



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration & Finance
OFFICE OF RESOURCE GENERATION
Manila

TERMS OF REFERENCE (TOR)

Name of Project : **Supply and Delivery of University Uniforms for TUP Manila**

Location : **Technological University of the Philippines
Ayala Blvd., Ermita, Manila**

RATIONALE

Based on the 2013 Revised TUP Student Handbook, page 26, to wit: **School Uniform.** *Students are required to come to school in attire befitting a university student. **Students are required to wear their prescribed uniforms (bearing the TUP IPO-registered logo) on Monday, Tuesday, Thursday, and Friday.** Students are, likewise, required to wear their laboratory/shop uniforms during their laboratory/shop periods, the prescribed P.E. uniform during their P.E. classes; and the NSTP (ROTC/CWTS/LTS) uniform during the training days. Students may come to school in civilian clothes befitting a university student on Wednesday –the wash day. Male students are required to have a clean and decent haircut whether or not they are not enrolled in the NSTP.*

The Technological University of the Philippines has been engaged in generating additional income through various income generating projects. Based on the Chapter XV- Income and Resource Generation Program (IRGP) of the TUP Administrative and Finance Manual with Resolution No. 22, s.2012 and with Implementing Order No. 22, s.2012- the primary purpose of the resource generation program is **to generate income for the University to strengthen and to support the major functions of instruction, research and extension.**



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration & Finance
OFFICE OF RESOURCE GENERATION
Manila

The Income and Resource Generation Program of TUP shall include all business/es or income generating projects and activities legitimately allowed, undertaken and managed within its jurisdiction. These include any authorized activity or project that derive income/collection done by a faculty, or non-teaching staff or group of them, department or college or by an alumnus/alumna or alumni association; and other business projects and resource generation ventures . One of these income generating projects is the University Uniform.

GENERAL PROVISION

- A. The intent of terms of reference is to prescribe the complete supply and delivery of University Uniform on which the prospective supplier will undertake in full compliance with TUP Management requirements. If there is any evident contradiction, or ambiguity and vagueness on sections of these specifications, the supplier shall bring the matter to the attention of TUP Management during the pre-bid conference and shall obtain their decision as to the true meaning or intention before proceeding to the project.
- B. All exceptions or alternatives to the set specifications shall be noticeably listed or enumerated. After considering the bids that comply fully with the specifications, TUP Management shall consider alternatives thereof to.
- C. Supplier's bid shall be submitted a bid proposal, requirements and a Bid Security in the amount indicated and instructed to Bidders.
- D. TUP Management reserves the right to have designated representatives to inspect the quality of uniform in terms of clothing materials upon delivery



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration & Finance
OFFICE OF RESOURCE GENERATION
Manila

prior to actual use. TUP Management has the right to accept/reject said delivery.

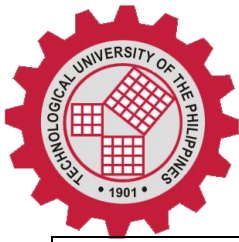
STATISTICS OF STUDENTS IN TUP MANILA:

	MALE	FEMALE
NUMBER OF STUDENTS	2103	1156
TOTAL	3529	

GENERAL SPECIFICATIONS

This provision includes the general specification in terms of technical requirements of the University.

Item Description	Ceiling Price*
Female White Blouse with following specifications: A. With IPO Registered TUP Logo B. Sizes: Xs-S-M L-XL-2XL 3XL-4XL-5XL C. Used white polycotton fabric D. Refer to the Design	<u>Php 260.00</u>
Female Black Pants with following specifications: A. Sizes: 24-39 B. Used polycotton fabric C. Refer to the Design	<u>Php 250.00</u>
Male White Polo Barong with following specifications: A. With IPO Registered TUP Logo B. Sizes: Xs-S-M L-XL-2XL 3XL-4XL-5XL C. Used white polycotton fabric D. Refer to the Design	<u>Php 260.00</u>
Male Black Pants with following specifications: A. Sizes: 24-39	



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration & Finance
OFFICE OF RESOURCE GENERATION
Manila

B. Used polycotton fabric C. Refer to the Design	<u>Php 250.00</u>
---	--------------------------

**TUP Share is included on the Ceiling Price.*

PRICE

The TUP has a share of Php 50.00 per item for the first 7,000.00 pieces to be sold. In addition to this is the royalty fee amounting to Php 40,000.00 for the use of TUP IPO-registered logo. In the event that any excess to 7,000.00 pieces- the TUP share is Php 25.00 per item. The indicated ceiling price of the University Uniforms must be properly observed.

ELIGIBILITY OF THE ENTITY:

The Entity must submit the following pertinent documents/requirements:

1. Sworn Statement
2. DTI Certificate of Registration
3. Mayor 's Permit
4. BIR Certificate of Registration
5. Latest Audited Financial Statement

GUARANTEE

The winning supplier/bidder shall guarantee the availability of the materials and quality of output within the period specified and written on these provisions.

PAYMENT

- 50 % down payment upon the signing of Contract of Agreement
- 50 % upon full delivery of the University Uniforms



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration & Finance
OFFICE OF RESOURCE GENERATION
Manila

TAXES

All relative government taxes, fees, charges, imposts and other legal execution shall be account to the winning entity.

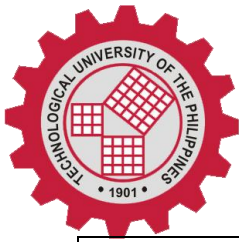
AWARDING OF SELECTED ENTITY

The selection of Entity will be processed confidentially. The TUP will use the formulated evaluation criteria based on the following:

- A. Complete set of pertinent documents submitted
- B. Quality of Materials and Work
- C. Evaluation form previous clients

TIMELINE

NO.OF DAYS	ACTIVITY
10	Posting of Terms of Reference on TUP Website and conspicuous places that can be easily seen so it can be observed by interested parties.
10	Evaluation the documents of the interested Entity using the developed criteria. The Technical Working Group will prepare a report and will recommend the Entity who will provide University Uniforms.
3	Processing, signing and awarding of Contract of Agreement to the



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration & Finance
OFFICE OF RESOURCE GENERATION
Manila

	selected Entity who will provide University Uniforms.
--	---

METHODOLOGY

1. The Entity must get the desired size of students and place it on the order slip. The Campus Business Center Staff will help the entity in gathering orders.
2. The Entity will issue an Official Receipt and the date of release.
3. The Entity will distribute with the assistance of TUP Campus Business Center Staff the ordered item on the specified date of release.
4. The Entity will submit the copy of official receipts for recording purposes.

INSTRUCTION TO INTERESTED ENTITY:

1. Write a Letter of Intent address to:

PROF. ARACELI M. ROSARIO

Director, Office of Resource Generation
Technological University of the Philippines

With following inclusions:

- Intended price
- Sworn Statement
- DTI Certificate of Registration
- Mayor 's Permit
- BIR Certificate of Registration
- Latest Audited Financial Statement



Republic of the Philippines
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Administration & Finance
OFFICE OF RESOURCE GENERATION
Manila

2. Upon submission please bring a sample work and the type of fabric to be used for TUP University Uniform.

NOTE: Incomplete requirements will be automatically disqualified.

FOR MORE INFORMATION AND INQUIRIES:

Please contact:

PROF. ARACELI M. ROSARIO

Director, Office of Resource Generation
Technological University of the Philippines
301-3001 loc. 703

TECHNICAL WORKING GROUP:

PROF. AMELIA C. TORRALBA

PROF. ANNALYN N. GEBE

PROF. MERRYL JOSEPH FLORANO

PROF. JENINA D. MANABAT