

TERMS OF REFERENCE

PULL-UP BANNERS AND TARPAULIN POSTERS OF DOT-ACCREDITED TOURISM ENTERPRISES AND FRONTLINERS FOR THE SEAPORTS AND AIRPORTS OF DOT MIMAROPA REGION

I. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be an experienced graphics designer and tarpaulin printing services establishment
- C. Located in **Metro Manila and CALABARZON** for easier coordination
- D. Must be willing to provide services on a **send bill arrangement**

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

- 1. Mayor's/Business Permit
- 2. PHILGEPS Registration Number
- 3. Omnibus Sworn Statement
- 4. DTI or SEC Registration

II. SPECIFIC REQUIREMENTS

- 1. Submit a total of eleven (11) layout design for tarpaulin backdrop and pull-up banners for each specific seaports and airports of MIMAROPA Region using the photo gallery of tourist attractions, QR Code of DOT Accredited TREs, Wordings and DOT Logos.
- 2. Lay-outs submitted by the supplier shall be subject to changes depending on the preference and approval of the end user and shall become the property of DOT MIMAROPA after the procurement.
- 3. Soft copy of the materials arranged per folder are accessible through this google drive link:
https://drive.google.com/drive/folders/1WyxzY_RrACHdOxsoX-Ykb4lui_hDjQ5l?usp=share_link
- 4. Below is the size requirement for each tarpaulin backdrop and pull-up banners:

SEAPORT/AIRPORT	DETAILS OF APPROVED TARP/ PULL UP BANNER	REQUIREMENTS FOR INSTALLATION
Puerto Princesa International Airport (PPIA)	2.5 ft. x 5 ft. <u>Pull up Banner</u> Backdrop Image : Puerto Princesa Underground River	No requirement
San Jose, Occidental Mindoro Airport	2.5 ft. x 5 ft. <u>Pull up Banner</u> Backdrop Image : Apo Reef	No requirement
Calapan City Port	4 ft. by 4 ft. <u>tarpaulin</u>	15m Nylon Rope

	Backdrop Image : Calapan City Hall	
Balanacan Port (Marinduque)	4 ft. by 4 ft. <u>tarpaulin</u> Backdrop Image : Moriones	15m Nylon Rope
Coron Seaport	4 ft.by 8 ft. <u>tarpaulin</u> Backdrop Image : Kayangan Lake	15m Nylon Rope
El Nido Seaport	2.4 meters by 1.7 meters <u>tarpaulin</u> Backdrop Image : Cadlao Lagoon	15m Nylon Rope
Busuanga Airport	2.5 ft. x 5 ft. <u>Pull up Banner</u> Backdrop Image : "I love Busuanga" marker in front of Busuanga Muniicpal Hall	No requirement
Tugdan, Alcantara, Romblon Airport	2.5 ft. x 5 ft. <u>Pull up Banner</u> Backdrop Image : Alcantara beach	No requirement
Romblon, Romblon Seaport	4 ft. by 4 ft. <u>tarpaulin</u> Backdrop Image : Bonbon beach	15m Nylon Rope
Sibuyan Seaport	4 ft. by 4 ft. <u>tarpaulin</u> Backdrop Image : Mt. Guiting Guiting	15m Nylon Rope
Odiongan Seaport	4 ft. by 4 ft. <u>tarpaulin</u> Backdrop Image : Mangrove	15m Nylon Rope

5. Approved layouts are to be printed by the supplier following the above-stated sizes/specifications and must be delivered at the DOT MIMAROPA Office for vetting.
6. Suppliers must include the installation materials required upon shipment to the assigned areas.
7. Suppliers are given five (5) working days to submit their proposed design and shall be given additional two (2) working days to finalize the final design as approved by the end user upon closing of PHILGEPs posting.

III. BUDGET

Budget for the conduct of the event is **Sixty-Eight Thousand Four Hundred Sixty Pesos (Php 68,460.00)** inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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.

IV. CONTACT PERSON

Name : **MS. CECIL V. ARANTON**
Chief, Tourism Regulation Division
DOT MIMAROPA Regional Office

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