:

- Mayor's Permit / Business Permit;
- PhilGEPS registration number
- Annual Income/ Business Tax Return
- Omnibus Sworn Statement

#### III. Budget:

Total budget allocation is **nine hundred fifty thousand pesos (Php 950,000.00)**

#### IV. Schedule of Delivery:

**Schedule of delivery to the DOT-Head**

**Delivery Dates: September 18, 2017 before lunch (300 pcs)**

**October 2, 2017 (200pcs)**

#### V. Payment Procedure:

Government procedure

#### VI. Evaluation Procedure:

The winning bid shall be determined based on bid with most responsive proposal to the criteria set forth by DOT and advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

#### VII. Contact Person:

**Gayle Zaragoza-Sevilla/Kit Chiuco**

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