

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

TERMS OF REFERENCE

**PRODUCTION OF PLAQUES FOR THE 2020 MIMAROPA TOURISM
APPRECIATION AND RECOGNITION DAY**

I. ITEM

- Acrylic Plaques

II. PURPOSE/OBJECTIVES:

To be given to the Awardees of the **2020 MIMAROPA TOURISM APPRECIATION AND RECOGNITION DAY**, with the theme entitled : **Pink Life : Nurture Foster Understand Amid the Pandemic.**

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 layout subject for approval/revision of the DOT-MIMAROPA on or before the closing of PHILGEPs posting for interested bidders

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- 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 54 pieces Acrylic Plaques on or before **24 September 2020**

Item 1:

Design: Round Shaped Plaque with Gold Resin Base

Size: H – 7" W – 6.50"

Quantity: 40 pieces

Estimated Unit Cost: P1,300.00

Item 2:

Design: Diamond Shaped Plaque with Gold Resin Base

Size: H – 8” W – 7”

Quantity: 14 pieces

Estimated Unit Cost: P1,340.00

VI. APPROVED BUDGET FOR THE CONTRACT :

The Approved Budget for the Contract is **Seventy Thousand Seven Hundred Sixty Pesos (P70,760.00)**, 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 54 pieces Acrylic Plaques on or before **24 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 layout and documentary requirements 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**.

X. PROJECT OFFICER/CONTACT PERSON

Name: **MR. MICHAEL JOHN A. NICOLAS**
Email: dot4bonline@gmail.com
Telephone no.: (02) 890-1014, (02) 890-0945, (02) 459-5200 loc 210