

TERMS OF REFERENCE

I. PROJECT: Production of Uniforms for the Tourism Industry Skills Program (TISP) Mid-Year Retooling and Assessment Workshop

II. BACKGROUND:

Group Name: Tourism Industry Skills Program (TISP) Midyear Retooling and Assessment Workshop

No. of Pax: 65 Pax

Date: July 29 – August 2, 2024

Destination: National Capital Region

III. PURPOSE / OBJECTIVES

The Department of Tourism is in need of a service provider in the Philippines engaged in production and printing of TISP Uniforms for TISP Mid-Year Retooling and Assessment Workshop.

The Training Champions Retooling and Assessment Workshop plays a key role in effectively implementing various human capability training for the tourism industry stakeholders in the Philippines champions.

TISP Mid-Year Retooling Workshop aims to:

- 1) Equip the TISP Training Champions with proper knowledge on current programs and processes to enhance training delivery, facilitation, monitoring as well as reporting through continuing education programs.
- 2) Assess the progress of the implementation of training in each region.
- 3) Provide a platform to welcome new members of the regional training champions, establish teamwork and develop camaraderie among each other.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Willing to provide services on send-bill arrangement

V. SCOPE OF WORK / DELIVERABLES

TISP UNIFORMS (VEST)

Material: Navy Blue Microfiber Cloth

Design: Sleeveless, Chinese Collar, 2 Pockets on the lower part,

Strap adjuster on 2-sides

DOT Logo embroidered 2.5 inch and

Front logo text 4 inches for proportion

Quantity: 65 pcs.

VI. APPROVED BUDGET COST

Ninety One Thousand Pesos Only (Php 91,000.00) inclusive of all applicable government taxes in accordance with government procedure.

VII. DELIVERY DATE

July 31, 2024

VIII. PROJECT OFFICER/CONTACT PERSON:

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IX. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements by the supplier.

Prepared by:

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