

**OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION (SDD)**

**T E C H N I C A L   S P E C I F I C A T I O N S**

**Project Title: PROCUREMENT OF TOTE BAGS FOR OTSR – SDD PROJECTS**

**I. PURPOSE/OBJECTIVE**

- To be used during the conduct of OTSR Standards Development Division's seminars / public consultations / trainings / orientations and other related projects

**II. MINIMUM REQUIREMENT FOR SUPPLIERS**

- Submission of similar sample works and materials of the item.
- Submission of recommended patterns to be used for the item (if any).
- With no history of cancellation from previous clients / DOT Offices / projects.
- Must be willing to provide services on send-bill arrangement.

**III. SCOPE OF WORK**

**PRINTING/ PRODUCTION OF TOTE BAG-- (Php 110,000.00)**

(For reference please see attached sample as Annex A)

- **Quantity:** 1,000 pieces
- **Material:** Canvas
- **Color:** Natural
- **Weight:** 12 oz (13/13 strands per inch)
- **Size:** 16" (H) x 18" (L) x 3" (W)
  - **Design (FRONT):**
    - ✓ Text: PHILIPPINES
    - ✓ Font: Karatula Display
    - ✓ Print: Yakan Pattern (winning bidder may recommend other weave patterns for approval of the end-user)
  - **Design (BACK):**
    - ✓ DOT Logo
    - ✓ Text: Office of Tourism Standards and Regulation
    - ✓ accreditation.tourism.gov.ph
    - ✓ www.tourism.gov.ph
    - ✓ Font: Arial

**IV. APPROVED BUDGET OF THE CONTRACT**

**ONE HUNDRED TEN THOUSAND PESOS**  
(PHP 110, 000.00 inclusive of all applicable taxes)

**V. SUBMISSION OF SAMPLE FOR DOT APPROVAL**

- Within five (5) working days upon receipt of approved and funded Purchase Order.

**VI. DELIVERY PERIOD**

- Within twenty (20) working days after approval of the final sample.

## **VII. PAYMENT PROCEDURE**

- Payment shall be processed by the accounting division after complete delivery of all event tokens and upon receipt of the billing statement.
- Full payment for the items shall be received by the supplier at least thirty (30) working days after being subjected to Government accounting and auditing rules and regulations.

## **VIII. COMPLIANCE TO SPECIFICATIONS/ PROVISIONS**

- 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 quality of the submitted sample items and the recommended designs of the supplier.
- 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-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 confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved items except to those persons entrusted/authorized by the **DOT-END USER**.

## **IX. PROJECT OFFICER/ CONTACT PERSON**

### **MR. JC JAN O. CUETO**

Office of Tourism Standards and Regulation

Standards Development Division

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### **APPROVED BY:**

### **VIRGILIO M. MAGUIGAD, EnP**

Director

Office of Tourism Standards and Regulation

I. CANVAS TOTE BAG

FRONT



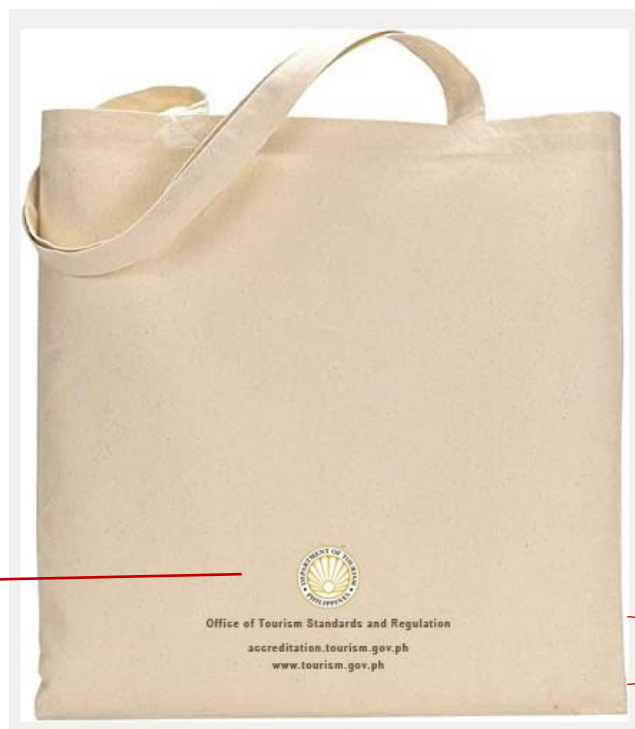
Size: 16"

Design:  
Yakan Pattern

Text: PHILIPPINES  
Font: Karatula  
Display

Size: 18"

BACK



DOT Logo

Text: Office of Tourism  
Standards and Regulation  
accreditation.tourism.gov.ph  
www.tourism.gov.ph  
Font: Arial