

TERMS OF REFERENCE

PRODUCTION OF EXHIBITION COLLATERALS RELATIVE TO THE CONDUCT OF THE PHILIPPINE TRAVEL MART 2021

I. PURPOSE/OBJECTIVES:

To be used for the facilitation and manning of booths of travel fairs to be conducted by the Regional Office.

II. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must have been in the production business for not less than two (2) years.
- Has in-house capacity to enhance and/or develop the design and layout of the required materials.
- Can submit sample of previous similar work and actual material to be used.

III. SCOPE OF WORK/SPECIFICATIONS

➤ Items

- 50 pieces of face mask with logo and hashtags
- 50 pieces of ball pen with DOT MIMAROPA engraving
- 50 pieces of alcohol (60 ml. bottle)
- 50 pieces of pouch bag
- 30 pieces of polo shirt
- 30 pieces of jacket

➤ Production of face mask

- **Quantity:** 50 pieces
- **Specifications:**
 - ✓ Left side of mask with MIMAROPA Farm Tourism logo embroidery. Color of fabric used must be a light color. Can be assorted.
 - ✓ Right side of mask with native woven textile/fabric. Colors of woven fabric may be assorted.
 - ✓ Beaded mask strap must be aligned with colors of the “It’s More fun in the Philippines” tourism logo with a pair of metal lobster hooks. (Annex A)

➤ Production of ball pen

- **Quantity:** 50 pieces
- **Specifications:**
 - ✓ Black Ink
 - ✓ 0.7 mm ball point
 - ✓ Retractable
 - ✓ Color: Gold
 - ✓ Design Sample: With MIMAROPA, Naturally! text (Annex B)

➤ **Production of Alcohol**

- **Quantity:** 50 pieces
- **Specifications:**
 - ✓ Anti-bacterial Alcohol Based Hand Sanitizer with 70% solution
 - ✓ In 60ml bottle
 - ✓ Design Sample: DOT and MIMAROPA Naturally Logos (Annex C)

➤ **Production of pouch bag**

- **Quantity:** 50 pieces
- **Specifications**
 - ✓ **Color:** assorted
 - ✓ **Size:** 20 cm x 15 cm x 7.5 cm
 - ✓ **Design Sample:** Weaved mat-based pouch bag with clear cover on top and sides with zipper lock and with MIMAROPA Naturally and It's More Fun in the Philippines logos on the top side (Annex D)

➤ **Production of Polo Shirt (Annex E)**

- **Quantity:** 30 pieces
- **Specifications**
 - a) **Materials:** 97% Cotton and 3% Lycra
 - b) **Color:** Black with lining of Light Green
 - c) **Design Sample:** With embroidered DOT MIMAROPA text, Department of Tourism, MIMAROPA Naturally and It's More Fun in the Philippines Logos.
 - d) **External Features:**
 - ✓ Lycra pique
 - ✓ Rubbed collar with dual-color trim
 - ✓ Side slits at hem
 - ✓ Longer hem in back
 - e) **Comes in the following sizes:**
 - ✓ Small – 5pcs.
 - ✓ Medium – 5pcs.
 - ✓ Large – 10pcs.
 - ✓ Extra Large – 5pcs.
 - ✓ Double Extra Large – 5pcs.

➤ **Production of Jacket (Annex F)**

- **Quantity:** 30 pieces
- **Specifications**
 - a) **Material:** Polyester, Waterproof / water repellent
 - b) **Color:** Dark Blue
 - c) **Design Sample:** With embroidered and MIMAROPA Naturally Logo
 - d) **Features:** Lightweight comes with zipper, 2 pockets in front.
 - e) **Comes in the following sizes:**
 - ✓ Small – 5pcs.
 - ✓ Medium – 5pcs.

- ✓ Large – 10pcs.
- ✓ Extra Large – 5pcs.
- ✓ Double Extra Large – 5pcs.

V. DELIVERY PERIOD

- Full delivery shall commence on **November 24, 2021** for the production of all deliverables.

VI. PAYMENT PROCEDURE

- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of polo shirt and reversible jacket.

VII. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample of the exhibition collaterals.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the **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 thereof by the **END USER**.
- The **WINNING BIDDER** shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved exhibition collaterals except to those persons entrusted/authorized by the **END USER**.

VIII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the Contract is amounting to
NINETY-THREE THOUSAND SEVEN HUNDRED THIRTY-FOUR PESOS ONLY
(PHP 93,734.00)

Deadline of submission of quotation is on or before **12:00nn of
November 17, 2021 (Wednesday)**.

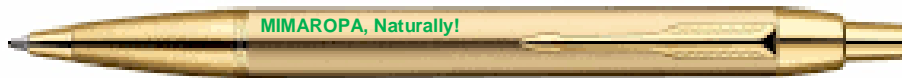
IX. PROJECT OFFICER/CONTACT PERSON

MR. REYNALDO P. GABRIEL JR.
Department of Tourism-MIMAROPA
Email: tdd.mimaropa@gmail.com
Telephone no.: (+63) 916 469 3632

Annex A – Face Mask with bead strap



Annex B - Ball pen



Annex C – Alcohol (60 ml)



Annex D – Pouch Bag



*Weaved Mat-Base
With Clear Cover
On Sides and Top*



Annex E – Polo Shirt



Annex F – Jacket

