

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

TERMS OF REFERENCE

I. ITEM

- PRODUCTION OF DRAWSTRING BACKPACK

II. PURPOSE/OBJECTIVES:

This will form part of the training materials for distribution during the conduct of tourism industry skills program in the island provinces of Mindoro Occidental, Mindoro Oriental, Marinduque, Romblon and Palawan and Cities of Puerto Princesa and Calapan.

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 **two (2) days** after closing of PHILGEPS posting

IV. DOCUMENTARY REQUIREMENTS

Submission of complete documentary requirements upon PhilGEPS posting closing

- 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

Quantity: 850 pieces

Design: Print in full color (DTF Heat Press)
Front: MIMAROPA Naturally Logo and Love the Philippines Logo
Back: DOT Logo, office address and contact details

Material: Diagonal

Size: L-19" x W-14"

Packaging: Plastic (individual packaging)

Bag Colors: Gray, Army Green, Red, Gold and Bluegreen

Layout:



VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget allocation is **Two Hundred Eighty – Four Thousand Seven Hundred Fifty Pesos (Php 284,750.00)**, 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. DELIVERY PERIOD

Winning bidder must deliver the 850 pieces of Drawstring Backpack with individual packaging on or before **15 January 2024**.

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 request order and acceptance of the supplier.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements and 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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