

TERMS OF REFERENCE

I. Project Title: PROCUREMENT OF TRAINING MATERIALS

II. Purpose/Objective:

To be used:

- in the conduct of ASEAN MRA-TP Awareness Briefing Seminars and Toolbox Immersion Workshops.
- for the implementation, monitoring and evaluation of trainings under Tourism Industry Manpower Development and training coordinators of the Regional Offices.

III. Scope of Works/Deliveries:

Production of Training Materials (USB Flash Drive)

- Quantity : 300 pcs
 - Estimated Unit Cost : P553.00 / pc
 - Specifications :
1. USB Flash Drive (Wooden w/ laser engraved logo)
 2. 64 GB Memory Capacity
 3. Back to back design (Please refer to the attached sample)
 4. Hi-Speed USB 3.0 compliant
 5. Measurements, (refer to the provided sample)

IV. Minimum Requirements for Suppliers:

- Submission of sample item(s) similar to required specifications.
- Non-submission of sample shall be ground for disqualification of bid

V. Schedule of Delivery:

- Lowest calculated bidder must submit sample item five (5) days after the opening of bids.
- Full Delivery of the items is seven (7) days upon receipt of approved and funded P.O.
- Partial delivery is not allowed.

VI. Payment Procedure:

Government Procedures

VII. **Approved Budget for the Contract:**

Total budget allocation is PHILIPPINE PESOS: ONE HUNDRED SIXTY FIVE THOUSAND NINE HUNDRED PESOS (165,900.00) INCLUSIVE OF ALL APPLICABLE TAXES.

VIII. **Compliance to Specifications/Provisions**

- The **WINNING BIDDER** must submit actual sample as specified in the layout/description prior to mass production.
- 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 flash drive.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/measurements 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 information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved flash drive except to those persons entrusted/authorized by DOT-END USER.

IX. **Project Officer/Contact Person(s)**

FRANCISCO T. FRANCO

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Approved by:



ARLENE A. ALIPIO

OIC-Director
Office of Industry Manpower Development



NO
26/10/16
Mansueto



OR *[Signature]* 24/09/22