

## 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
4. The supplier must provide actual sample for approval of the Office of the Secretary as the end-user
5. Supplier must have at least two (2) years of experience in producing and supplying the required services and product to ensure quality and reliability.
6. Supplier must be willing to transact on a send bill arrangement.
7. The ABC shall cover the delivery charges, VAT and other related expenses and applicable government taxes.

#### III. SPECIFICATIONS

##### 332 PIECES CUSTOMIZED TABLE IN X-BRACE LEGS

- Hand painted designs illustrations of 18<sup>th</sup>-19<sup>th</sup> Century male and female wearing Barong Tagalog and Baro't Saya (attached are sample photos for reference in conceptualizing the design)
- Table top finished with clear polyurethane finish
- Gold finish using gold powder
- Materials: Medium Density Fiber (MDF) wood top
- Dimension: 15" x 20" x 0.5"
- Height from floor: 24"
- Legs: ¾ solid wood in gold finish
- With sticker at the bottom center:  
Love the Philippines Logo (2.5 cm x 5.5 cm); and  
DOT Logo (diameter 2.5 cm) above the LTP logo

##### **PACKAGING**

- Craft Box (21 inches x 30.5 inches x 2.75 inches)
- Wrapped in craft paper
- With ribbon:  
Satin red - 2 ¾ inch  
Satin White Love the Philippines ribbon- 1 inch

#### IV. BUDGET ESTIMATE

Total budget allocation is **Nine Hundred Ninety Six Thousand Pesos and 00/100 (Php 996,000.00)** inclusive of taxes. Full payment shall be made upon completion of the project.

332 pcs x Php3,000.00 = Php 996,000.00

#### V. OTHER REQUIREMENTS

- Three (3) working days given to the awarded bidder to submit the actual sample for approval of the Project Officer before mass production
- Three (3) working days given to the End User to approve the actual sample submitted by the awarded bidder.

#### V. PAYMENT PROCEDURE

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

#### VI. DELIVERY PERIOD

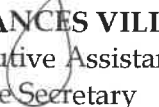
- Delivery within 30 calendar days upon receipt Notice Award and approved final design.
- To be delivered at the Department of Tourism, 351 Sen. Gil Puyat Avenue, Makati, 1200 Metro Manila during office hours from 8:00 A.M. to 5:00 P.M.

#### VII. PROJECT OFFICER



**ALVEN F. TALISIC**  
Office of the Secretary  
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Email: attalistic@tourism.gov.ph

**NOTED BY:**



**ATTY. FRANCES VILLARINO**  
Head Executive Assistant  
Office of the Secretary

