

**DEPARTMENT OF TOURISM – MIMAROPA  
TOURISM REGULATION DIVISION**

**PRODUCTION OF TRAINING MATERIALS (DRAWSTRING BACKPACK) RELATIVE TO THE  
CONDUCT OF THE TOURISM INDUSTRY SKILLS PROGRAM FOR FY 2022**

**TERMS OF REFERENCE**

**I. ITEM**

- Drawstring Backpack

**II. PURPOSE/OBJECTIVE**

To be used for the implementation of trainings under the Tourism Industry Skills Program of the Department of Tourism – MIMAROPA Region.

**III. MINIMUM REQUIREMENTS FOR SUPPLIERS**

- Must be **PHILGEPS REGISTERED**
- Must have **been in the production business for not less than three (3) years**
- Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- **Must be able to have track record of timely deliveries with quality**
- Must **submit sample of Drawstring Backpack 5 days upon closing of PhilGEPs posting**

**IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS**

Submission of complete documentary requirements upon PhilGEPs posting closing

- Current Mayor's Permit / Business Permit / BIR Certification (for Individual)
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

**V. SCOPE OF WORK/SPECIFICATIONS**

Winning bid must deliver the **814** pieces of Drawstring Backpack on or before 30 May 2022.

Quantity: 814 pieces

Design: Print in full color (silkscreen print)  
Front: DOT Logo and MIMAROPA Naturally Logo  
Back: DOT MIMAROPA address and contact details

Material: Ripstop/Rhombus

Size: L-19" x W-14"

Packaging: Plastic

Bag Colors: Grey, Light Blue, Dark Blue, Red, Orange, Violet and Green

Layout:



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## VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **Two Hundred Nineteen Thousand Seven Hundred Eighty Pesos (P219,780.00)**, inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

## VII. DELIVERY PERIOD

Winning bid must deliver the 814 pieces of Drawstring Backpack with individual packaging on or before May 30, 2022.

## VIII. PAYMENT PROCEDURE

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the suppliers.

## IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements and sample works and materials to be used shall be ground for disqualification of bid.

- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the **DOT-MIMAROPA END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-MIMAROPA END USER**.
- The **WINNING BIDDER** shall hold in confidence all confidential information, which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design and materials of the item listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

**X. PROJECT OFFICER/CONTACT PERSON**

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