

## TERMS OF REFERENCE

- I. NAME OF PROJECT:** Procurement of Tokens/Giveaways for Travel Tour Expo and Philippine International Dive Expo on February 2024
- II. IMPLEMENTATION:** February 2-4 and 23-25, 2024
- III. OBJECTIVE:**  
To market and promote the MIMAROPA Region for domestic and inbound tourist showcasing the Philippine tourist / dive attractions and the latest tourism / dive offerings in the region.
- IV. MINIMUM REQUIREMENTS:**
1. Must have been in the production business for at least 2 years
  2. Must be able to provide services on a Send-Bill Arrangement
  3. Must have experience providing services to the DOT and other government agencies
  4. Must have PhilGEPS Registration.
- V. SCOPE OF WORK/DELIVERABLES:**

**Tokens/Giveaways – February 2 - 4, 2024**

- 500 pcs. of Bamboo Phone Stand (see ANNEX A) for sample

**Tokens/Giveaways – February 23 - 25, 2024**

- 100 pcs. of Mesh Bag (see ANNEX B) for sample
- 100 pcs. of PHIDEX T-Shirt (see ANNEX C) for example

**VI. BUDGET**

The total budget allocation is **TWO HUNDRED FIFTY THOUSAND PESOS ONLY (₱250,000.00)**, inclusive of taxes and fees.

**VII. DOCUMENTARY REQUIREMENTS**

1. Mayor's Permit / License
2. PhilGEPS Registration Number
3. Duly notarized Omnibus Sworn Statement
4. Sec/DTI certification
5. BIR Registration / TIN

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

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### Annex A – Bamboo Phone Stand Sample



- 3in1 multipurpose table top
- Holds 2 pens
- 2 card holder slots for multiple cards
- has a separate phone stand
- made of bamboo
- MIMAROPA Logo



### Annex B – Mesh Bag with MIMAROPA Logo



“DIVE7” will be replaced by “MIMAROPA Logo” and “Visit Central Visayas” will be replaced by “Love the Philippines Logo”.



### Annex C – PHIDEX T-Shirt



**Black T-Shirt**

Dive Flag on the right side of Sleeve

 - Color Scheme accent on both sides of the shirt