

## TERMS OF REFERENCE

I. **Project Title:** Production of Customized Glass Engraved Plaques

II. **Purpose/Objective:**

- To give recognition to the invaluable service and contribution of the Training Champions/stakeholders for their service and support to DOT training programs and activities to improve Philippine Tourism Human Capital for the TISP Year-End Gawad Tagapagsanay 2022.

III. **Minimum Requirements for Suppliers:**

- Submission of sample of previous similar work
- Submission of sample material to be used

IV. **Scope of Works/Deliveries:**

**Production of Plaque based on the attached design / layout**

- Quantity : 80 pcs.(Gawad Tagapagsanay)  
Estimated Unit Cost P2,500.00

Specifications :

- |               |   |  |
|---------------|---|--|
| 1. Material   | : | Crystal Glass  |
| 2. Dimensions | : | (H) 5" x (W) 4.6" x (T) ¼"                               |
| 3. Base       | : | 2 layered crystal glass                                  |
| 4. Color      | : | Multi Color w/ Photographic Etchings                     |
| 5. Design     | : | TISP & DOT logo with text<br>(to be supplied by OIMD)    |
| 6. Packaging  | : | Individual box with name label<br>and bubble wrap inside |

V. **Schedule of Delivery:**

- Full delivery of items on or before **November 25, 2022, 5:00 PM.**

VI. **Payment Procedure:**

Government Procedures

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

Total budget allocation is PHILIPPINE PESOS: TWO HUNDRED THOUSAND FIVE HUNDRED PESOS (200,000.00) 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 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)**



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Reviewed by:

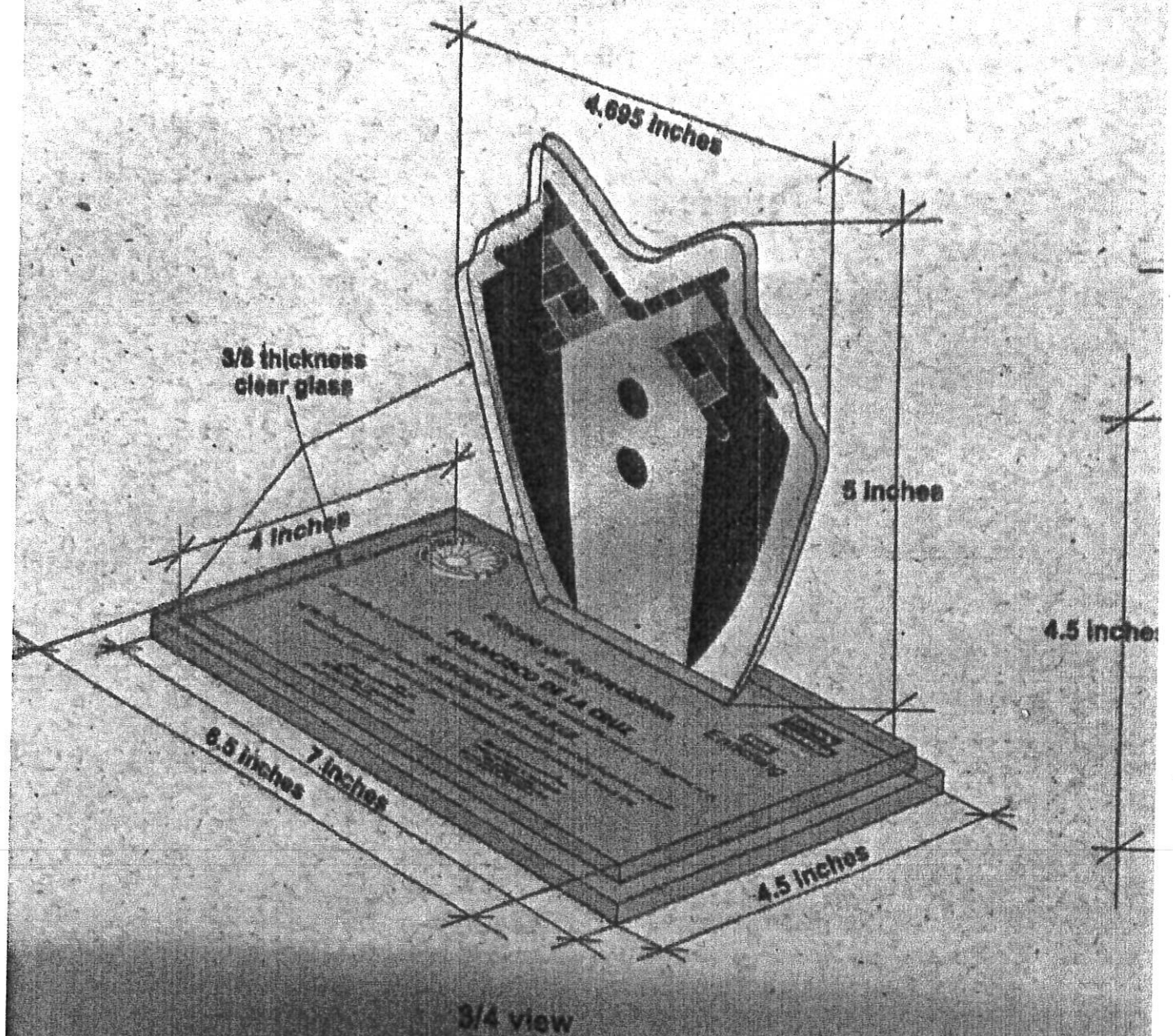


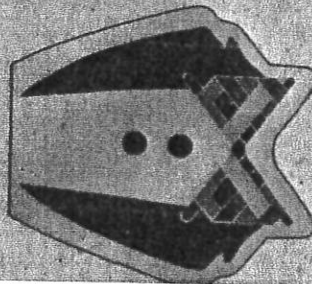
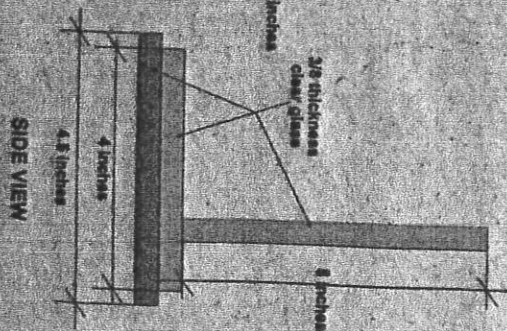
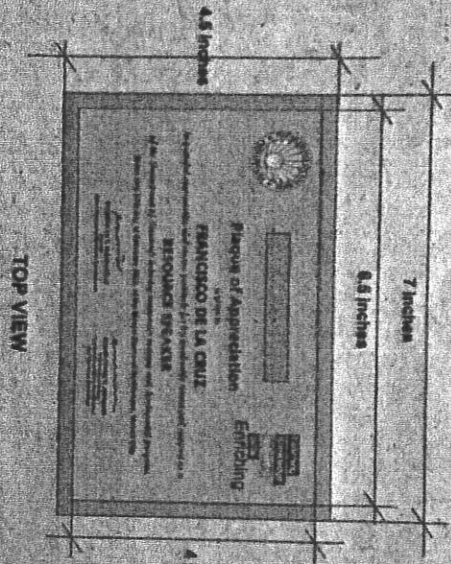
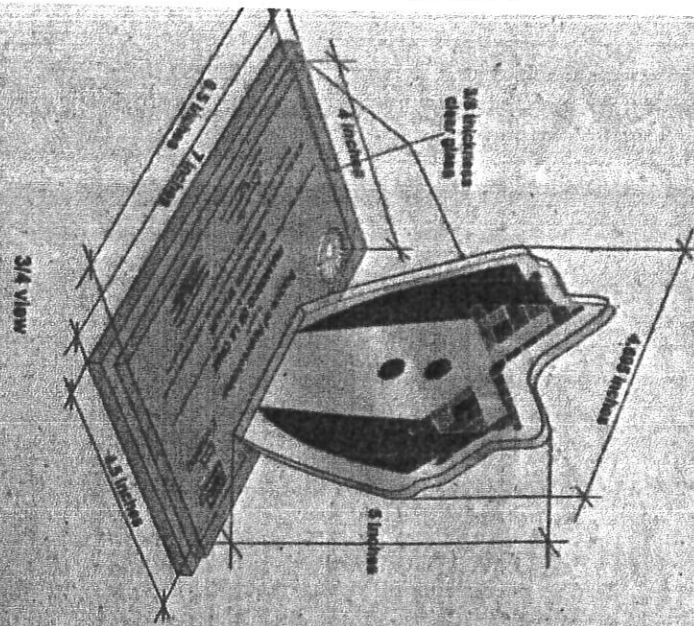
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Approved by:



**ARLENE A. ALIPIO**  
OIC-Director  
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