

TECHNICAL SPECIFICATIONS

Office of Industry Manpower Development

I. **Project Title: PROCUREMENT OF CUSTOMIZED NOTEBOOK**

II. **Purpose/Objective:**

- To be used in the conduct of Learning Needs Assessment – Focus Group Discussions and workshops being conducted by the Department of Tourism - Office of Industry Manpower Development.

III. **Minimum Requirements for Suppliers:**

- Submission of actual sample.
- Proposed materials to be used as specified in the provided sample layout (image).
- Non-submission of sample shall be ground for disqualification of bid.

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

Procurement of Customized Notebook

- Quantity: 1000 pcs
- Estimated Amount per piece: P100.00
- Estimated Total Amount: P100,000.00
- Specifications :
 1. Customized front & back cover
 2. Size – 5.5” x 8.5”
 3. 3 cover options
 4. 80 filler pages
 5. Blank filler paper

V. **Schedule of Delivery:**

- Full Delivery of the items is ten (10) 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:**

ONE HUNDRED THOUSAND PESOS (100,000.00)
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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