

**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 BUSINESS FOLDERS 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 to be used.
- Must be willing to provide services on send-bill arrangement.

**III. SCOPE OF WORK**

**PRINTING/ PRODUCTION OF BUSINESS FOLDERS - (Php 112,670.00)**

(For reference please see attached sample as Annex A)

- **Quantity:** 1,000 pieces
- **Size:** 13.5" (H) x 9" (L)
- **Color:** Matte Black
- **Inside:** Left and Right Pocket Slits
- **Left Pocket Slit:** Vertical pocket with three (3) additional H4 business card slot
- **Right Pocket Slit:** V-split horizontal pocket with H4 business card slot
- **Spine:** 0.80 cm
- **Material:** Paper
- **Stock:** 10 pt
- **Orientation:** Portrait
- **Coating:** Matte Aqueous with Spot UV and embossed
- **Design (FRONT):**
  - ✓ Philippine Tourism Quality Seal Logo
  - ✓ Gold Lining
- **Design (BACK):**
  - ✓ DOT Logo
  - ✓ Text: Office of Tourism Standards and Regulation
  - ✓ accreditation.tourism.gov.ph
  - ✓ www.tourism.gov.ph
  - ✓ Font: Arial Bold

**IV. APPROVED BUDGET OF THE CONTRACT**

**ONE HUNDRED TWELVE THOUSAND SIX HUNDRED FIFTY PESOS**

(PHP 112, 670.00 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 the complete delivery of all items 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 design and quality of the submitted sample item.
- 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**

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**APPROVED BY:**

  
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Director

Office of Tourism Standards and Regulation