

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

**TERMS OF REFERENCE**

**PRODUCTION OF GIVEAWAYS FOR 2021 MIMAROPA TOURISM  
APPRECIATION AND RECOGNITION DAY - FAME: SOAR HIGH AND RADIATE  
AMID A PANDEMIC**

**I. ITEM**

- Counter Desk Pen

**II. PURPOSE/OBJECTIVES:**

To be given to Recipients of the **2021 MIMAROPA Tourism Appreciation and Recognition Day** entitled: **Fame: Soar High and Radiate Amid a Pandemic!** that will be held on 28 January 2022.

**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 Counter Desk Pen with packaging is subject for approval/revision of the DOT-MIMAROPA within 3 days after closing of PHILGEPS posting for interested bidders

**IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS**

- Submission of complete documentary requirements upon PhilGEPS posting closing
- 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**

- Prop Shipping Magnetic Floating Pen Bright Chrome
- Color: Silver
- Material: Metal
- Size: Pen Length – 11.7 cm  
Outer Diameter: 1.5cm

- Pen Base Height: 2.45 cm
- Pen Base Outer Diameter: 5.6cm
- DOT MIMAROPA Logo engraved in the pen with special message that is timely in the Pandemic.
- With Packaging and Gift Card

**Quantity:** 150 pieces

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

The Approved Budget for the Contract is **One Hundred Twenty Thousand Pesos (P120,000.00)**, 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 150 pieces Counter Desk Pen with packaging on or before **24 January 2022**.

**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 **Counter Desk Pen** 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/CONTACT PERSON**

Name: **MS. JOANE KRIZZIA M. DELARIARTE**  
Email: **tisp.dot4b@gmail.com**  
Contact No. : **0968 – 683 - 7548**