

DEPARTMENT OF TOURISM – MIMAROPA
Tourism Regulation Division

PRODUCTION OF MIMAROPA FIRST AID KITS

TERMS OF REFERENCE
(TOR)

I. ITEM

- MIMAROPA FIRST AID KITS FOR TOURISM STAKEHOLDERS OF *TOURISM INDUSTRY SKILLS PROGRAM (TISP) TYPHOON AFFECTED BANWA ASSISTANCE TO NORMALIZE GOALS (TABANG) TRAININGS / TISP AID*

II. PURPOSE/OBJECTIVES:

- To assist the tourism stakeholders affected by typhoon Odette through Human Capacity Building and provision of restart-up kits to facilitate recovery.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPS REGISTERED & PLATINUM MEMBER**
- 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 of the required materials**
- **Must be able to have track record of timely deliveries with quality**
- Must **submit complete sample First Aid Kit seven (7) days upon closing of PhilGEPs posting**

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

Submission of complete documentary requirements upon closing of PHILGEPs posting

- Current Mayor's / 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 **850 sets of FIRST AID KITS** on or before **26 September 2022**, as follows:

First Aid Kit Bag	Material: Diagonal PU with multiple pockets inside Logo: Silk screen Inside: 1 Transparent compartment; 1 zippered net compartment and 1 slot compartment Size: 23 cm x 17 cm x 6 cm Packaging: Plastic
Povidone Iodine	1 bottle of Povidone Iodine – 60 ML
Elastic Bandage	1 roll of Elastic Bandage 2" x 5" yards
Alcohol	1 bottle of Isopropyl Alcohol – 60 ML
Plastic Strips	4pcs of Plastic Strips
Cotton Balls	1 pack of 25's Cotton Balls
Alcohol Swab	4 pcs of Alcohol Swabs
Sterile Gauze	2 pcs of 3" x 3" Sterile Gauze
Paper Tape	1 Roll of Paper Tape
Sterile Latex Gloves	1 pair of Sterile Latex Gloves
Cotton Buds	1 pack of 36's Cotton Buds
Face Mask	1 pack of 5's Face Mask
Flashlight	1 pc Rechargeable Flashlight
Scissor	1 pc Scissor
Plastic Tweezer	1 pc Plastic Tweezer
Plastic Whistle	1 pc Plastic Whistle

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **EIGHT HUNDRED FIFTY THOUSAND PESOS (Php 850,000.00)**, 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 **850 sets of First Aid Kits on or before 26 September 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 supplies.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements and sample complete First Aid Kit within seven (7) days after closing of PHILGEPS 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/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

X. PROJECT OFFICER/CONTACT PERSON

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