



PHILIPPINE  
PORTS  
AUTHORITY



**RAGONG PILIPINAS**

**TERMS OF REFERENCE (TOR)**

**FOR THE PROCUREMENT OF ONE HUNDRED FIFTY-SEVEN (157) PIECES OF POLO SHIRT FOR PMO BICOL PERSONNEL**

This Terms of Reference (TOR) provides the item description and other terms and conditions for the procurement of One Hundred Fifty-Seven (157) pieces of Polo Shirt for PMO Bicol Personnel

**1. Objective**

To provide Polo Shirt with collar and a placket with three (3) buttons for PMO Bicol personnel use.

**2. Scope of Work**

Supply and delivery of One Hundred Fifty-Seven (157) pieces of Polo Shirt with collar and a placket with three (3) buttons to be distributed to PMO Bicol personnel.

**3. Approved Budget for the Contract**

The Approved Budget is Sixty-Two Thousand and Eight Hundred Pesos Only (P 62,800.00).

**4. Item Specification**

Item Description	Specification																					
Polo Shirt	Type: Polo shirt with collar and a placket with three (3) buttons Material: 100% Polyester Short Sleeve Type of Printing: Full Sublimation Printing with PPA name and logo on the left chest and Port Management Office BICOL at the right sleeve Full Color Design Thickness: 130 gsm Color: Teal and Olive Size: Men's Fit from S-3XL <table border="1"> <thead> <tr> <th>Sizes</th> <th>Chest</th> <th>Length</th> </tr> </thead> <tbody> <tr> <td>Small</td> <td>19"</td> <td>26"</td> </tr> <tr> <td>Medium</td> <td>20"</td> <td>27"</td> </tr> <tr> <td>Large</td> <td>21"</td> <td>28"</td> </tr> <tr> <td>X-Large</td> <td>22"</td> <td>29"</td> </tr> <tr> <td>2X-Large</td> <td>24"</td> <td>31"</td> </tr> <tr> <td>3X-Large</td> <td>25"</td> <td>32"</td> </tr> </tbody> </table>	Sizes	Chest	Length	Small	19"	26"	Medium	20"	27"	Large	21"	28"	X-Large	22"	29"	2X-Large	24"	31"	3X-Large	25"	32"
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**5. Delivery**

The One Hundred Fifty-Seven (157) pieces of Polo Shirt with collar and a placket with three (3) buttons must be delivered within thirty (30) calendar days at the PMO Bicol Administration Building after date of conforme of the Purchase Order. The supplier or his/her authorized representative must deliver the item completely and in accordance with the item specifications and in good condition.

**6. Payment**

100% after complete delivery of One Hundred Fifty-Seven (157) pieces of Polo Shirt with collar and a placket with three (3) buttons and the Technical Inspector agrees and certifies that the items conform to the Item Specification. The supplier must provide necessary receipts and documentary requirements for the immediate processing of payment.

**IVY GRACE L. MANILA**  
Acting Division Manager A, AD

**PORT MANAGEMENT OFFICE OF BICOL**

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