



Bids and Awards Committee

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF MESSENGER BAG FOR THE
8TH MANDATORY CONTINUING LEGAL EDUCATION (MCLE) OF
PUBLIC ATTORNEY'S OFFICE FOR FY 2024
(PURCHASE REQUEST NO. 366-04-2024)**

(Through Public Bidding Pursuant to 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184)

1. Approved Budget for the Contract

The bidder shall bid for the items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE MILLION TWO HUNDRED FIFTY THOUSAND PESOS (Php 1,250,000.00)**, inclusive of all taxes applicable and bank and government charges payable.

2. Specifications:

TWO THOUSAND FIVE HUNDRED (2,500) PIECES OF MESSENGER BAG		
APPROVED BUDGET FOR THE CONTRACT (Php 1,250,000.00)		
Delivery: Staggered Delivery		
Payment terms: immediately after the issuance of inspection and acceptance report for the complete delivery of items.		
QUANTITY	PRODUCT	DELIVERY SCHEDULE (After issuance of Notice to Proceed)
2,500 pieces	Messenger Bag <ul style="list-style-type: none">Portfolio Bag in Premium 1680D Ballistic with thick nylon lining interiorFoam Padded Interior with PE sheet stiffener for bottom baseDual front zippered pockets Width :14.5- 16.5 cm Height: 18-20cm Thickness 3.5 -5.5cm	(800 pieces) 15 calendar days (800 pieces) 30 calendar days (900 pieces) 45 calendar days *For strict compliance. Subject to the rules on Liquidated damages

	<ul style="list-style-type: none"> • 2 side pockets: 1 side with adjustable water bottle container and cord lock, 1 side with velcro flap enclosure Diameter 7.5 - 9.5 cm • Main body zippered opening with padded laptop sleeve partition • Thick Shoulder strap with heavy duty metal revolving dog hook, D/O ring and adjuster • Bag size : 15-18 L x 3-5 W x 11-13 H inches • Full colored Direct to Film (DTF) print in 2 front pockets (see attached logo) • Color : Black <p>Warranty : 1 month</p> <p>Defective items must be replaced within 7 calendar days upon notice.</p> <p>The bidder must provide a sample bag during opening of bids.</p>	
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April 25, 2024

TECHNICAL WORKING GROUP:

Head:

ALMA E. DUMAGO – LATOSA

Director II

Financial Planning and Management Service

Members:

THOR ARTHUR B. AVILLA

Administrative Officer V

Human Resource Management and Development Division

Administrative Service

MICHAEL M. MENDOZA

Administrative Assistant III

Cash Section

Administrative Service



LEFT

12-13cm



RIGHT

12-13cm