

TERMS OF REFERENCE - PATENT AGENT SERVICES

Technology Patent Drafting and Prosecution relative to the technology on jute fiber decortating machine

I. BACKGROUND

The Fiber Utilization and Technology Division (FUTD) of the Philippine Fiber Industry Development Authority has developed a decortication machine for jute fiber. To safeguard the intellectual property rights (IPR) of the researcher/inventors, a patent application is essential. Hiring an expert patent agent with experience in agricultural machinery will ensure that the patent application is correctly prepared and filed to maximize the chances of obtaining a granted patent. A patent agent can provide valuable guidance and expertise in navigating the complex patent application process, conducting prior art searches, drafting the application, and communicating with the patent office. Additionally, a patent agent can help avoid costly mistakes or oversights that could jeopardize the invention's patentability.

II. CONSULTANT NEEDED

Certified Patent Agent with experience in agricultural machineries.

III. OBJECTIVES

1. To assist the researcher in patent drafting of the developed technology for jute fiber decortication machine.
2. To produce a quality patent draft of the developed technology to be submitted to IPOPhil.
3. To safeguard the developed technology and the intellectual property of the inventors.

IV. RESPONSIBILITIES

PhilFIDA-FUTD shall engage the services of a Consultant who shall provide the necessary services such as prior art search, patent drafting, representing the client in patent and other duties during the application, and claiming the approved patent document in IPOPhil and turn it over to the client.

V. GENERAL REQUIREMENTS

1. Experience in consultancy services with technical expertise on agricultural machinery.
2. Certified by the Intellectual Property Office and possess a registration certification as a patent agent.
3. Eligibility requirements:
 - Must be a Filipino citizen.
 - Must have a Registration Certificate from the Intellectual Property Office of the Philippine (IPOPhil) or World Intellectual Property Organization (WIPO).

VI. SCOPE OF WORK

The service provider shall perform the following specific services:

1. Prior art search.
2. Patent drawing.

3. Patent prosecution.
4. Represent the client in the patent application to IPOPhil.
5. Sign, receive, execute, answer to formality report, and request for substantial examination and publication of the patent application.
6. Claim the approved patent document in IPOPhil and turn it over to the client.

VII. DELIVERABLES

The service provider is expected to deliver the following:

1. Produce a patent draft to be filed to the Intellectual Property Office of the Philippines.
2. Represent the client in the patent application to the Intellectual Property Office of the Philippines.
3. Execute tasks 5 and 6 until completion.

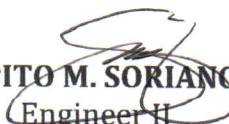
VIII. EXPECTED CONTRACT DURATION

The contract shall commence upon receiving and signing and will continue until the completion of the above scope of work, for a period of **three years**.

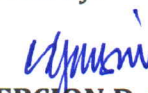
IX. REMUNERATION

The consultant shall receive a remuneration of **Php 50,000.00** subject to existing government rules and regulations, payable during the service period rendered. The SERVICE PROVIDER will be compensated an amount of **Php 50,000.00** upon notarization of this Contract Agreement, however, the SERVICE PROVIDER shall complete the above services for Technology Patent Drafting and Prosecution.

Prepared by:


PEPITO M. SORIANO III
Engineer II

Approved by:


CONCEPCION D. JOCSON
OIC, FUTD

Conformed: