

## **TERMS OF REFERENCE**

### Procurement of Buri Hat for the Receptions of Cruise Arrivals in MIMAROPA Region

- I. OBJECTIVE:** The reception for the port of calls of Cruise Ships in the MIMAROPA Region is anchored on the following objectives:
1. Create a pleasant welcoming atmosphere for cruise ships on a port call in the MIMAROPA Region;
  2. Introduce Filipino hospitality to guests and crew alighting from cruise ships; and
  3. Build networks with cruise ship operators and local government units to ensure a continuous flow of arriving tourists through cruise ships.

**II. MINIMUM REQUIREMENTS:**

1. Must have been in the production business for at least 2 years
2. Must be able to provide services on a Send-Bill Arrangement
3. Must have PhilGEPS Registration.

**III. SCOPE OF WORK/DELIVERABLES:**

**Buri Hat Specifications (See Annex A):**

- handicraft made of Buri (unisex);
- 20" in diameter;
- Assorted Plain colors;
- Bidder must submit a design with their quotation; and
- Minimum of 7,500 pcs.

**IV. BUDGET**

The total budget allocation is **SIX HUNDRED THOUSAND PESOS ONLY (P600,000.00)** inclusive of taxes and fees.

**V. DOCUMENTARY REQUIREMENTS**

1. Mayor's Permit / License
2. PhilGEPS Registration Number
3. Duly notarized Omnibus Sworn Statement
4. Sec/DTI certification
5. BIR Registration / TIN

## **VI. PAYMENT SCHEMES**

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

## **VII. DELIVERY PERIOD**

15 Working days after the final approval and issuance of the Purchase Order or Notice of Award.

## **VIII. PAYMENT PROCEDURE**

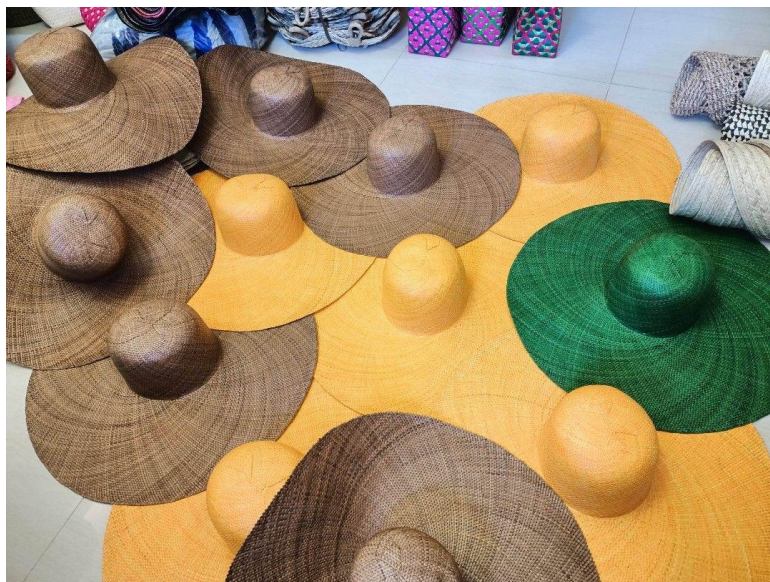
Full payment shall be made within thirty (30) working days upon delivery and acceptance of the welcome leis.

## **IX. 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 product.
- 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 collaterals except to those persons entrusted/authorized by the DOT-END USER.

Contact Person: **Mr. Reynaldo Gabriel Jr.**  
DOT MIMAROPA Regional Office  
Mobile (0916) 4693632 | [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)

**Annex A – Sample Buri Hats**



Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**A F F I D A V I T**

I, **[Name of Affiant]**, of legal age, **[Civil Status]**, **[Nationality]**, and residing at **[Address of Affiant]**, after having been duly sworn in accordance with the law, do hereby depose and state that:

**1. Select one, and delete the other:**

**If a sole proprietorship:**

I am the sole proprietor or authorized representative of **[Name of Bidder]** with office address at **[address of Bidder]**;

**If a partnership, corporation, cooperative, or joint venture:**

I am the duly authorized and designated representative of **[Name of Bidder]** with office address at **[address of Bidder]**;

**2. Select one, and delete the other:**

**If a sole proprietorship:**

As the owner and sole proprietor, or authorized representative of **[Name of Bidder]**, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and sign and execute the ensuing contract for **[Name of the Project]** of the **[Name of the Procuring Entity]**, as shown in the attached duly notarized Special Power of Attorney;

**If a partnership, corporation, cooperative, or joint venture:**

I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and sign and execute the ensuing contract for **[Name of the Project]** of the **[Name of the Procuring Entity]**, as shown in the attached **[state title of the attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]**;

3. **[Name of Bidder]** is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. **[Name of Bidder]** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

**6. Select one, and delete the rest:**

**If a sole proprietorship:**

The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

**If a partnership or cooperative:**

None of the officers and members of **[Name of Bidder]** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

**If a corporation or joint venture:**

None of the officers, directors, and controlling stockholders of **[Name of Bidder]** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. **[Name of Bidder]** complies with existing labor laws and standards; and

8. **[Name of Bidder]** is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [**Name of the Project**].

9. [**Name of Bidder**] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel, or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13- SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_