

**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

Office of Tourism Standards and Regulation

Standards Development Division

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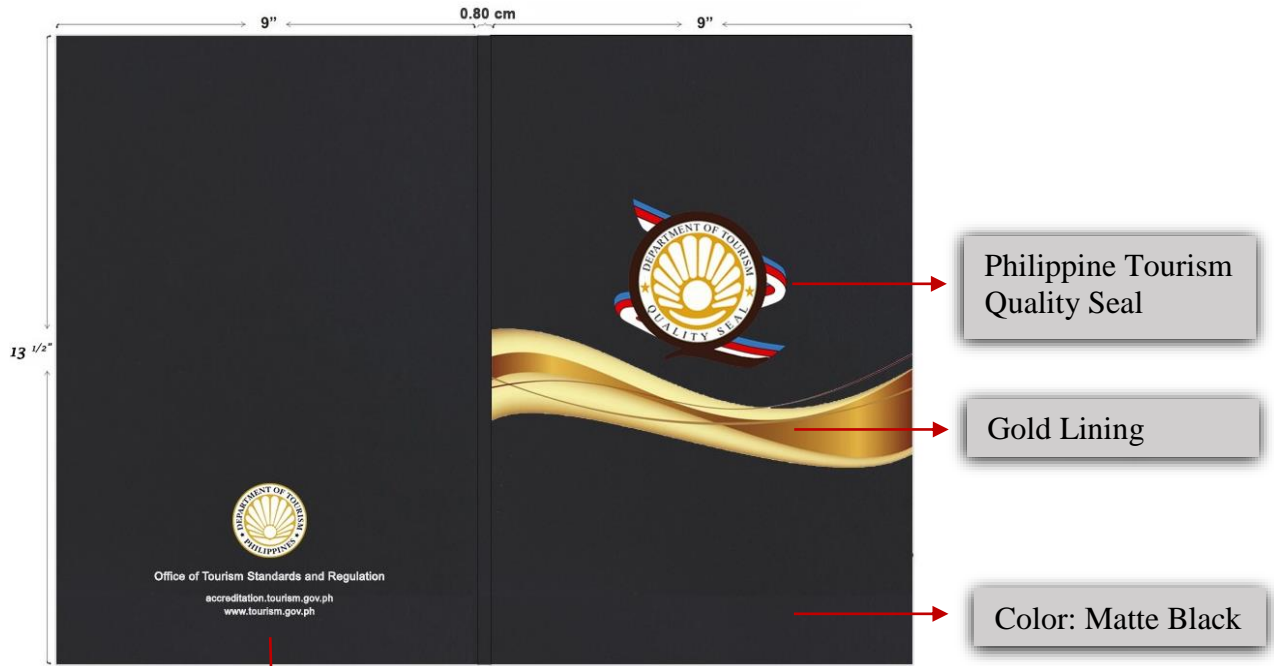
APPROVED BY:

VIRGILIO M. MAGUIGAD, EnP

Director

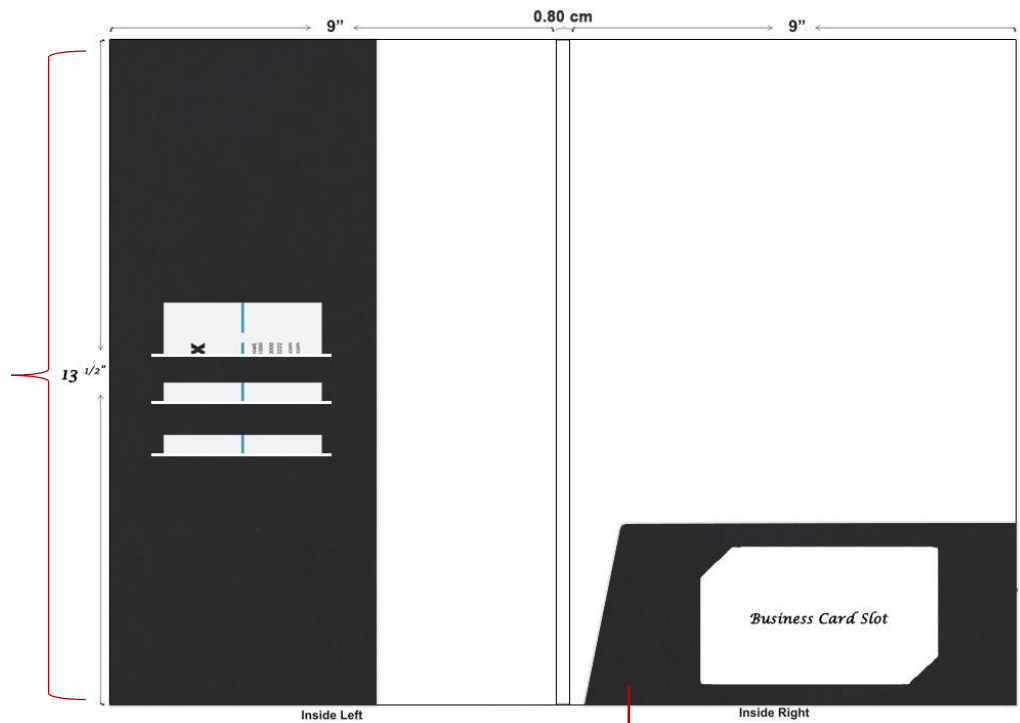
Office of Tourism Standards and Regulation

I. BUSINESS FOLDER



DOT Logo
 Text Font: Arial Bold
 Office of Tourism Standards and Regulation
 accreditation.tourism.gov.ph
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 additional H4
 Business Card slot



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 pocket with H4 business card slot