

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

TERMS OF REFERENCE

**PRODUCTION OF TRAINING AID FOR WEBINARS AND FACE TO FACE
TRAININGS**

I. ITEM

- 64 GB Capacity USB Flash Drive

II. PURPOSE/OBJECTIVE:

To be used for the storage of presentations and other files by tourism stakeholders and local tourism officers during conduct of webinars and face-to-face trainings in 2022.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPS REGISTERED**
- Must have **been in the production business for not less than three (3) years, preferably a Manufacturer**
- Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- Submission of actual sample of USB with packaging within **2 days** after closing of PHILGEPs posting for interested bidders

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' 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

Design: Embossed DOT MIMAROPA logo with stainless ring

Casing Material : Synthetic /Faux Leather

Width : 1.1 inches

Depth: 0.7 inches

Height : 3.5 inches

Weight : 1.41 oz

Casing : Snap button closure

Packaging : Hard box 4" x 1.75" x 1"

Black Matte Wrap in foam with DOT MIMAROPA silkscreen print logo in gold color

Quantity: 326 pieces

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is **Two Hundred Five Thousand Three Hundred Eighty Pesos (P205, 380.00)**, 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 **326 pieces 64GB Capacity USB with packaging** on or before **23 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 actual sample 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** must deliver **64 GB Capacity USB** as spot check will be done by END USER on the above-mentioned date of delivery.
- 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 ENDUSER**.

- 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 ENDUSER**.

X. PROJECT OFFICER/CONTACTPERSON

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