

TERMS OF REFERENCE

I. **NAME OF PROJECT:** Procurement of Collaterals, VIP Tokens, and Other Corporate Giveaways for the “2nd Central Central Philippine Tourism Expo” on July 19 – 21, 2024

II. **DELIVERY DATE:** July 10, 2024

III. **OBJECTIVE:**

To showcase the rich culture, natural wonders, and tourism assets of Central Philippines regions for domestic and inbound tourists through a 3-day travel trade expo with the theme, “*The Center for Philippine Tourism Sustainability and Conservation*”

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:**

MIMAROPA Booth Collaterals and Token for 15 VIPs (See Annex A for Sample)

- 35 sets of Takba with Coasters (1 Takba = 6 Coasters)

VIP Tokens (See Annex B for Sample)

- 45 pcs. of Abaca Burlap Tote Bag (Brown)
- 15 pcs. of Abaca Burlap Tote Bag (Black)
 - 60 pack of Suman
 - 60 bottles of Rejano’s

Plaque for Regions and Partnered Organizations (See Annex C for Sample)

- 20 pcs. of Acrylic Plaque

Tokens per Booth (58 Booths) of Regions (See Annex D for Sample)

- 150 pcs. (2/3 Shirts per Booth) of CPTEx T-Shirt (White)
- 60 pcs. of Katsa Bag with Zipper

VI. BUDGET

The total budget allocation is **ONE HUNDRED FIFTY THOUSAND PESOS ONLY (P150,000.00)**, 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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