



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE



**RFQ-013-2024**

20 February 2024

Dear Sir/Madam,

The Philippine Embassy in Singapore intends to purchase pin button badges in commemoration of the 2024 National Women's Month.

Interested companies are requested to send your best price by email to [atn@philembassysg.com](mailto:atn@philembassysg.com) or by courier at Level 16, Triple One Somerset Road, Singapore 238164 on before 4:30 PM Singapore Standard Time on 26 February 2024. For queries regarding the project, you may email [atn@philembassysg.com](mailto:atn@philembassysg.com) or call 6983-9840.

Thank you for considering the Embassy's project.

Sincerely yours,

(original signed)  
**JHULLIE ANNE A. BENIAHAN**  
*Vice Chairperson, BAC*

## Pin Button Badges in Commemoration of the 2024 National Women's Month

<b>Background</b>	
The Philippine Embassy in Singapore intends purchase 50 pin button badges in commemoration of the 2024 National Women's Month	
<b>Objective</b>	
The banners aim to inform the public of such an activity observed by the agencies and instrumentalities of the Philippine government.	
<b>Technical Specifications</b>	
<b>I.</b>	<b>Scope of Work</b>
	<p>To supply 50 pin button badges with the following requirements:</p> <ul style="list-style-type: none"> <li>• 50mm or 58mm (diameter) tin button badges</li> <li>• Full color printed logo (see attached); .png file of the template may be downloaded <a href="#">here</a>.</li> </ul>
<b>II.</b>	<b>Project Duration</b>
	The pin button badges should be available for pick-up on or before 01 March 2024.
<b>III.</b>	<b>Data Ownership and Privacy</b>
	<p>All data are owned by the Philippine Embassy. Data is defined as all information that is owned, licensed, or developed by or on behalf of the Philippine Embassy, whether provided to the contractor by the Philippine Embassy or provided by a third party to the contractor in connection with the 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.</p>
<b>IV.</b>	<b>Invoicing and Payment</b>
	<p>The Contractor shall issue an invoice which includes the:</p> <ul style="list-style-type: none"> <li>• Total price and price breakdown (inclusive of GST and other lawful charges)</li> <li>• Bank account name, bank account number.</li> </ul> <p>The Philippine Embassy shall pay the contractor upon receipt of the banners.</p>

