

**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 MINI UMBRELLA 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 as specified in the layout/ description.
- 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 MINI UMBRELLA**

(For reference please see attached sample as Annex A)

- **Quantity:** 500 pieces
- **Color:** Black
- **Mechanism:** Manual
- With umbrella case
  - **Design (UMBRELLA):**
    - ✓ Text: PHILIPPINES
    - ✓ Font: Karatula display
  - **Design (UMBRELLA CASE):**
    - ✓ With Zipper
    - ✓ DOT Logo
    - ✓ Text: Office of Tourism Standards and Regulation
    - ✓ Font: Arial

**IV. APPROVED BUDGET OF THE CONTRACT**

**ONE HUNDRED FORTY-SIX THOUSAND THREE HUNDRED THIRTY-FIVE PESOS**  
(PHP 146, 335.00 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. DELIVERY ADDRESS

- The Delivery Address for the items will be at the:  
***New DOT Building, #351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines***

## VIII. PAYMENT PROCEDURE

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

## IX. COMPLIANCE TO SPECIFICATIONS/ PROVISIONS

- Non-submission of required similar sample works and materials to be used shall be ground for disqualification of the bid.
- 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 tokens.
- 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**.

## X. PROJECT OFFICER/ CONTACT PERSON

  
**MR. JC JAN O. CUETO**

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**APPROVED BY:**

  
**VIRGILIO M. MAGUIGAD, EnP**

Director

Office of Tourism Standards and Regulation



# I. MINI UMBRELLA WITH CASE



Text: PHILIPPINES  
Font: Karatula Display



DOT Logo

Text: Office of Tourism Standards and Regulation  
Font: Arial