

## TERMS OF REFERENCE

### A. Name and Description of Project

LANDBANK 2024 Office Uniforms

### B. Scope of the Project

1. Interested uniform manufacturers for the supply of CY 2024 LANDBANK Office Uniforms for the lots below shall submit the pre-selection requirements as specified by the Client under such terms and references set forth as follows:

### LOT 1 – POLO SHIRTS (HONEYCOMB COTTON)

RANKS	UNIFORM SET	NUMBER OF EMPLOYEES
Officers	Per Officer: 2 Cotton Pique Polo Shirts	2 shirts x 1,269 Officers = 2,538 shirts
Rank-and-File Employees	Per Rank-and-File Employee: 5 Cotton Pique Polo Shirts	5 shirts x 10,285 RNF Employees =51,425 shirts

<b>LANDBANK OFFICE UNIFORM – COTTON PIQUE POLO SHIRT</b> Technical Specifications	
<b>Material</b>	24 counts CVC pique (honeycomb cotton)
<b>Make</b>	<ul style="list-style-type: none"> <li><b>Front</b>– green with white and black combination, cut and sew polo shirt</li> <li><b>Back</b>– green</li> <li><b>Placket</b>– all black with two (2) clear buttons; width: 1-1/4 inches; length: 5 inches (L x W)</li> <li><b>Double-edge sewing at the hemline</b> (size of folded hem: 3/4 inch to 1 inch) <i>(Please see attached sample fabric and actual Polo Shirt sample)</i></li> </ul>
<b>Size and Tolerance</b>	<ul style="list-style-type: none"> <li><b>XS</b> – 18 inches x 26 inches (+/- 0.5" on length and width tolerance)</li> <li><b>S</b> – 19 inches x 27 inches (+/- 0.5" on length and width tolerance)</li> <li><b>M</b> – 20 inches x 28 inches (+/- 0.5" on length and width tolerance)</li> <li><b>L</b> – 21 inches x 29 inches (+/- 0.5" on length and width tolerance)</li> <li><b>XL</b> – 22 inches x 30 inches (+/- 0.5" on length and width tolerance)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>XXL</b> – 23 inches x 31 inches (+/- 0.5" on length and width tolerance)</li> <li>• <b>3XL</b> – 24 inches x 32 inches (+/- 0.5" on length and width tolerance)</li> <li>• <b>4XL</b> – 25 inches x 33 inches (+/- 0.5" on length and width tolerance)</li> </ul>
<b>Sleeves</b>	<ul style="list-style-type: none"> <li>• <b>Upper length</b> – without cuffs – 8 inches; with cuffs – 9 inches</li> <li>• <b>Lower length</b> – without cuffs – 3 inches; with cuffs – 4 inches</li> <li>• <b>Opening with cuffs</b>– 6 to 7.5 inches (depending on the polo shirt size)</li> <li>• <b>Length and color of cuffs</b> – 1 inch; black; knitted</li> <li>• <b>Armhole curve</b> – 8 to 10.5 inches <b>Note</b> : <i>Depending on polo shirt size</i></li> </ul>
<b>Collar</b>	<ul style="list-style-type: none"> <li>• <b>Color</b> – black; knitted</li> <li>• <b>Length</b> – 16.5 inches to 17 inches (<i>Depending on polo shirt size</i>)</li> <li>• <b>Width</b> – 3 inches</li> </ul>
<b>Fabric/Material Composition</b>	<p>Thread Count 24/1 CVC  60% COTTON (+/- 2% TOLERANCE)  40% POLYESTER (+/- 2% TOLERANCE)  42-44 SPI (-2 +6 TOLERANCE ) (Physical Count)</p>
<b>Embroidery</b>	<ul style="list-style-type: none"> <li>• <b>Front – LANDBANK Typeface Logo – BLACK;</b> full embroidery  Dimensions of the logo: Length – 3.25 inches  Height – 0.5 inch</li> <li>• <b>Back – LANDBANK logo – BLACK;</b> full logo embroidery  Diameter of the emblem/logo – <b>1.5 inches</b>  Distance:  1. Distance from back nape to LANDBANK logo – 2 inches  <i>(Please refer to the actual Polo Shirt sample)</i></li> </ul>
<b>Packaging</b>	<ul style="list-style-type: none"> <li>• <b>5 pieces of Office Uniform Cotton Pique Polo Shirt</b> per plastic (individually packed/folded) according to size, with name of the rank-and-file employee</li> <li>• <b>2 pieces of Office Uniform Cotton Pique Polo Shirt</b> per plastic (individually packed/folded) according to size, with name of the officer</li> <li>• <i>To be packed by supplier per Branch or Unit based on listing to be provided by ERD</i></li> </ul>



<b>Quantity</b>	<b>53,963 pcs.</b>			
	<b>Sizes</b>		<b>Sizes</b>	
	XS	5,987	3XL	885
	S	10,430	4XL	389
	M	13,428	Default (L) RNF	5,740
	L	9,249	Default - L (Off)	542
	XL	5,267		
2XL	2,046	<b>TOTAL</b>	<b>53,963</b>	

## LOT 2 – DRIFIT POLO SHIRTS (DEFERRED)

RANKS	UNIFORM SET	NUMBER OF EMPLOYEES
Officers	Per Officer: 2 Drifit Polo Shirts	2 shirts x 1,269 Officers = 2,538 shirts
Rank-and-File Employees	Per Rank-and-File Employee: 5 Drifit Polo Shirts	5 shirts x 10,285 RNF Employees =51,425 shirts

<b>LANDBANK OFFICE UNIFORM - DRIFIT POLO SHIRT</b> <b>Technical Specifications</b>	
<b>Material</b>	<ul style="list-style-type: none"> <li>Quianna Fabric Drifit</li> </ul>
<b>Size and Tolerance</b>	<ul style="list-style-type: none"> <li><b>XS</b> – 18 inches x 26 inches (+/- 0.5" on length and width tolerance)</li> <li><b>S</b> – 19 inches x 27 inches (+/- 0.5" on length and width tolerance)</li> <li><b>M</b> – 20 inches x 28 inches (+/- 0.5" on length and width tolerance)</li> <li><b>L</b> – 21 inches x 29 inches (+/- 0.5" on length and width tolerance)</li> <li><b>XL</b> – 22 inches x 30 inches (+/- 0.5" on length and width tolerance)</li> <li><b>XXL</b> – 23 inches x 31 inches (+/- 0.5" on length and width tolerance)</li> <li><b>3XL</b> – 24 inches x 32 inches (+/- 0.5" on length and width tolerance)</li> <li><b>4XL</b> – 25 inches x 33 inches (+/- 0.5" on length and width tolerance)</li> </ul>
<b>Fabric Composition</b>	<ul style="list-style-type: none"> <li>Quianna Drifit</li> </ul>

<b>Print &amp; Make</b>	<b>Sublimation Printing</b> <ul style="list-style-type: none"> <li>• Front</li> <li>• Back</li> </ul> <i>(Please see attached sample fabric, refer to printing specs)</i>
<b>Packaging</b>	<ul style="list-style-type: none"> <li>• <b>5 pieces of Drifit</b> per plastic (individually packed/folded) according to size, with name of the rank and file employee</li> <li>• <b>2 pieces of Drifit</b> per plastic (individually packed/folded) according to size, with name of the officer</li> <li>• <i>To be packed by supplier per Branch or Unit based on listing to be provided by ERD</i></li> </ul>

<b>Quantity</b>	<b>53,963 pcs.</b>			
	<b>Sizes</b>		<b>Sizes</b>	
	XS	5,987	3XL	885
	S	10,430	4XL	389
	M	13,428	Default (L) RNF	5,740
	L	9,249	Default – L (Off)	542
	XL	5,267		
	2XL	2,046	<b>TOTAL</b>	<b>53,963</b>

### LOT 3 – CORPORATE JACKET

RANKS	UNIFORM SET	NUMBER OF EMPLOYEES
Officers	1 Jacket per Officer	1 Jacket x 1,269 Officers = 1,269 Jackets
Rank-and-File Employees	1 Jacket per Rank-and-File Employee	1 Jacket x 10,285 RNF Employees = 10,285 Jackets

<b>LANDBANK CORPORATE JACKET Technical Specifications</b>	
<b>Material</b>	Toray Wool, 100% Polyester
<b>Make</b>	<ul style="list-style-type: none"> <li>• Half-lined Collared Jacket with Zipper front opening</li> <li>• With two false pockets with flops on upper chest and 2 pockets in the lower part of the jacket</li> <li>• <b>At least 5% of the materials to be used shall be made of locally-sourced materials such as those for lining of the collar, flops, pockets and sleeve cuff</b></li> </ul>



<b>Size</b>	<ul style="list-style-type: none"> <li>• <b>XXS</b> – 14" shoulder, 33" chest</li> <li>• <b>XS</b> – 15" shoulder, 35" chest</li> <li>• <b>S</b> – 16" shoulder, 37" chest</li> <li>• <b>M</b> – 17" shoulder, 38" chest</li> <li>• <b>L</b> – 18" shoulder, 40" chest</li> <li>• <b>XL</b> – 19" shoulder, 42" chest</li> <li>• <b>XXL</b> – 20" shoulder, 44" chest</li> <li>• <b>3XL</b> – 21" shoulder, 46" chest</li> <li>• <b>4XL</b> – 21" shoulder, 48" chest</li> </ul>																								
<b>Fabric Composition</b>	<p>Fabric Name: Toray Wool  Fabric Composition: 100% Polyester  Color: Hunter Green (see attached sample fabric)</p>																								
<b>Packaging</b>	<p><b>1 piece of</b> Corporate Jacket per plastic (individually packed/ folded) according to size, with the name of the officer and/or rank and file</p> <ul style="list-style-type: none"> <li>• <i>To be packed by supplier per Branch or Unit based on listing to be provided by ERD</i></li> </ul>																								
<b>Quantity</b>	<p><b>11,554 pcs.</b></p> <table border="1"> <tr> <td>XXS</td> <td>111</td> <td>XL</td> <td>1,528</td> </tr> <tr> <td>XS</td> <td>517</td> <td>2XL</td> <td>721</td> </tr> <tr> <td>S</td> <td>1,503</td> <td>3XL</td> <td>319</td> </tr> <tr> <td>M</td> <td>2,707</td> <td>4XL</td> <td>161</td> </tr> <tr> <td>L</td> <td>2,568</td> <td>DEFAULT (L)</td> <td>1,419</td> </tr> <tr> <td></td> <td></td> <td><b>TOTAL</b></td> <td><b>11,554</b></td> </tr> </table>	XXS	111	XL	1,528	XS	517	2XL	721	S	1,503	3XL	319	M	2,707	4XL	161	L	2,568	DEFAULT (L)	1,419			<b>TOTAL</b>	<b>11,554</b>
XXS	111	XL	1,528																						
XS	517	2XL	721																						
S	1,503	3XL	319																						
M	2,707	4XL	161																						
L	2,568	DEFAULT (L)	1,419																						
		<b>TOTAL</b>	<b>11,554</b>																						

## LOT 4 – CORPORATE PANTS (BLACK PANTS)

RANKS	UNIFORM SET	NUMBER OF EMPLOYEES
Rank-and-File Employees	3 Black Pants per RNF Employee	3 pants x 10,285 RNF Employees = 30,855 pants

LANDBANK CORPORATE PANTS (BLACK PANTS) Technical Specifications	
<b>Make</b>	<ul style="list-style-type: none"> <li>• Black Pants - Straight cut of pants with belt loops and slide pockets.</li> </ul>
<b>Size</b>	<ul style="list-style-type: none"> <li>• Based on actual measurements.</li> </ul>
<b>Fabric Composition</b>	<ul style="list-style-type: none"> <li>• Armani Wool Fabric (refer to sample fabric)</li> </ul>

<b>Packaging</b>	<ul style="list-style-type: none"> <li>• <b>3 pieces of</b> Corporate Pants per plastic pack (individually packed/ folded) per actual measurement, with the name of the rank and file</li> <li>• <i>To be packed by supplier per Branch or Unit based on listing to be provided by ERD</i></li> </ul>
<b>Quantity</b>	<b>30,855 pcs.</b>

### C. Delivery

#### 1. For Lot 1 and Lot 2 (Deliverables: 53,963 polo shirts per lot):

- a. *1<sup>st</sup> Tranche* – 26,983 pcs. **within 90** calendar days upon receipt of the Notice to Proceed (NTP)
- b. *2<sup>nd</sup> Tranche* – 13,490 pcs. within 45 calendar days after completion of the 1<sup>st</sup> tranche
- c. *3<sup>d</sup> Tranche* – 13,490 pcs. within 45 calendar days after completion of the 2<sup>nd</sup> tranche

#### 2. For Lot 3 (Deliverables: 11,554 jackets):

- a. *1<sup>st</sup> Tranche* – 5,778 pcs. **within 120** calendar days upon receipt of NTP
- b. *2<sup>nd</sup> Tranche* – 2,888 pcs. within 30 calendar days after the completion of the 1<sup>st</sup> tranche
- c. *3<sup>d</sup> Tranche* – 2,888 pcs. within 30 calendar days after completion of the 2<sup>nd</sup> tranche

#### 3. For Lot 4 (Deliverables: 30,855 pants) :

- a. *1<sup>st</sup> Tranche* – 15,427 pcs. **within 120** calendar days upon receipt of NTP
- b. *2<sup>nd</sup> Tranche* – 7,714 pcs. within 30 calendar days after completion of the 1<sup>st</sup> tranche
- c. *3<sup>d</sup> Tranche* – 7,714 pcs. within 30 calendar days after completion of the 2<sup>nd</sup> tranche

### D. Qualifications of Interested Uniform Manufacturers (Production Capability)

1. Must have at least five (5) years of experience in the manufacturing and production of office uniforms and/or polo shirts; provide documents such as Purchase Order or Contract issued within five (5) different years.
2. Must have at least twenty-five (25) units of hi-speed sewing machines and at least two (2) machines for other materials and processes needed for production (button sewer, edging machine, button sewer, embroidery machine, cutting machine, etc.); they can submit Self Certification regarding their facilities and/or allow plant visits, as needed.
3. Must submit at least two (2) Certificates of Satisfactory Performance issued within two (2) years prior to the opening of quotations and must have a certification issued from any private or government institutions in the Philippines.



4. Must submit a copy of the previously awarded contract or a combination of multiple contracts indicating the number or quantity which is at least more than 50% of each lot or quantity required in this procurement.

Lots 1 and 2 - 53,963 pcs. (not less than 27,000 pcs.)

Lot 3 - 11,554 pcs. (not less than 6,000 pcs.)

Lot 4 - 30,855 pcs. (not less than 15,500 pcs.)

#### **E. Requirements**

1. **Potential supplier must submit actual samples with printed designs at GIBAC Secretariat, 24/F, LBP Plaza. Please coordinate your submission of sample with Ms. Maribel J. Paredes or Ms. Ruby S. Cortez at contact no. 8522-0000 loc. 2956 or 2979 on or before 10:00 AM of November 7, 2024.**
  - a. *Lot 1 and Lot 2* - 1 pc. per size (XS to 4XL)
  - b. *Lot 3* - 1 pc. per size (XXS to 4XL)
  - c. *Lot 4* - 1 pc. only (based on actual measurement)
2. For Lots 1 and 3 - submission of a DOST-Philippine Textile Research Institute (PTRI) Testing Results on Physical and Chemical Testing and Evaluation of Fabric, showing compliance of the proposed fabric/material to all of the specifications as stated in this Terms of Reference (e.g., thread count and cotton-polyester composition), within five (5) days after the opening of bid documents (in the case of Lowest Calculated Bidder) or upon receipt of Notice of Post-qualification (in the case of next-ranked bidders).
3. For Lot 3 - submission of a DOST-Philippine Textile Research Institute (PTRI) Certificate of Fabric Compliance to Philippine Tropical Fabrics (PTF) Law and an Attestation Document issued by a textile producer to fabric suppliers and/or garment manufacturers attesting that a certain quantity of PTF is from a certified batch of textiles produced. Submission is required within five (5) days as post-qualification documents after the receipt of Notice of Post-qualification.
4. A bidder which fails to submit the above required PTRI Test Result/s within the specified period shall be post-disqualified. No extension in the deadline of submission shall be allowed

#### **E. Payment Schedule**

Partial payment shall be allowed in tranches based on items delivered.

#### **F. Terms and Conditions**

1. Prospective suppliers may bid for more than one (1) lot from the four (4) available lots but shall be awarded with only one (1) lot with the highest contract price.

In case the prospective supplier is declared as the Lowest Calculated and Responsive Bidder/Single Calculated and Responsive Bidder for two (2) or more lots, the lot with the highest contract price shall be awarded. However, in the absence of another

qualified bidder to the remaining lot/s, the same can be awarded to such bidder which submitted bids in more than one (1) lot as additional contract/s.

2. Any amendment/modification of the contract shall be mutually agreed upon in writing by the parties.
3. The winning supplier/bidder shall not make any substitution of materials or change in design, as specified in the contract without prior written authority from the Client.
4. Any damaged or defective items should be immediately replaced within 30 calendar days upon receipt of notice by the winning supplier/bidder. Otherwise, the corresponding cost will be deducted from the final payment.

\*\*\*END\*\*\*

I have completely read and understood and hereby bind myself or, if acting in a representation capacity, the corporation/entity I represent, to faithfully comply with the above-cited Terms of Reference and Conditions in the Procurement of Uniforms for CY 2024.

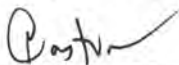
\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name and Signature of  
Authorized Representative

\_\_\_\_\_  
Date of Receipt by LANDBANK

\_\_\_\_\_  
Company Name

Prepared by:



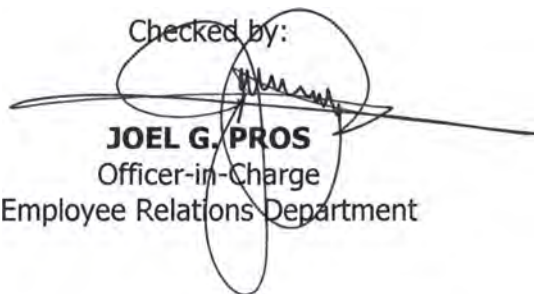
**ROSABEL C. CASTOR**

Acting Team Leader

Employee Experience Team, EEDEIU

Employee Relations Department

Checked by:



**JOEL G. PROS**

Officer-in-Charge

Employee Relations Department

Approved by:



**MIRA LEAH B. PATIO**

Vice President

Employee Relations Department