

**DEPARTMENT OF TOURISM – MIMAROPA
TOURISM REGULATION DIVISION**

TERMS OF REFERENCE

**PRODUCTION OF TRAINING MATERIALS RELATIVE FOR THE TOURISM
INDUSTRY SKILLS PROGRAM**

I. ITEM

- 984 pieces Eco bag

II. PURPOSE/OBJECTIVE:

To form part of the training materials for the conduct of trainings under the Tourism Industry Skills Program in the provinces of Mindoro Occidental, Mindoro Oriental, Marinduque, Romblon and Palawan; and Cities of Calapan and Puerto Princesa.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPREGISTERED**
- Must have **been in the production business for not less than three (3) years, preferably a Manufacturer**
- Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- Submission of actual sample of Eco bag within **2 (two) days** after closing of PHILGEPs posting for interested bidders.

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' 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/SPECIFICATIONS

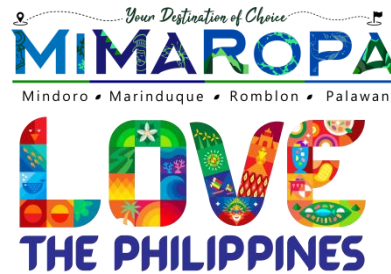
Design: One side print with **DOT MIMAROPA** and **Love the Philippines** Logos

Material: Non-Woven

Color: Red, Green and Orange

Size: 10" x 12" x 3"

Quantity: **984 pieces**



VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is **Sixty-six Thousand Nine Hundred Twelve Pesos (P66,912.00)**, 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 bid must deliver the on or before **15 January 2024**.

VIII. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements and actual sample 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**.

IX. PROJECT OFFICER/CONTACTPERSON

Name: **MS. JOANE KRIZZIA M. DELARIARTE**
Email: dot4bonline@gmail.com / tisp.dot4b@gmail.com
ContactNo.: 0968-683-7548