

**OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS MONITORING AND ENFORCEMENT DIVISION**

TERMS OF REFERENCE

I. Project Title: PRODUCTION OF IEC MATERIALS AND TOKENS

II. Purpose/Objective

The project will entail the service of the winning bidder for the production of IEC materials and tokens that will be given during the conduct of OTSR's seminars/trainings and other related projects.

The items to be procured will serve as tokens of appreciation for the Officials, Special Guests, Resource Speakers, and participants of the OTSR-conducted seminars.

III. Minimum Requirement for Suppliers

- Must be PHILGEPS REGISTERED;
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer;
- Must be willing to provide product warranty/return and exchange of defective items;
- Must not have a history of cancellation of award or non-compliance with the deliverables;
- Submission of actual sample and material to be used subject for approval/revision of the OTSR-SMED;
- Must have worked with DOT or affiliate agencies;
- Must be willing to provide services on a send bill arrangement;

IV. Scope of Work

- Submission of actual sample and material to be used subject for approval/revision of the OTSR-SMED prior to mass production.

V. Deliverables

LOT 1. Customized Polo Shirt – 83 pcs (see Annex A for design)

Specifications:	
Quantity	83 pieces
Fabric/Material	Polyester, Nylon, Elastane
Design	<ul style="list-style-type: none">• DOT Quality Seal (2" in diameter) printed in front, left side• Printed "LOVE the Philippines" banner on upper right of shirt• Printed text at the back: "Department of Tourism" in Barabara font• Printed "LOVE The Philippines" logo• Black collar• Short sleeve with black cuff• 2 buttons• Bottom style with slits
Color	White

C. Luggage Tag – 80 pcs

Specifications:	
Quantity	80 pieces
Dimension (Tag)	W 2.5" x L 4"
Dimension (Strap)	W 0.5" X L 5"
Material (Tag)	Synthetic/Faux Leather See-through Plastic
Material (Strap)	Synthetic/Faux Leather
Closing method	Buckle
Color	Leather: Black
Others	Back: Printed "LOVE the Philippines" logo, 3 inches x 2 inches Front: Printed "DOT logo", 0.5 inch x 0.5 inch, at the bottom center

VI. Approved Budget for the Contract

LOT 1. Customized Polo Shirt:

**Seventy Thousand Eight Hundred Twenty-Six Pesos and Thirty-Nine Centavos
(₱70,826.39)**

inclusive of all applicable taxes and delivery charge

LOT 2. Toiletry/Cosmetic Bag:

**Twenty-Nine Thousand Seven Hundred Sixty Pesos Only
(₱29,760.00)**

inclusive of all applicable taxes and delivery charge

LOT 3. Customized Travel Set:

**One Hundred Twenty-Seven Thousand Eight Hundred Seventy-Six Pesos and Eighty
Centavos
(₱127,876.80)**

inclusive of all applicable taxes and delivery charge

TOTAL ABC:

**TWO HUNDRED TWENTY-EIGHT THOUSAND FOUR HUNDRED SIXTY-THREE
PESOS AND NINETEEN CENTAVOS ONLY (₱228,463.19)**

inclusive of all applicable taxes and delivery charge

VII. Submission of Sample for DOT Approval

- Within ten (10) working days upon receipt of Notice of Award.

VIII. Delivery Period

- Within thirty (30) working days after the receipt of approved Purchased Order.

LOT 2. Toiletry/Cosmetic Bag – 80 pcs

Specifications:	
Quantity	80 pieces
Dimension	H 4" X L 6.3" X W 2.8"
Material (Bag)	Waterproof Nylon
Material (Zipper Head)	Synthetic/Faux Leather, brown
Closing method	Zipper
Interiors	1 Big Pocket 3 Small Pockets
Color	Leather: brown Nylon: Black Inner Fabric: Black
Others	Front: Printed "LOVE the Philippines" logo, 5.5 inches x 2.5 inches Back: Printed DOT Logo, 1.5 inches x 1.5 inches, center

LOT 3. Customized Travel Set**A. Tampipi Box – 80 pcs**

Specifications:	
Quantity	80 pieces
Dimensions	W 6" X L 8" X H 3"
Material	Pandan native handcraft
Colors	Leather: brown, green

B. Passport Holder – 80 pcs

Specifications:	
Quantity	80 pieces
Dimensions (folded)	W 4" X L 5.5"
Material (cover)	Synthetic/Faux Leather
Colors	Leather: Black
Design	Front: Printed "LOVE the Philippines" logo, 1.5 inches x 1 inch Back: Printed "DOT logo", 0.75 inch x 0.75 inch, at the bottom center
Others	4 card slots 1 passport slot 1 boarding pass slot 1 note pocket

IX. Payment Procedure

- Full payment shall be processed after completed delivery and acceptance of the IEC materials to DOT Office at #351 The New DOT Bldg., Sen. Gil Puyat Ave., Makati City and upon OTSR-SMED receipt of the Statement of Account / Billing Statement based on Government Payment Procedure.

X. 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**, may, however, suggest changes in the design and materials to be used which might improve the look of the IEC materials/tokens, provided that the amount of bid will not exceed the total budget.
- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance to the quality of the submitted sample of IEC materials/Tokens, provided that the amount of bid does not exceed the above total budget. They must be willing to wait at least 45 days for the government payment facilitation process.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR and its annexes, 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 keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved Tourism Accreditation Codes except to those persons entrusted/authorized by the **DOT-END USER**.

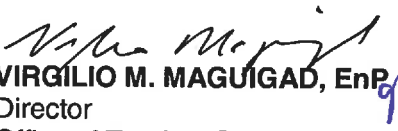
XI. Project Officer/Contact Person



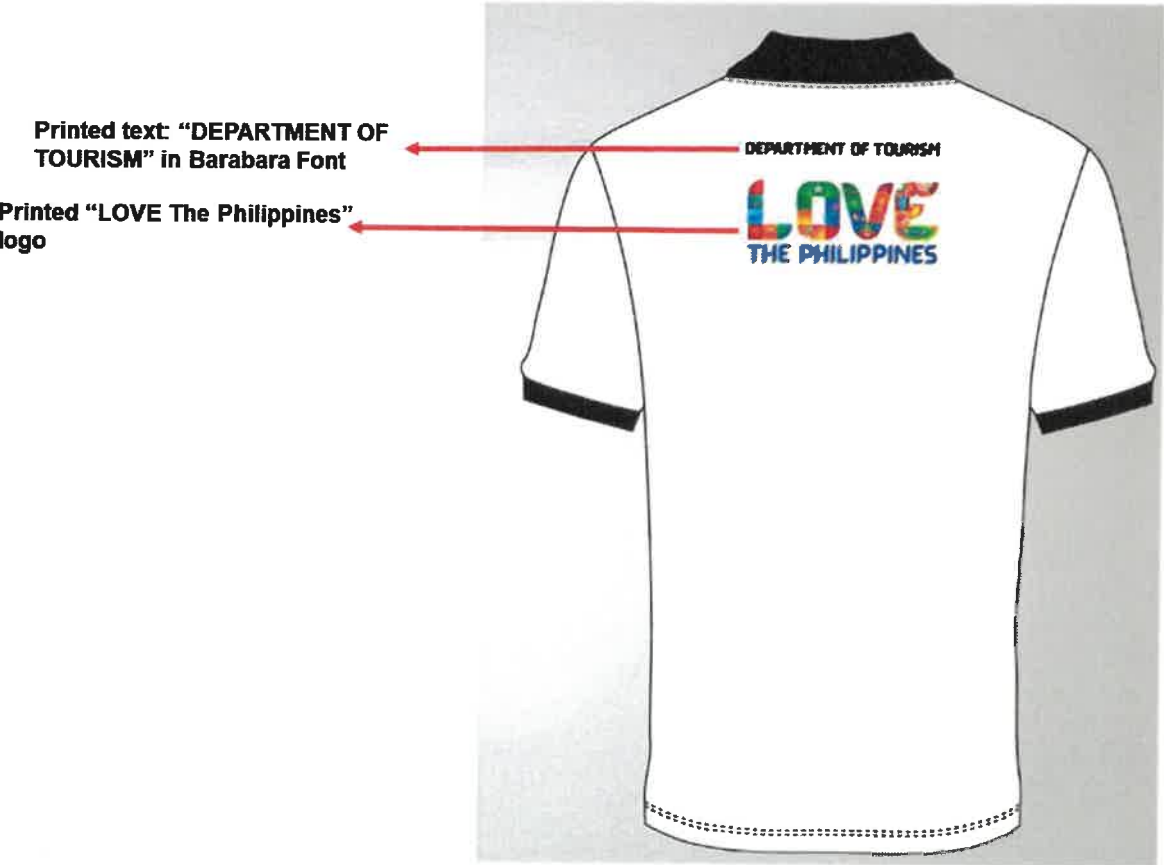
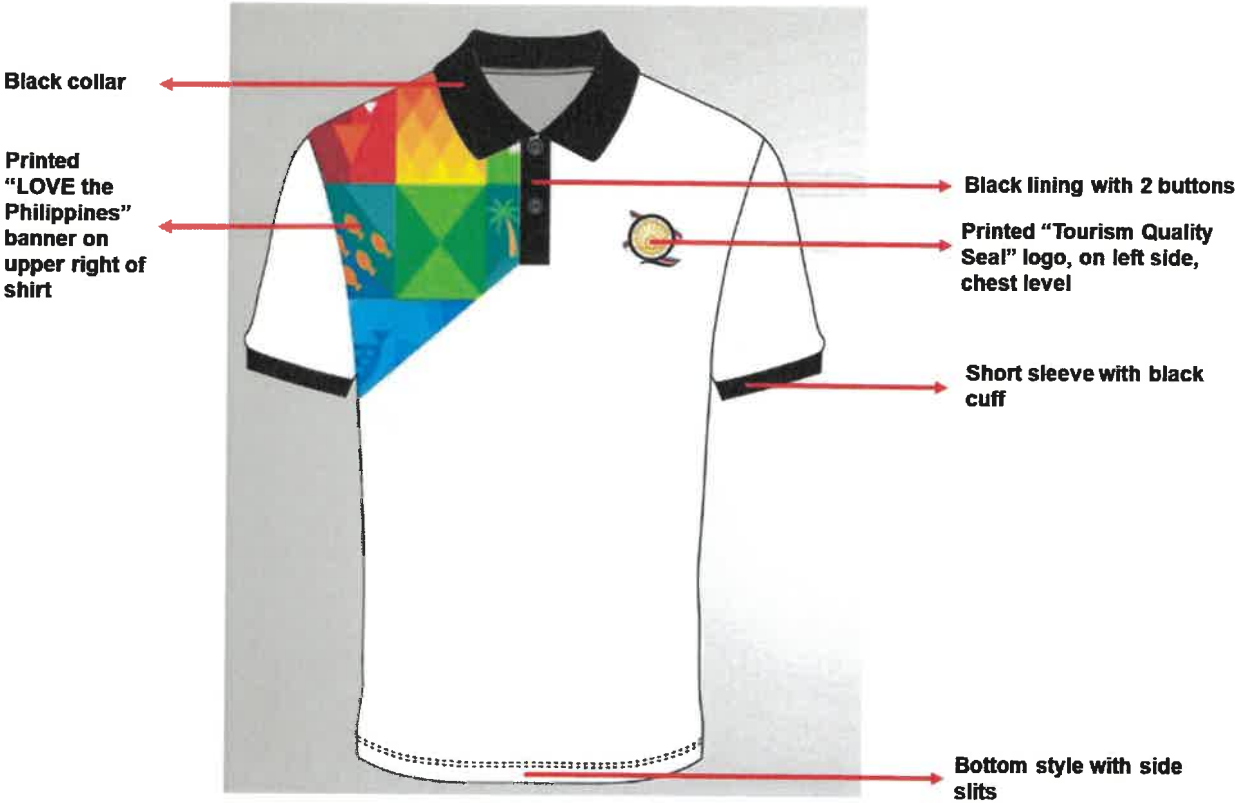
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Approved by:


VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation

LOT 1. Customized Dri-Fit Polo Shirt



LOT 2. Customized Toiletry/Cosmetic Bag



INSIDE VIEW



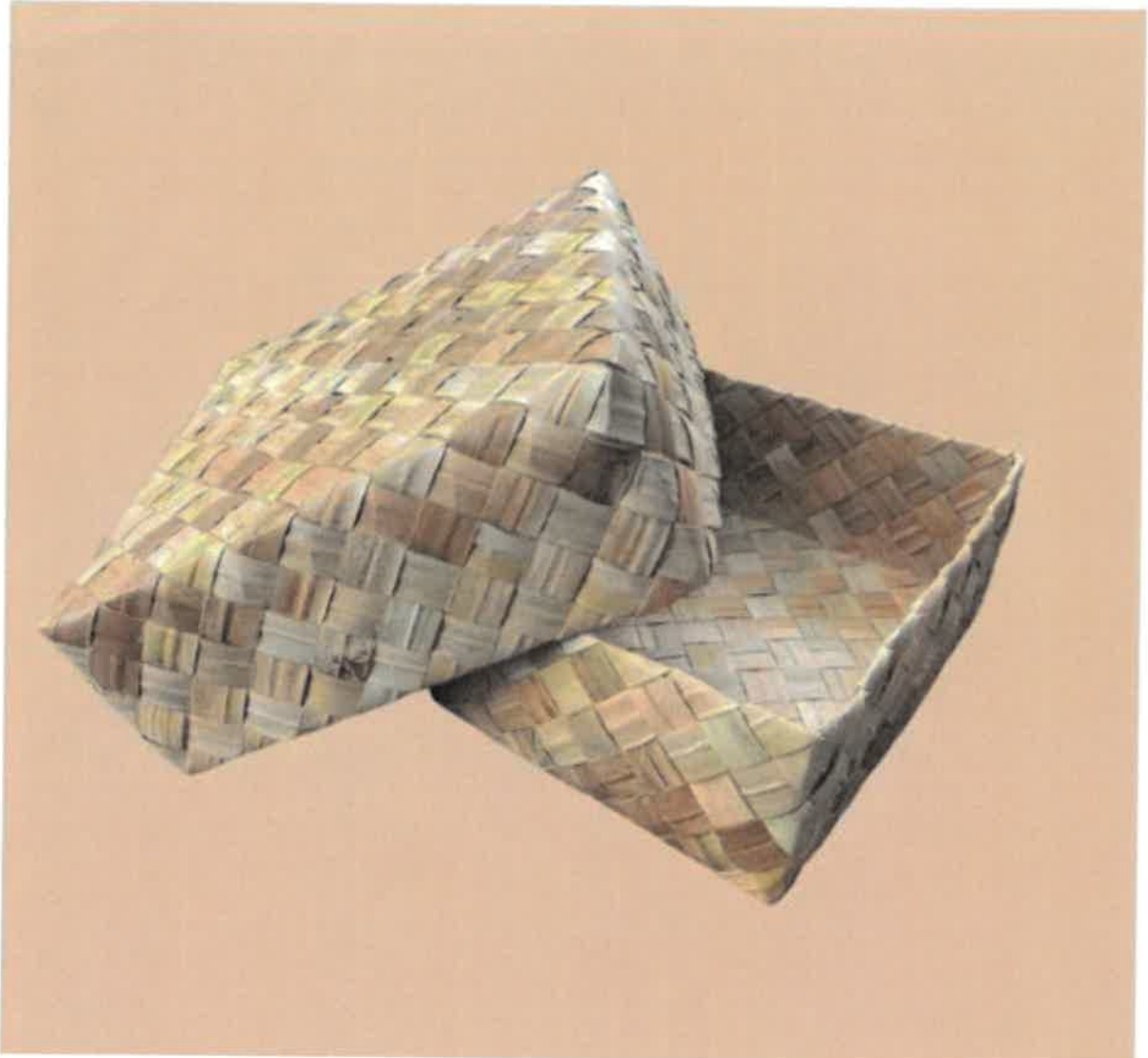
3 Small Pockets

1 Large Pocket



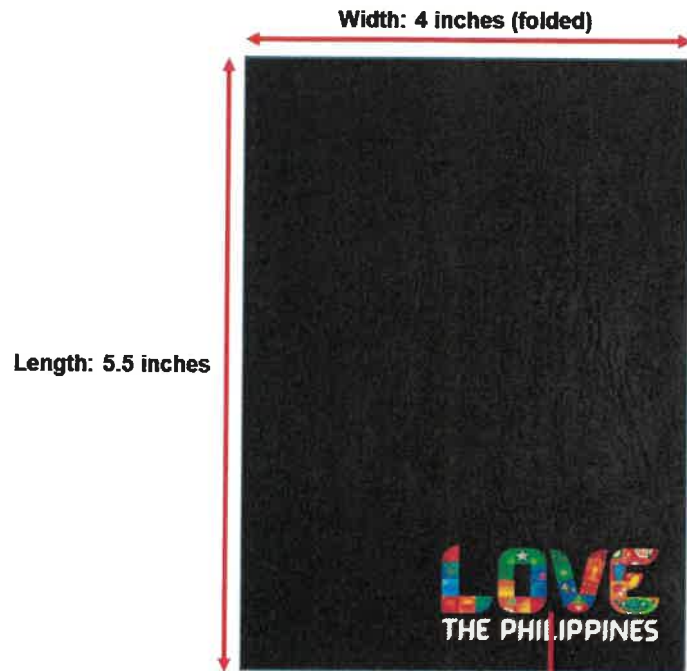
LOT 3. Customized Travel Set

A. Tampipi Box



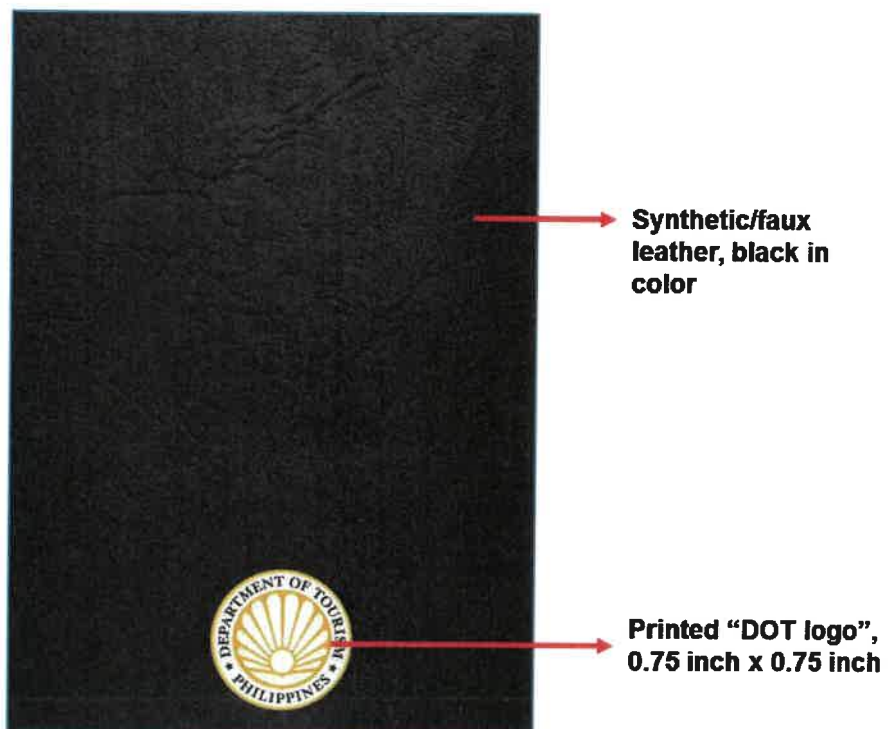
B. Passport Holder

FRONT VIEW



Printed "LOVE the Philippines" logo,
1.5 inches x 1 inch

BACK VIEW



INSIDE VIEW

Currency/
Boarding
pass
holder



Note pocket

Passport slot

Four (4) card slots

C. Luggage Tag

