

**DEPARTMENT OF TOURISM – MIMAROPA  
TOURISM REGULATION DIVISION**

**TERMS OF REFERENCE**

**PRODUCTION OF TRAINING AID FOR WEBINARS AND FACE TO FACE  
TRAININGS**

**I. ITEM**

- 64 GB Capacity USB Flash Drive

**II. PURPOSE/OBJECTIVE:**

To be used for the storage of presentations and other files by tourism stakeholders and local tourism officers during conduct of webinars and face-to-face trainings in 2023.

**III. MINIMUM REQUIREMENTS FOR SUPPLIERS**

- Must be **PHILGEPS REGISTERED**
- Must have **been in the production business for not less than three (3) years, preferably a Manufacturer**
- Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- Submission of actual sample of USB with packaging on the closing date of PHILGEPS posting for interested bidders

**IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS**

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

**V. SCOPE OF WORK/SPECIFICATIONS**

**Design:** Embossed DOT MIMAROPA logo with stainless ring

**Casing Material :** Synthetic /Faux Leather

**Width :** 1.1 inches

**Depth:** 0.7 inches

**Height :** 3.5 inches

**Weight :** 1.41 oz

**Casing :** Snap button closure

**Packaging :** Hard box 4" x 1.75" x 1"

Black Matte Wrap in foam with DOT MIMAROPA silkscreen print logo in gold color

**Quantity:** 119 pieces

**VI. APPROVED BUDGET FOR THE CONTRACT:**

The Approved Budget for the Contract is **Seventy Four Thousand Nine Hundred Seventy Pesos (P74, 970.00)**, inclusive of all government taxes and charges

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

**VII. DELIVERY PERIOD:**

Winning bid must deliver the **119 pieces 64GB Capacity USB with packaging** on or before **16 January 2023**.

**VIII. PAYMENT PROCEDURE:**

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

**IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS**

- Non-submission of required documentary requirements and actual sample 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.
- The **WINNING BIDDER** must deliver **64 GB Capacity USB** as spot check will be done by END USER on the above-mentioned date of delivery.
- 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-MIMAROPA 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-MIMAROPA 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 design/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

**X. PROJECT OFFICER/CONTACTPERSON**

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