



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
SINGAPORE



RFQ-014-2024

20 February 2024

Dear Sir/Madam,

The Philippine Embassy in Singapore intends to purchase T-shirts for its officers and staff in commemoration of the 2024 National Women's Month. Please see attachments for specifications.

Interested companies are requested to send your best price by email to 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 or call 6983-9840.

Thank you for considering the Embassy's project.

Sincerely yours,

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

2024 National Women's Month

Background

The Philippine Embassy in Singapore intends to purchase t-shirts for its officers and staff in commemoration of the 2024 National Women's Month.

Objective

The t-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 41 pieces of cotton collared shirts with the following specifications:

- Black
- Left chest logo; white; embroidered, approx. 7cm in diameter (see Annex A)

II. Project Duration

The t-shirts should be available for delivery/pick-up on or before 01 March 2024.

III. Data Ownership and Privacy

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.

IV. Invoicing and Payment

The Contractor shall issue an invoice which includes the:

- Total price and price breakdown (inclusive of GST and other lawful charges)
- Bank account name, bank account number.

The Philippine Embassy shall pay the contractor upon receipt of the t-shirts.

ANNEX A

