

TERMS OF REFERENCE

- I. **Project Title:** Production of Plaques
- II. **Purpose/Objective:**
 - To give recognition to the invaluable service and contribution of resource speakers and partner agencies/stakeholders for their service and support to DOT training programs and activities to improve Philippine tourism human capital.
- III. **Minimum Requirements for Suppliers:**
 - Submission of sample of previous similar work
 - Submission of sample material to be used
- IV. **Scope of Works/Deliveries:**
 - A. **Direct Printing to Glass Plaque based on the old design / layout**
 - Quantity : 29 pcs. - Estimated Unit Cost P500.00
 - Specifications:
 1. Material : Crystal Glass
 2. Dimensions : (H) 8 ½" x (W) 5 ½" x (T) 12mm
 3. Base : 2 layered crystal glass
 4. Color : Multi Color w/ Photographic Etchings
 5. Design : TISP & DOT logo with text (as shown in the attached old design)
 6. Packaging : Individual bubble wrap inside
 - B. **Production of Customized Glass Engraved Plaques based on the old design / layout**
 - Quantity : 41 pcs. - Estimated Unit Cost P2,500.00
 - Specifications:
 1. Material : Crystal Glass
 2. Dimensions : (H) 8 ½" x (W) 5 ½" x (T) 12mm
 3. Base : 2 layered crystal glass
 4. Color : Multi Color w/ Photographic Etchings
 5. Design : TISP & DOT logo with text (as shown in the attached old design)
 6. Packaging : Individual bubble wrap inside
- V. **Schedule of Delivery:**
 - Lowest calculated bidder must submit sample item three (3) 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 SEVENTEEN THOUSAND PESOS (117,000.00) INCLUSIVE OF 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 direct printing to glass plaques.
- 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 Plaques 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:


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Office of Industry Manpower Development



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