

TECHNICAL SPECIFICATIONS

I. **PROJECT TITLE : PROCUREMENT OF TOKENS AND GIVEAWAYS FOR FILM AND SPORTS TOURISM**

II. **MINIMUM REQUIREMENTS**

1. Must be PHILGEPS- Registered
2. Must have been in the business for not less three years, preferably a producing company/manufacturer
3. Willing to provide services on a send bill arrangement
4. Must be deliver the product on or before July 5 ,2024.
5. Must be willing to provide warranty/ return and exchange of defective items.
6. Submission of actual materials to the end-user within 5 days after the receipt of funded Purchase request.
7. Approval of the sample by the end user within 5 days upon receipt of the sample.

III. **SCOPE AND DELIVERABLES**

| ITEMS | SPECIFICATIONS |
|-----------------------------|---|
| 1) Pen Holder (wood) | |
| Quantity | 80Pcs ✓ |
| Material | Lightweight wood and Stainless |
| Size | See attached design with size |
| Design | See attached design |
| 2) Pen Holder (Ball) | |
| Quantity | 80Pcs ✓ |
| Material | Plastic |
| Size | See attached design with size |
| 3) Keyboard Mat Pad | |
| Quantity | 80 pcs ✓ |
| Material | Anti-slip Rubber Base; soft, smooth |
| Size | See attached image |
| Design | See attached design |
| 4) Travelling Pouch | |
| Quantity | 80 pcs ✓ |
| Material | Spill proof Synthetic Leather with zipper and wrist strap |
| Size | L-6.5in H- 3.5in W- 3.5in |
| Design | See attached design |
| 5) Hanging Travel Organizer | |
| Quantity | 80 pcs ✓ |
| Material | Waterproof Cationic Fabric + Polyester |
| Size | 10" x 2.56" x 6.5" |
| Design | See attached design |
| 6) Stress Ball | |
| Quantity | 74 pcs ✓ |
| Material | Closed-cell polyurethane foam rubber |
| Size | 7 centimeters (2.8 in) in diameter |
| Design | See attached design |
| 7) Polo shirt | |
| Quantity | 100 pcs ✓ (50pcs)- Sports Tourism (50pcs)- Film Tourism |
| Material | 100% Polyester fabric/ |
| Size | (10) Small (15) Medium (15) Large (10) X-Large- Sports |

| | |
|---|--|
| | (10) Small (15) Medium (15) Large (10) X- Large - Film |
| Design | See attached design |
| 8) Corporate Jacket | |
| Quantity | 12pcs ✓ (6pcs)- Sports Tourism (Dark Blue) (6pcs)- Film Tourism (Black) |
| Material | American Twill and Brushed Twill with logo embroidery |
| Size | Sports Tourism (Dark Blue) (3 Medium), (2 Large) Film Tourism (Black) (3 Medium), (2 Large) |
| Design | See attached design |
| 9) Diffuser with packaging | |
| Quantity | 80 pcs ✓ |
| Material | Glass |
| Color | (20) Charcoal Grey, (40) Black and (40) Clear |
| Size | 100ml |
| Design | See attached design |
| 10) Diffuser Refill | |
| Quantity | 80pcs ✓ |
| Scent | Three scent: sample to be approved after the presentation of five (5) proposed scents by the supplier <i>*the number of scents to be processed may vary on the approved scent of the end-user</i> |
| Size/Weight | 100ml |
| 11) Abaca Tote bag (for packaging) | |
| Quantity | 80 pcs ✓ |
| Material | Abaca and Linen |
| Size | 32x14x35cm |
| Color | (16) Green, (16) Yellow, (16) Red, (16) Navy Blue and (16) Orange |
| Design | See attached design |
| 12) Scented Candles | |
| Quantity | 80pcs ✓ |
| Scent | Three scent: sample to be approved after the presentation of five (5) proposed scents by the supplier <i>*the number of scents to be processed may vary on the approved scent of the end-user</i> |
| Size | 8.5*9.4cm - Wax 350g |
| Material | Ceramic |
| Design | See attached design |

IV. BUDGET

The total allocated budget for the abovementioned products is **Two Hundred Ninety- Nine Thousand Nine Hundred Eighty-Two Pesos and 02/100 (Php 299,982.02)** covering all products and services related expenses including taxes and other fees. Project expenses shall be charged to the attached 2024 OFST Work Financial Plan Program.

V. PAYMENT PROCEDURE

Payment shall be processed after completed delivery and acceptance of the tokens/giveaways to DOT Office, and upon receipt by the end user of the statement of account based on the government payment procedure.


VI. COMPLIANCE TO SPECIFICATIONS/PROVISION

- Non-submission of required sample works and materials to be used shall be ground for disqualification of bid;
- The Winning Bidder may, however, suggest changes in the design and materials to used which might improve the look and quality of the IC materials/tokens, provided that the amount of the bid will not exceed the Total Budget, and the suggested charges have been approved by the end-user;
- The Winning Bidder shall warrant its performance in accordance with the specifications as stated in this Technical Specifications and its annexes, 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 by the DOT-End User;
- The Winning Bidder shall keep in confidence all confidential information provided by the DOT End User and shall not use, reproduce, nor disclose to others the approved and bidding codes, except to those persons entrusted/authorized by the DOT-End User.

VII. PROJECT OFFICER / CONTACT PERSON

PAULA KATRINA TABORA
Office of Film and Sports Tourism
paulatabora@tourism.gov.ph
0948-767-1252, loc. 526

APPROVED BY:


ROBERTO P. ALABADO III
Director
Office of Film and Sports Tourism

ITEM: PENCIL HOLDER



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ITEM: STRESS BALL



ITEM: TRAVEL POUCH (SPORTS)

FRONT

B



ITEM: HANGING TRAVEL ORGANIZER



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ITEM: KEYBOARD MAT



ITEM: REED-DIFUSSER

FRONT



BACK



ITEM: DIFFUSER REFILL



ITEM: SCENTED CANDLE



ITEM: TOTE BAG



ITEM: TOTE BAG



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ITEM: CORPORATE JACKET

SPORTS TOURISM (DARK BLUE)




FILM TOURISM (BLACK)



Comments:

- 1) embroidered DOT logo front
- 2) ITP logo bottom part of jacket (back)

all 05/09/24

✓ ok  May 9, 2024

ITEM: POLO SHIRT

SPORTS TOURISM

WHITE



FILM TOURISM

BLACK



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