

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 willing to provide warranty/ return and exchange of defective items.
5. Submission of actual sample upon receipt of Notice of Award.
6. Submission of actual materials to the end-user within 20 working days after the receipt upon the approval of final sample.

III. SCOPE AND DELIVERABLES

ITEMS	SPECIFICATIONS
1) Pen Holder (wood)	
Quantity	81Pcs
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	83 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	81 pcs
Material	Waterproof Cationic Fabric + Polyester
Size	10" x 2.56" x 6.5"
Design	See attached design
6) Polo shirt	
Quantity	101 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
7) 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
8) Diffuser with packaging	
Quantity	80 pcs
Material	Glass
Color	(20) Charcoal Grey, (40) Black and (40)Clear
Size	100ml
Design	See attached design
9) 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
10) 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
11) 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-Seven Pesos and 26/100 (Php 299,987.26)** 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
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0948-767-1252, loc. 526

APPROVED BY:



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

TOKENS AND GIVEAWAYS DESIGNS

ITEM: PENCIL HOLDER



AL VIKI



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ITEM: TRAVEL POUCH (SPORTS)

FRONT



BACK



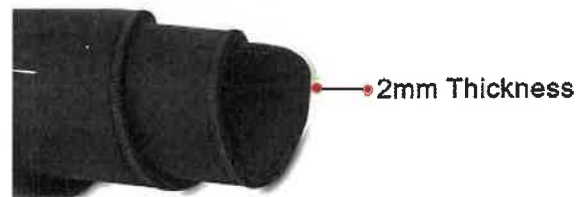
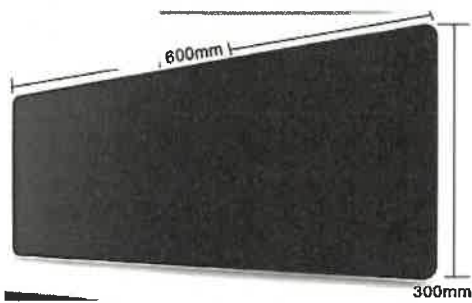
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ITEM: HANGING TRAVEL ORGANIZER



AS
19/7/24

ITEM: KEYPAD PAD



AS
19/7/24

ITEM: REED DIFUSSER

FRONT



BACK



JD
JULIE

ITEM: DIFFUSER REFILL



JD
JULIE

ITEM: SCENTED CANDLE



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ITEM: TOTE BAG



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ITEM: CORPORATE JACKET

SPORTS TOURISM (DARK BLUE)



FILM TOURISM (BLACK)



ITEM: POLO SHIRT (SUBLIMATION)



JACE