

**DEPARTMENT OF TOURISM – MIMAROPA  
TOURISM REGULATION DIVISION**

**TERMS OF REFERENCE**

**PRODUCTION OF TRAINING SUPPLY FOR WEBINARS AND FACE TO FACE  
TRAININGS IN THE NEW NORMAL**

**I. ITEM**

- 64 GB Capacity USB

**II. PURPOSE/OBJECTIVES:**

To be used for the storage of presentations and other files by tourism stakeholders and local tourism officers during conduct of webinars and face-to-face trainings in the New Normal

**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 and materials to be used subject for approval/revision of the DOT-MIMAROPA within 3 days after closing of PHILGEPS posting for interested bidders

**IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS**

Submission of complete documentary requirements upon PhilGEPS posting closing

- 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**

Winning bid must deliver the 750 pieces 64GB Capacity USB with packaging on or before **25 September 2020**

**Design:** Embossed DOT MIMAROPA logo with stainless ring

**Casing Material :** Synthetic /Faux Leather

**Width :** 1.1 inches

**Depth:** 0.7 inches

**Height :** 3.5 inches

**Weight :** 1.41 oz

**Casing :** Snap button closure

**Packaging :** Hard box 4" x 1.75" x 1"  
Black Matte Wrap in foam with DOT MIMAROPA silkscreen print logo in gold color

**Quantity:** 750 pieces

**Estimated Unit Cost: P630.00 per unit**

**Sample layout:**



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

The Approved Budget for the Contract is **Four Hundred Seventy-Two Thousand Five Hundred Pesos (P472,500.00)**, 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 bid must deliver the 750 pieces 64GB Capacity USB with packaging on or before **25 September 2020**

**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 request order and acceptance of the supplies.

**IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS**

- Non-submission of required documentary requirements and sample work and material 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** must deliver **64 GB Capacity USB** as spot check will be done by END USER on the above-mentioned date of delivery.
- 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**.

**X. PROJECT OFFICER/CONTACT PERSON**

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