

TERMS OF REFERENCE

STAKEHOLDERS' APPRECIATION IN SUPPORT FOR THE DEPARTMENT'S PROGRAM AND LEGISLATIVE AGENDA

I. PROJECT TITLE

Procurement of Stakeholders Appreciation Corporate Giveaways in support for the Department's Programs and Legislative Agenda

II. MINIMUM REQUIREMENTS

1. The supplier must be PhilGEPS accredited.
2. The supplier must be willing to transact on a send bill arrangement.
3. The ABC shall cover the packaging, delivery charges, VAT and other related expenses and applicable government taxes.

III. SPECIFICATIONS

A. 338 PIECES MOULDED FIBER GLASS LOVE THE PHILIPPINES HAND SIGN

- Painted and attached to wooden base (8.5 inches x 4.2 inches x 1.5 inches)
- With Love the Philippines Branding Logo
- With DOT Logo (2.5 inches diameter) direct printing/sublimation to wood base

B. PACKAGING

- Craft Box (11 inches x 8 inches x 5.5 inches)
- With ribbon Blue - 1.5 inches Red- ¾ inch Love the Philippines- 1 inch

C. OTHERS

- All bidders shall provide the actual sample upon submission of bid subject for approval of the Office of the Secretary as the end user.

(Please see attached sample photo for reference)

IV. BUDGET ESTIMATE

Total budget allocation is **Nine Hundred Ninety-Seven Thousand One Hundred Pesos and 00/100 (Php997,100.00)** inclusive of taxes. Full payment shall be made upon completion of the project.

V. MINIMUM REQUIREMENTS

- Supplier must have at least three (3) years of experience in producing and supplying the required services and product to ensure quality and reliability.
- Supplier must be willing to transact on a send bill arrangement.
- The ABC shall cover the delivery charges, VAT and other related expenses and applicable government taxes.

VI. PAYMENT PROCEDURE

- Payment shall be made thru send bill arrangements based on the actual delivered items that will not exceed the total estimated budget.

VII. DELIVERY PERIOD

- Delivery on or before August 19, 2024 at the Department of Tourism, 351 Sen. Gil Puyat Avenue, Makati, 1200 Metro Manila during office hours from 8:00 A.M. to 5:00 P.M.


Note: Failure of the awarded bidder to submit the required sample in the given no. of working days, may be subject for cancellation or re-awarded to the second bidder (if applicable).

VIII. PROJECT OFFICER



SHERWIN M. MANUEL
STOO, Legislative Liaison Unit
Tel No. 8459-5299 loc. 304
Email: llu@tourism.gov.ph

NOTED BY:



ATTY. JENNIFER A. OLBA
OIC-Director
Legal Affairs Service and Legislative Liaison Unit

PHOTOS



4.2 inches



8.5 inches



CRAFT BOX (11 INCHES X 8 INCHES X 5.5 INCHES)

Vok Jan 8/9