

**TERMS OF REFERENCE  
PRODUCTION OF MIMAROPA CRUISE TOURISM COLLATERALS**

**Objectives:**

1. Regain confidence to the tourism industry in Philippine destinations;
2. Contribute to improvement of cruise management plans and activities;
3. Hold an assembly and harmonize cruise players for coordinating protocols and outspread market investments; and
4. Create partnerships with local government units in capacity development efforts for local stakeholders

**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 production industry for at least two (2) years
- Must be capable in the production of collaterals based on the required design and specifications
- 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 Buri Hats**

- 11,000pcs
- Made with Buri
- Assorted in Color

**B.2. Wireless Lapel**

- 100pcs
- Lapel Microphone for tour guiding which includes the following:
  - Charging cable
  - Battery
  - Belt
  - Wired microphone and speaker

**B.3 Courier Fee in the following areas:**

- Mindoro Occidental
- Mindoro Oriental
- Marinduque
- Romblon
- Palawan

Note: Delivery of items above through land, air, and sea going to the provinces of MIMAROPA (Mindoro, Marinduque, Romblon, Palawan) is shouldered by the service provider.

### **C. Documentary Requirements**

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. SEC/DTI Permit

*Note: The quotation together with documentary requirements shall be sent via e-mail at dot4b.bacsecretariat@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:**

- 15 Working days after the final approval and issuance of Purchase Order or Notice of Award.

### **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 **NINE HUNDRED SEVENTY-FOUR THOUSAND PESOS** (₱974,000.00) 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**

**MARC RAMIRO R. ORTIZ LUIS**

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