

**TERMS OF REFERENCE**  
Office of Industry Manpower Development

I. **Project Title: PROCUREMENT OF CERTIFICATE FOLDER**

II. **Purpose/Objective:**

- To be used in the conduct of various trainings and workshops being conducted by the Department of Tourism - Office of Industry Manpower Development.

III. **Minimum Requirements for Suppliers:**

- Submission of sample item(s) similar to required specifications.
- Proposed materials to be used as specified in the layout/description.
- Non-submission of sample shall be ground for disqualification of bid.

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

**Procurement of Certificate Folder**

- Quantity: 6000 pcs
  - Estimated Amount per piece: P35.00
  - Estimated Total Amount: P210,000.00
  - Specifications :
1. Certificate folder for seminars & trainings
  2. A4 Size – 210mm x 297mm (8.27" x 11.69")
  3. Plastic, Navy Blue color

V. **Schedule of Delivery:**

- Lowest calculated bidder must submit sample item five (5) days after the opening of bids.
- Full Delivery of the items is seven (7) days upon receipt of approved and funded P.O.
- Partial delivery is not allowed.

VI. **Payment Procedure:**

Government Procedures

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

TWO HUNDRED TEN THOUSAND PESOS (210,000.00)  
INCLUSIVE OF APPLICABLE TAXES.


VIII. **Compliance to Specifications/Provisions**

- The **WINNING BIDDER** must submit actual sample as specified in the layout/description prior to mass production.
- 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 acrylic top certificate folder.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/measurements 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**.

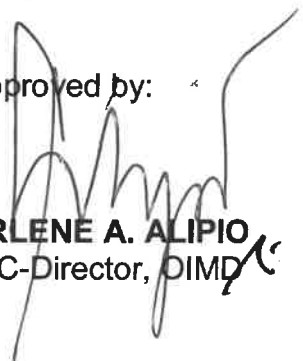
IX. **Project Officer/Contact Person(s)**

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