

TERMS OF REFERENCE
PEACE VILLAGE DEVELOPMENT PROJECT – TRAVEL CARE KITS

Objectives: Promotion of peace and order in the various community in the identified areas. This is also in line with the department’s initiative in promoting safety and security in every destination of the country. Further, this will boost tourism attractions and activities through cultural tourism.

I. SCOPE OF SERVICE

The supplier should be able to provide 490 pieces of travel care kits (pouch bags) with the following (each pouch):

1 pc. Customized facemask w/ beaded strap	1 pc. 60ml bottle Alcohol
2 pcs. customized ballpen	1pc. Fresh scented wet wipes pack
1 pc. Customized face towel	1pc. Binuatan place mat
1 pc. Liquid Soap 60ml bottle	1pc. Stainless set of cutleries

A. GENERAL REQUIREMENTS

- Supplier must be in the tourism/production industry for at least two (2) years
- Must be capable in production of collaterals based on required specifications
- Can provide actual sample and design before the delivery period
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

B. SPECIFIC REQUIREMENTS

➤ **Production of pouch bag**

- **Quantity:** 490 pieces
- **Specifications:**
 - a. **Color:** assorted
 - b. **Size:** 10.63 x 7.48 inches
 - c. **Design Sample:** Weaved mat-based and sides pouch bag with clear cover on top with zipper lock and with tourism icons on the top side (Annex A)

➤ **Production of face mask**

- **Quantity:** 490 pieces
- **Specifications:**
 - Left side of mask with MIMAROPA logo embroidery. Color of fabric used must be a light color. Can be assorted.
 - Right side of mask with native woven textile/fabric. Colors of woven fabric may be assorted.
 - Beaded mask strap must be aligned with colors of the “It’s More fun in the Philippines” logo with a pair of metal lobster hooks. (Annex B)

➤ **Production of Ball pen**

- **Quantity:** 980 pieces
- **Specifications:**
 - Black Ink
 - Retractable 0.7 mm ball point
 - Color: Gold
 - Design Sample: With DOT – MIMAROPA Text (Annex C)

- **Production of Alcohol**
 - **Quantity:** 490 pieces
 - **Specifications:**
 - Anti-bacterial Alcohol Based Hand Sanitizer with 70% solution
 - In 60ml bottle
 - Design Sample: MIMAROPA Naturally Logo (Annex D)

- **Production of Liquid Soap**
 - **Quantity:** 490 pieces
 - **Specifications:**
 - Anti-bacterial hand liquid soap
 - In 60ml bottle
 - Design Sample: MIMAROPA Naturally Logo (Annex E)

- **Production of Wet Wipes**
 - **Quantity:** 490 pieces
 - **Specifications:**
 - 75% Alcohol Wipes Wet Tissue
 - 50pcs/1pack

- **Production of Stainless set of cutleries**
 - **Quantity:** 490 pieces
 - **Specifications:**
 - 4 In 1 Cutlery Set
 - Inclusion: Spoon Fork Chopstick and Case (Annex F)
 - Material: Stainless Steel
 - Color: Beige, Brown, and Green

- **Production of Face Towel**
 - **Quantity:** 490 pieces
 - **Specifications:**
 - Size: 35cmx75cm
 - SBB 100% cotton quick dry cleaning face towel
 - Design Sample: With Its More Fun in the PH Logo (Annex G)
 - Color: White

- **Production of Binuatan Place Mats**
 - **Quantity:** 490 pieces
 - **Specifications:**
 - Size: 13x19"
 - Handloom Weaving Grass Fibers
 - Locally Palawan-made
 - Color: Assorted

C. DOCUMENTARY REQUIREMENTS

- Mayor's/Business Permit
- SEC/DTI Permit
- Proof of PhilGEPS Registration
- Omnibus Sworn Statement

II. PAYMENT SCHEMES

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.

III. DELIVERY PERIOD:

- 15 Working days after the final approval and given a notice to proceed.

IV. PAYMENT PROCEDURE

- Full payment shall be made within thirty (30) working days upon delivery and acceptance of the collaterals.

V. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- 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 product.
- 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-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-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 collaterals except to those persons entrusted/authorized by the **DOT-END USER**.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is amounting to **FIVE HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED TEN PESOS (PHP 537,510.00)** inclusive of all applicable taxes.

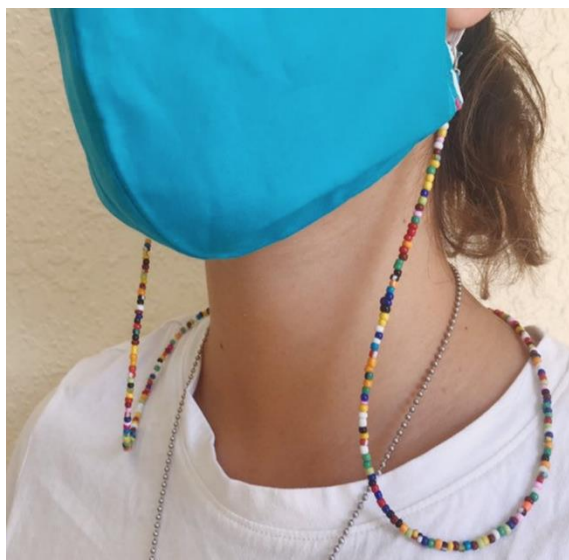
VII. CONTACT PERSON

MR. MARC RAMIRO ORTIZ LUIS
Tourism Development Division
Department of Tourism MIMAROPA
(02) 816-4886 / (0917) 716 0305

ANNEX A - POUCH BAG



ANNEX B - FACE MASK WITH BEADED MASK STRAP



ANNEX C – BALL PEN



ANNEX D – ALCOHOL



ANNEX E – LIQUID SOAP



ANNEX F – Stainless Set of Cutleries



ANNEX G – FACE TOWEL

