

Bid Bulletin No. 1

**“Supply, Production, and Delivery of CY 2023 Office Uniform for the Employees of Department of Trade and Industry (DTI)”
Bidding No. 23-002**

February 9, 2023

This Bid Bulletin No. 1 is hereby issued to modify or amend the Bidding Documents.

Section VI. Schedule of Requirements

Delivery schedule as follows after confirmation of all actual body measurement:

FROM	TO
60 calendar days upon receipt of all actual body measurements of DTI Employees	120 CD upon receipt of all actual body measurements of DTI Employees. Breakdown of deliveries as follows: 1 st Delivery: 60 calendar days – 25% 2 nd Delivery: 90 calendar days – 50% Final Delivery: 120 calendar days – 25%

Section VII. Technical Specifications

CONDITIONS:

Provision of Office Uniform shall be for all employees, regular, contractual, casual, as well as the newly hire.

DTI Personnel under Job Order/Contract of Service (JOCOS) who want to avail the office uniform shall shoulder the payment.

FROM	TO
Service Provider	Winning Bidder

SCOPE OF WORK:

- 5) The Winning bidder shall visit the Head Office and Regional Offices to record actual body measurement of each DTI employee and ensure that the uniform will fit them properly. The Winning shall coordinate with the offices for the schedule of body measurement of the employees. The Winning bidder shall also ensure that all employees in the Regional Offices and Head Office shall be accommodated during the scheduled visit for the actual recording of body measurement.
- 6) In case an employee will not be available on the set schedule, the employees shall accomplish a measurement form to be submitted to the supplier, or an option to visit the physical store:
 - c) All employees willing to visit the physical store, shall be accommodated by the Winning bidder.

BIDS AND AWARDS COMMITTEE

Supply, Production, and Delivery of CY 2023 Office Uniform for the Employees of Department of Trade and Industry (DTI)
(Bidding No. 23-002)

09 February 2023

Deletion of “d) The above-mentioned options in securing body measurement are applicable to the new hires as well.”

The winning bidder will provide the tropical fabrics for the production of the Gala Uniforms.

The winning bidder shall use available local fabrics coming from the Regional Offices but not limited to the fabrics in Annex A.

DELIVERABLES

Sample designs are to be submitted by the lowest calculated and responsive bidder.

The Winning bidder shall submit sample designs within seven (7) working days upon the implementation of the contract, to be presented to the Committee by the Winning bidder for the Committee’s final assessment. Once approved, another seven (7) working days shall be given to the Winning bidder for prototype production.

Contact Persons for the delivery:

Ms. Krisonne Dhel H. Sariol and Mr. Jeric H. Zamora
Human Resource and Administrative Service
7791-3354

For the guidance and information of all concerned.

SGD.

ATTY. ANN CLAIRE C. CABOCHAN, CESO II

Assistant Secretary

Chairperson, DTI Bids and Awards Committee

Conforme:

Name and Signature of
Authorized Representative

Date: _____