

TERMS OF REFERENCE

I. **Project Title:** **PROCUREMENT OF COLLATERAL MATERIALS**

II. **Purpose/Objective:**

To be used in support to the implementation of Tourism Industry Training Programs.

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

Production of USB Flash Drive

- Quantity : 290 pcs
- Estimated Unit Cost : P268.33 / pc
- Total Amount : P77,815.70
- Specifications :

1. USB Flash Drive (Wooden w/ laser engraved logo)
2. 32 GB Memory Capacity
3. Back to back design (Please refer to the attached sample)
4. Hi-Speed USB 3.0 compliant
5. Measurements, (w-63 cm, h-22 cm, thickness 10 cm)

IV. **Minimum Requirements for Suppliers:**

- Submission of sample item(s) similar to required specifications.
- Non-submission of sample shall be ground for disqualification of bid

V. **Schedule of Delivery:**

- Submit sample item Ten (10) working days after the opening of bids.
- Delivery of the items ten (10) working days upon receipt of approved and funded P.O.

VI. **Payment Procedure:**

Government Procedures

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

SEVENTY SEVEN THOUSAND EIGHT HUNDRED FIFTEEN AND 70/100 PESOS (77,815.70) INCLUSIVE OF ALL APPLICABLE TAXES.