

**DEPARTMENT OF TOURISM – MIMAROPA  
INDUSTRY TRAINING UNIT**

**TERMS OF REFERENCE**

**PRODUCTION OF TRAINING CERTIFICATES FOR THE TOURISM INDUSTRY  
SKILLS PROGRAM**

**I. ITEM**

- 1,467 pieces of Paper (130gsm) for Certificates of Training

**II. PURPOSE/OBJECTIVES:**

To be used as collaterals for the conduct of trainings under the Tourism Industry Skills Program of the Department of Tourism (DOT) – MIMAROPA Region.

**III. MINIMUM REQUIREMENTS FOR SUPPLIERS**

- Must be **PHILGEPS REGISTERED**
- Must have **been in the production business for not less than three (3) years, preferably a Manufacturer**
- Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- Submission of actual sample of the above-stated items must be **three (3) days** after closing of PHILGEPs posting

**IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS**

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (*For ABC's above Php 500,000.00*)
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

**V. SCOPE OF WORK/SPECIFICATIONS**

**PRODUCTION AND PRINTING OF CERTIFICATES OF TRAINING**

- **Specifications for Certificates of Training**

Paper Size:	A4
Paper Color:	Pale Cream
Grammage:	130GSM
Border Design:	Gold Stamping, ¼ inch Thickness
DOT Logo:	1" Diameter, Gold Stamping

Paper must be printable with HP/Epson/Brother Printer  
Quantity: 1,467 pieces  
**Estimated Unit Cost: P44.50**  
**Approved Budget for the Contract (ABC): P 65,281.50\***  
*\*inclusive of all government taxes and charges*

**VI. APPROVED BUDGET FOR THE CONTRACT:**

The Approved Budget for the Contract is **SIXTY-FIVE THOUSAND TWO HUNDRED EIGHTY-ONE AND 50/100 PESOS (PHP 65,281.50)**, inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

**VII. DELIVERY PERIOD:**

Winning bidders must deliver the item/s **3 days upon PO confirmation.**

**VIII. PAYMENT PROCEDURE**

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of the supplies.

**IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS**

- Non-submission of required sample works and materials to be used shall be ground for disqualification of bid.
- 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.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the **DOT-MIMAROPA 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 **DOT-MIMAROPA 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 design/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER.**

**VIII. PROJECT OFFICER/CONTACT PERSON**

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