

**TERMS OF REFERENCE**  
**TOURISM PRODUCT AND MARKET SURVEY (TPMS)**  
**PROMOTIONAL COLLATERALS**

**Objectives:**

1. To identify the general visitor profile and travel characteristics at the city or municipal level.
2. To measure the current market and available products, determining how they can be enhanced for better policy making.
3. To identify the spending patterns of travelers, opportunities, and deficiencies in the market, and assessing potential changes in the environment, consumer preferences, and market trends.

**I. SCOPE OF SERVICE**

The supplier should be able to provide the survey materials and uniforms for the enumerators and facilitators of the TPMS with the following specifications:

**A. GENERAL REQUIREMENTS**

- Supplier must be in the tourism/production industry for at least two (2) years
- Must be capable in production of collaterals based on the required design and specification
- Must provide actual sample and approved 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.
- Must be based in MIMAROPA Region
- Refer to Annex A for design details subject to change.

**B. SPECIFIC REQUIREMENTS**

**B.1 ENUMERATOR COLLATERALS**

**1. Customized Polo Shirt**

- 500 pieces;
- Customized polo shirt with logos and text;
- Sizes: (75) S, (100) M, (150) L, (150) XL, (25) XXL;
- Fabric type: Dri-Fit;
- High resolution DTF print
- Color: Blue (250pcs) White (250pcs)

**2. Customized Lanyard with Identification Card (Laminated / plastic cover)**

- 250 pieces of customized ID with case/ protector;
- Customized ID lace with logo;
- ID Size: 10.5cm x 14.8cm (A6);

**3. Customized Bamboo Pen**

- 500 pieces;
- Dimension: approximate 13.8 cm x 1.2 cm
- Material: Bamboo, Plastic, and Metal
- Ink Color: Black
- Ink type: Ordinary

**4. Customized Bucket Hat with chin strap**

- 250 pieces
- Color: Khaki or Black
- High quality cotton
- Customized Printed / embroidered
- Unisex, suitable for men and women
- Preferably purchased / made from MIMAROPA provinces

**B.2 UNIFORM**

**5. Customized Polo shirt (MIMAROPA Staff & LGU)**

- 85 pieces
- Customized polo-shirt with logos and text;
- Sizes: (10) S, (20) M, (30) L, (20) XL, (5) XXL;
- 100% cotton Polo-shirt
- High resolution DTF print
- Color: White and Navy Blue

**B.3 SURVEY FORMS**

**6. Printing of Survey Forms**

- 344 reams of Bond Paper;
- Bond Paper Size: A4;
- Printing of 43,000 survey forms;

**B.4 TOKENS / GIVEAWAYS**

**7. Local Keychains**

- 700 pieces
- Assorted, Purchased / made from MIMAROPA provinces

**8. Ref Magnet**

- 700 pieces

- Assorted, Purchased / made from MIMAROPA provinces

#### **9. Travel Pouch/Kit**

- 650 pieces
- Size: 6.3 x 2 x 4.33 Inches
- Capacity: Can fit small items such as alcohol, pen, and charger

#### **10. Customized Bamboo Pen**

- 850 pieces;
- Dimension: approximate 15 cm x 7.5 cm
- Material: Bamboo, Plastic, and Metal
- Ink Color: Black
- Ink type: Ordinary

#### **11. Waterproof Phone Case**

- 600 pieces
- Material: Plastic or Polycarbonate
- Universal Size – fits all phone sizes (up to 6.8” screen size)
- Preferably purchased from MIMAROPA provinces

### **C. DOCUMENTARY REQUIREMENTS**

- Mayor's/Business Permit
- SEC/DTI Permit
- Proof of PhilGEPS Registration
- Omnibus Sworn Statement

## **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 given a notice to proceed.

## **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 is amounting to **SIX HUNDRED FORTY-NINE THOUSAND AND EIGHT HUNDRED PESOS (PHP 649,800.00)**

## **VII. CONTACT PERSON**

**MAYBELINE M. HUGO**

(0915) 498 6722 | 02) 816-4886

[maybelinehugo27@gmail.com](mailto:maybelinehugo27@gmail.com)

*Department of Tourism – MIMAROPA Office*

*5<sup>th</sup> Floor NEX 54 Building, 778 Boni Ave.,*

*corner EDSA, Barangka Ilaya,*

*1550 Mandaluyong City*

**Polo Shirt (Color: Navy Blue)**



**Polo Shirt (Color: White)**



**Bucket Hat with chin strap**



**(Color: Khaki)**



**(Color: Black)**

