

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

**TERMS OF REFERENCE**

**I. ITEM**

- PRODUCTION OF VESTS FOR TRAINING OFFICERS OF DEPARTMENT OF TOURISM (DOT)

**II. PURPOSE/OBJECTIVES:**

This will form part of the collaterals for distribution to the Regional Training Officers during the conduct of Tourism Industry Skills Program (TISP) Midyear Retooling Workshop particularly during the impact assessment in Coron and Busuanga, Palawan.

**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 **three (3) days** after closing of PHILGEPS posting

**IV. DOCUMENTARY REQUIREMENTS**

Submission of complete documentary requirements on or before the PhilGEPS posting closing

- Current Mayor's / Business Permit
- 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: 75 pieces

Material: Microfiber cloth  
Gina cloth for lining zipper  
Buttons for pocket

Design: Sleeveless  
Chinese collar  
Two (2) pockets with buttons on lower part  
Strap adjuster on two (2) sides  
Back: DOT logo embroidered 2.5 inches

Front: TISP logo text 4 inches for proportion

Size: Extra Small to 2XL

Packaging: Plastic with Zip lock (individual packaging)

Color: Navy Blue

Logo to be used:



DOT Logo



TISP Logo

## VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget allocation is **Ninety-Seven Thousand Five Hundred Pesos (Php 97,500.00)**, 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 75 pieces of Vests with individual packaging within thirty (30) calendar days upon receipt of the Job Order.

## 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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