

# **TERMS OF REFERENCE**

## **PRODUCTION OF FUN FARM TOURISM COLLATERALS**

### **Objectives:**

1. Promote farm tourism as an additional income opportunity for farmers and stakeholders
2. Encourage potential farm tourism sites to be DOT Accredited
3. Strengthen the Farm Tourism Initiatives through promotional strategies and Information, Education, and Communication (IEC) campaigns
4. Conduct physical assessments for product and market development

### **I. Scope of Service**

The supplier should be able to provide the promotional collaterals with the following specifications:

#### **A. General Requirements**

- Supplier must be in the tourism/production industry for at least two (2) years
- Must be capable in the production of collaterals based on the required design and 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**

##### **B.1 Bucket / Fisherman Hat**

- 350pcs each
- With MIMAROPA Farm Tourism embroidered logo (See Annex A)
- Fisherman hat style and must have adjustable strap
- Color of hat is khaki or beige
- Fabric must be thick cotton

##### **B.2. Canvas Bag**

- 350pcs
- Thick canvas fabric (175pcs cream; 175pcs black)
- Ideal bag dimensions (inches): 16.5in x 17in
- Printed design in front and back of the bag (See Annex B)
- Printed ideally in vinyl or silk screen

##### **B.3 LED Torch**

- 170pcs
- Small and handy flashlight
- Ideally with keychain, solar powered or battery operated
- With Farm Tourism MIMAROPA LOGO sticker (See Annex C)

## **C. Documentary Requirements**

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

*Note: All documentary requirements and proposal shall be sent via e-mail at [tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)*

## **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 issuance of Purchase Order or Notice of Award.

## **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 **ONE HUNDRED THIRTY-ONE THOUSAND TWO HUNDRED FIFTY PESOS** (₱131,250.00) 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. CONTACT PERSON**

**MARC RAMIRO R. ORTIZ LUIS**

Tourism Development Division, DOT MIMAROPA

(02) 459-5200 loc. 119

0917-716-0305

ANNEX A

BUCKET HAT



**MIMAROPA**  
*Farm Tourism*

**ANNEX B**

**CANVAS BAG**

Front:



Back:



**SUPPORT  
YOUR  
LOCAL  
FARMER**



**ANNEX C**

**LED TORCH**



**MIMAROPA**  
*Farm Tourism*