



OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE

I. Project Title: Production of Customized Glass Engraved Plaques

II. 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. Scope, Coverage and Deliverables

Specifications

Material	:	Crystal Glass
Dimensions	:	(H) 5" x (W) 4.6" x (T) ¼"
Base	:	2 layered crystal glass
Color	:	Full Color w/ Photographic Etchings
Design	:	TISP & DOT logo with text (as shown in the attached sample layout)
Packaging	:	Individual box with bubble wrap inside
Quantity	:	One Hundred Pieces (100 pcs.)

IV. Schedule of Delivery

Full Delivery of the items on or before **12:00 noon of December 19, 2022.**

V. Payment Procedure:

Government Procedures

VI. Approved Budget Cost

Two Hundred Fifty Thousand Pesos (Php250,000.00) inclusive of all applicable government taxes in accordance with government procedures.

VII. 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

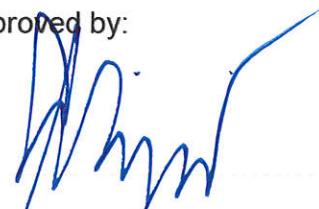
VIII. Contact Person

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