

**DEPARTMENT OF TOURISM – MIMAROPA  
INDUSTRY TRAINING UNIT**

**TERMS OF REFERENCE**

**I. PROJECT TITLE**

PRODUCTION OF TRAINING MATERIAL (NOTEBOOK) RELATIVE FOR THE TOURISM INDUSTRY SKILLS PROGRAM

**II. PURPOSE/OBJECTIVES:**

To be used as collaterals for the conduct of trainings under the Tourism Industry Skills Program of the Department of Tourism (DOT) – MIMAROPA Region.

**III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER**

- A. Must be **PHILGEPS REGISTERED**
- B. Must have **been in the production business for not less than three (3) years, preferably a Manufacturer**
- C. Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- D. Submission of actual sample of the above-stated items must be **three (3) days** after closing of PHILGEPS posting

**IV. DOCUMENTARY REQUIREMENTS**

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement

**V. SCOPE OF WORK / DELIVERABLES**

**A. Production of Notebook**

Specifications

Design:	Front: MIMAROPA region design layout (end user will provide the design layout) Back: MIMAROPA region design layout (end user will provide the design layout)
Material:	Foldcote – 18 matte finish 1 color print back to back
Leaves:	pale cream leaves, 35 leaves
Quantity:	960 pieces

## VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **Ninety-Six Thousand Pesos (Php 96,000.00)**, inclusive of applicable taxes and fees.

## VII. DELIVERY PERIOD

Winning bidder must deliver the item on or before **31 October 2023**.

## VIII. PAYMENT PROCEDURE

- 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.
- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of the supplies.

## IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required sample works and materials to be used shall be ground for disqualification of 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.
- **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-MIMAROPA 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-MIMAROPA 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 design/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

## X. PROJECT OFFICER / CONTACT PERSON

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