



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE

18 November 2021

Sir/Ma'am:

Greetings!

The Philippine Embassy in Singapore intends to procure **t-shirts for embassy personnel in commemoration of the 2021 18- Day Campaign to End Violence Against Women**. The details of the project are indicated in the attached Terms of Reference.

Interested companies must accomplish and send the attached Price Quotation Form (Annex A), with the provisions of the project's Terms of Reference on or before 1600H (Singapore Standard Time), 22 November 2021, via email at admin.sgpe@philembassysg.org or by courier at 20 Nassim Road, Singapore 258395. For queries regarding the project, you may email property.sgpe@gmail.com or call 6924-1175 or 67373977 ext 116.

Thank you for considering the Embassy's project.

Sincerely Yours,


JHULLIE ANNE A. BENIAHAN
BAC Chairperson


Annex "A"

PRICE QUOTATION FORM

Philippine Embassy
20 Nassim Road
258395 Singapore

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the item listed below:

Description	Unit of Measurement	Unit Price	Quantity	Sub-Total
<ul style="list-style-type: none"> (Orange color Round neck Font typography design (10" by 9"), white and blue colors Silk screen printing 	XS			
	S			
	M			
	L			
	XL			
	L			
	2XL			
	3XL			

Total amount in Sgd: _____

Amount in words: _____

This also serves as our compliance to the terms and provisions of the Terms of Reference for the project.

Very truly yours,

Name of the Company

Name/Signature of Representative

Contact Number

2021 18-Day Campaign Advocacy Shirt

Background	
The Philippine Embassy in Singapore intends to purchase t-shirts for its officers and staff in commemoration of the 2021 18-Day Campaign to End Violence Against Women.	
Objective	
The -shirts aim to inform the transacting public of such an activity observed by the agencies and instrumentalities of the Philippine government.	
Technical Specifications	
I.	Scope of Work
	To supply 42 pieces of dri-fit shirts with the following specifications: <ul style="list-style-type: none"> • Orange color • Round neck • Font typography design (10" by 9"), white and blue colors • Silk screen printing
II.	Project Duration
	The t-shirts should be available for delivery/pick-up on or before 23 November 2021.
III.	Data Ownership and Privacy
	All data are owned by the Procuring Entity. Data is defined as all information that is owned, licensed, or developed by or on behalf of the procuring entity, whether provided to the contractor by the procuring entity or provided by a third party to the contractor in connection with contractor's provision of services to the procuring entity, including any such data that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of contractor, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the procuring entity.
IV.	Invoicing and Payment
	The Contractor shall issue the invoice upon collection of the banner. The invoice shall include the following: <ul style="list-style-type: none"> • Total price and price breakdown (inclusive of GST and other lawful charges) • Bank account name, bank account number
	The Procuring Entity shall pay the Provider according to the following schedule: 50% down payment via bank transfer 50% upon delivery/pick-up

2021 18 Day Campaign Advocacy Shirt



3 inches allowance

Round Neck Shirt

Typography Design Size:
10 inches width by 8.90 inches height

Typography Design Color:
White (#ffffff)
Orange (#f28500)
Blue (#1a428a)

Color:
Orange

Texture type:
Cotton

Printing Method:
Digital Silkscreen