



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**INVITATION TO SUBMIT PROPOSALS
FOR OFFICE UNIFORMS OF DBM EMPLOYEES**

A. Scope of Work

The supplier must be able to provide tailoring services (including taking of body measurements), supply, and delivery of office uniforms for at least 1,158 employees of the Department of Budget and Management (DBM) Central and Regional Offices, as stated below:

Number of Employees	Item	Cost
441	Male Office Uniform Set	Not to exceed P6,000.00
717	Female Office Uniform Set	Not to exceed P6,000.00

All the uniforms shall be completely delivered on or before **November 30, 2023**. This is inclusive of the conduct of preliminary activities such as ordering, taking of body measurements, and tailoring services.

The supplier must take the body measurements of employees in the DBM Central Office, located at General Solano Street, San Miguel, Manila City, Philippines to be scheduled once the contract with the supplier is executed.

For employees who will have their measurements taken elsewhere, the supplier must provide a **standardized body measurement form** as a guide, to be filled up, signed, and submitted by the employees to the supplier.

B. Specifications for DBM Uniform

Item	Details*	Remarks
Male Office Uniform	2 pcs Corporate Collared Polo and 2 pcs Polo Barong (Short Sleeves)	Wrinkle-free and non-iron fabric.
Female Office Uniform	4 pcs Corporate Blouse (Long Sleeves, Short Sleeves, or $\frac{3}{4}$ Sleeves)	Use of tropical fabrics consistent with Republic Act (RA) No. 9242.

**Subject to change and final approval*

All fabrics to be used for uniforms shall contain at least 5% by weight for either abaca, banana, and pineapple and 15% by weight for silk pursuant to Rule II of the Implementing Rules and Regulations of Republic Act No. 9242.

For this purpose, the selected supplier shall be required to submit a certification from the Philippine Textile Research Institute.

C. Documentary Requirements

All prospective suppliers shall be evaluated based on their legal, technical, and financial capacity to deliver and complete the required goods/services.

The following documents must be submitted to the DBM Uniform Committee, through the Administrative Service-Human Resource Management Division (AS-HRMD), DBM Building II, General Solano Street, San Miguel, Manila:

1. Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Registration Certificate, whichever is applicable
2. Y2023 Mayor's/Business Permit¹
3. Current Tax Clearance Certificate (TCC)
4. Statement of All Ongoing Government and Private Contracts as of 30 April 2023. The statement shall include, for each contract the following:
 - a. Name and contact information of Client and description of project
 - b. Contract reference and date
 - c. Amount of contract and percentage of accomplishment
5. Single Largest Completed Contract (SLCC)
 - a. at least one (1) contract similar to the subject project
 - b. a similar contract refers to any contract which involves SUPPLY, DELIVERY, AND TAILORING SERVICES OF VARIOUS OFFICE UNIFORMS
 - c. completed from FY 2019 to present
6. Proof of Completion and Acceptance for the aforesaid SLCC (Official Receipt/Certificate of Completion/Certificate of Acceptance/Certificate of Satisfactory Performance)
7. Certificate of Satisfactory Performance/Acceptance from three (3) of its previous clients in the last five (5) years
8. Samples/Photos of previous work similar to DBM's requirement
 - a. Male Uniform – Corporate Collared Polo and 2 Polo Barong (Short Sleeves)
 - b. Female Uniform –Corporate Blouse (Long Sleeves, Short Sleeves, or ¾ Sleeves)
9. Audited Financial Statement showing supplier's total and current assets and liabilities
10. Company Profile/Reference (including photos of the production area, sewing machines, and other equipment used for tailoring services)
11. Notarized Certificate or Special Power of Attorney designating the supplier's authorized representative

¹ In cases of recently expired Mayor's/Business Permit, copy of recently expired permit and the Official Receipt for renewal may be submitted.

The DBM Uniform Committee shall select **one (1) supplier** who shall thereafter present **at least five (5) design proposals** each for the Male Office Uniform and Female Office Uniform.

We expect to receive the documentary requirements on or before **2:00 pm of 19 May 2023**. Submissions to the DBM Uniform Committee, through the AS-HRMD may be done manually at the office address indicated above, or via email at hrrmd@dbm.gov.ph. **Late submissions shall not be considered.**

DBM Uniform Committee



Digitally
signed by
Jeffrey DM.
Galarpe

JEFFREY DM. GALARPE
Chief Accountant, Finance Service
Member



Digitally signed
by Merika Joanna
S. Dela Peña

MERIKA JOANNA S. DELA PEÑA
Secretary, B.U.D.G.E.T.
Member



Digitally signed
by Virgilio A.
Umpacan Jr.

VIRGILIO A. UMPACAN, JR.
Vice-President, B.U.D.G.E.T.
Member



Digitally signed
by Ramon Vicente
B. Asuncion

RAMON VICENTE B. ASUNCION
Director, Administrative Service
Vice Chairperson



Digitally signed by
Goddes Hope O.
Libiran
Date: 2023.05.09
10:18:26 +08'00'

GODDES HOPE O. LIBIRAN
Undersecretary, Internal Audit Service, and
Media Affairs and Community Relations Office
Chairperson