

**OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION (SDD)**

TECHNICAL SPECIFICATIONS

**Project Title: PROCUREMENT OF CONFERENCE KITS FOR LGU KNOWLEDGE
ENRICHMENT**

I. Purpose/Objective

- To be used during the conduct of SDD's seminar / public consultation/ trainings/ orientation and other related projects

II. Minimum Requirement for Suppliers

- Submission of proposed design and materials (swatches of fabric) to be used as specified in the layout/ description.
- Must be willing to provide services on send-bill arrangement.

III. Scope of Work

- **A. PRINTING/PRODUCTION OF UMBRELLA**

(For reference please see attached sample as Annex A)

- **Color and Quantity:**
 - ✓ 100 pieces of black
 - ✓ 100 pieces of white
- **Mechanism:** Automatic
- **Design (Print):**
 - ✓ TURISMO (Gobold Bold)
 - ✓ Baybayin
- **Packaging:** Cloth pouch with individual plastic
 - ✓ Print: DOT Logo

- **B. PRINTING/PRODUCTION OF TOTE BAG**

- **Material:** Canvas/ Katsa
- **Size:** 15 in x 13 in
- **Design:**
 - ✓ Print: DOT Logo (colored)
- **Quantity:** 200 pieces

- **C. PRINTING/PRODUCTION OF NOTEBOOK AND PEN**

Notebook

- **Size:** A6
- **Front Design (Print):**
 - ✓ TURISMO (Gobold Bold)
 - ✓ Baybayin
- **Back Design (Print):**
 - ✓ DOT Logo
 - ✓ Office of Tourism Standards and Regulation (Arial)
- **Color:** Black
- With Elastic Strap
- **Quantity:** 200 pieces

Pen

- **Material:** Bamboo
- **Design (Engraved):**
 - ✓ #BEACCREDITED (Gobold Bold)
 - ✓ DOT Logo
- Retractable Pen
- **Quantity:** 200 pieces

IV. Approved Budget of the Contract

ONE HUNDRED SIX THOUSAND EIGHT HUNDRED PESOS

(PHP 106,800.00 inclusive of all applicable taxes)

V. Submission of Sample for DOT Approval

- Within five (5) working days upon receipt of approved and funded Purchase Order.

VI. Delivery Period

- Within twenty-five (25) working days after approval of final sample.

VII. Payment Procedure


- Payment shall be processed by the accounting division after complete delivery of all event kits and upon receipt of billing statement.
- Full payment for the event kits shall be received by the supplier at least thirty (30) working days after being subjected to Government accounting and auditing rules and regulations.

VIII. Compliance to Specifications/ Provisions

- Non-submission of required similar sample works and materials to be used in the promotional materials 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 promotional materials.

- 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 promotional materials except to those persons entrusted/authorized by the **DOT-END USER**.

IX. Project Officer/ Contact Person


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Office of Tourism Standards and Regulation
Standards Development Division

I. UMBRELLA



DOT Logo: Print


Specifications:

- Item Color: Black
- Automatic

Texts: Print

Font:

- TURISMO (Gobold Bold)
- Baybayin



DOT Logo: Print

Specifications:

- Item Color: White
- Automatic

Texts: Print

Font:

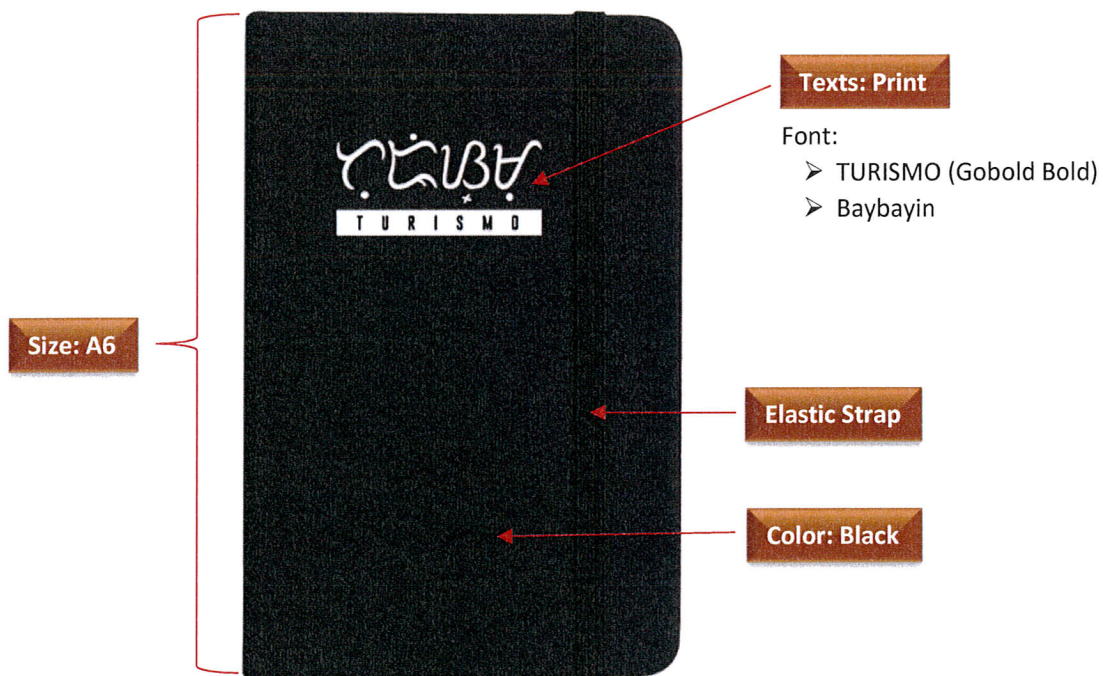
- TURISMO (Gobold Bold)
- Baybayin

II. TOTE BAG

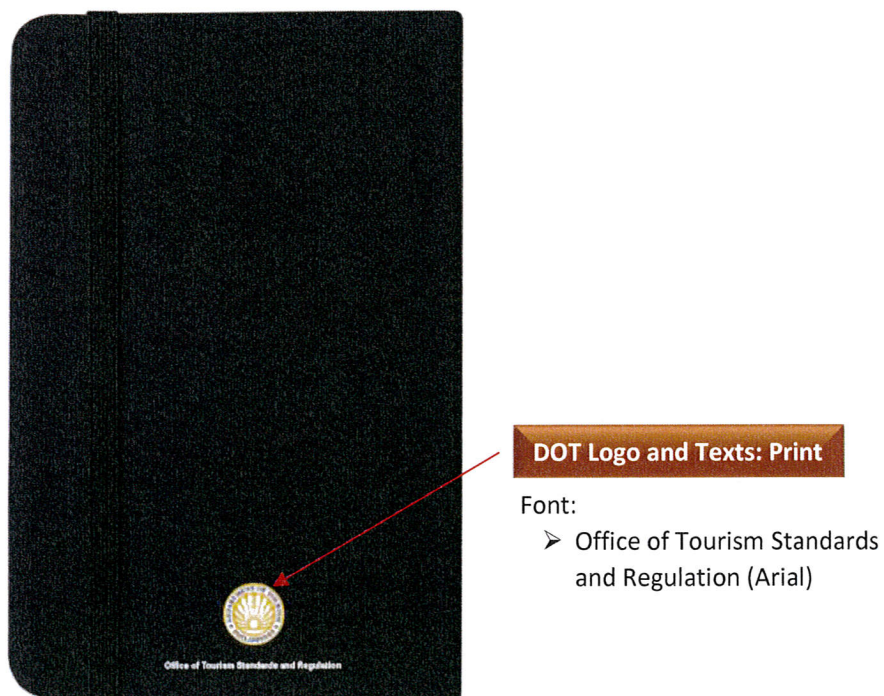


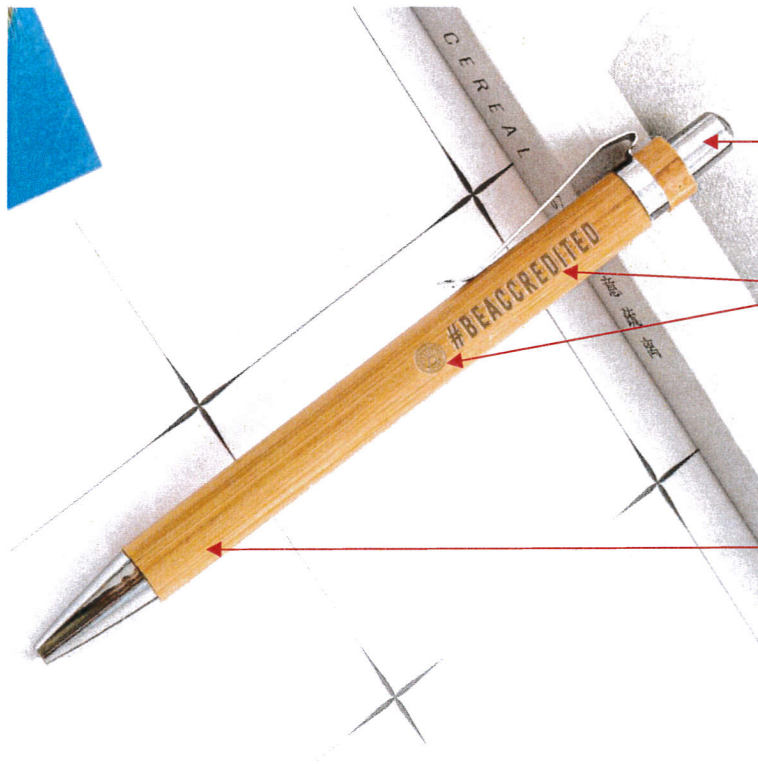
III. NOTEBOOK AND PEN

Front



Back





Retractable Pen

DOT Logo & Texts: Engraved

Font:

➤ #BEACCREDITED (Gobold Bold)

Material: Bamboo