

Terms of Reference
Procurement of Tokens
Capacity Development Program (Rollout of the Local Tourism Code Manual)
02-04 October 2023 in Pasay City

I. Project Description:

The Office of Tourism Development Planning, Research and Information Management (OTDPRIM) through the Policy Formulation and International Cooperation Division (PFICD) will procure tokens for the attendees of the capacity development program with regard to the rollout of the Local Tourism Code Manual on 02-04 October 2023 in Pasay City. The items will serve as tokens of appreciation to the participants of the program.

II. Minimum Requirements for Bidders:

- Bidder must be PhilGEPS registered.
- Must be willing to provide product warranty and/or return and exchange of defective items

III. Scope of Work/Deliverables:

The services required by the end-user:

- Submit a picture of the item for approval of the end user.
- Materials must be aligned to the information provided by the end-user.

IV. Deliverables:

The service provider must provide the following tokens.

- Item 1. Abaca tote bag with Love the Philippines logo in front (150 pcs)
Size: 32x14x35cm
Materials used: abaca
Color: Brown
Type: Abaca Tote bag as seen in the picture
- Item 2. Bamboo Notebook (150 pcs)
Size: A5 size
Materials used: Cover – made of bamboo
Includes: Recycled paper pen
Color: Brown
Type: Bamboo notebook with paper pen as seen in the picture

Note: Attached for reference are the sample pictures (Annex A).

V. Total Amount:

The total budget for the procurement of tokens amounting to Php 60,000.00 shall be inclusive of all applicable tax.

VI. Delivery Date and Location:

Delivery of tokens shall not exceed 29 September 2023 in DOT Central Office – General Services Division.

IX. Payment:

Send bill arrangement / Government procedure

Contact Person:

MYLENE D. TALANA (MS.)

TOO I, Policy Formulation and International Cooperation Division

Contact No: 459-5200 to 30 local 514

Email Address: mdtalana@tourism.gov.ph and ird@tourism.gov.ph

Noted By:


WARNER M. ANDRADA (MR.)
OIC-Assistant Secretary, Tourism Development

Tokens picture



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Tokens picture



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