

TERMS OF REFERENCE

PRODUCTION OF ACCOMMODATION CAPACITY SURVEY (ACS) COLLATERALS

Objectives:

To be able to produce collateral for the Accommodation Capacity Survey. Must be able to practice sustainability, promote and support locally made products and highlight the province's rich culture and heritage.

I. Scope of Service

The supplier should be able to provide the promotional collaterals with the following specifications:

A. General Requirements

- Supplier must be in the tourism/production industry for at least two (2) years
- Must be capable in production of collaterals based on the required design and Specification
- Can provide actual sample and design before the delivery period
- Amenable to send-bill arrangement/ government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

B. Specific Requirements

B.1 Business Card Holder

- 1,650 pieces
- Material made from wood
- With "LOVE the Philippines" logo carved at the front
- Ideal dimensions 4.5 inches x 2.5 inches x 1 inch

C. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposal shall be sent via e-mail at tdd.mimaropa@gmail.com

II. 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.

III. DELIVERY PERIOD:

- Sample collateral to be delivered two (2) calendar days after the issuance of Purchase Order (PO)
- Final collaterals to be delivered six (6) calendar days after the final approval of the sample collateral

IV. PAYMENT PROCEDURE

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

V. 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**.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract **ONE HUNDRED THIRTY-FIVE THOUSAND THREE HUNDRED PESOS (₱135,300.00)** inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

VII. CONTACT PERSON

FAYE ANGELI A. REYES

Tourism Development Division, DOT MIMAROPA
(02) 459-5200 loc. 119
(0906) 272 4743

ANNEX A

BUSINESS CARD HOLDER

