

TERMS OF REFERENCE

FARM TOURISM PROMOTIONAL COLLATERALS

Objectives: To be able to conduct an assessment on potential Farm Tourism sites within the MIMAROPA region. Must be able to practice sustainability and the event must be aligned with farm practices.

I. SCOPE OF SERVICE

The supplier should be able to provide the promotional collaterals with the following specifications:

A. GENERAL REQUIREMENTS

- Supplier must be in the tourism/production industry for at least two (2) years
- Must be capable in production of collaterals based on the required design and specification
- Can provide actual sample and design before the delivery period
- Amenable to send-bill arrangement/ government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

B. SPECIFIC REQUIREMENTS

1. Customized Face Mask with beaded mask strap

- 750pcs each
- 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.
(please refer to annex A for design and color)

2. Farming Gloves

- 350pairs
- Color of the gloves must be forest green
- Inner part of mask with Farm Tourism MIMAROPA LOGO embroidery
- Outer part of mask with Farm Tourism MIMAROPA ICON embroidery
- Fabric must be thick and suitable for farming
(please refer to annex A for design and color)

C. DOCUMENTARY REQUIREMENTS

- Mayor's/Business Permit
- SEC/DTI Permit
- PhilGEPS Registration Number
- Omnibus Sworn Statement

II. PAYMENT SCHEMES

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.

III. DELIVERY PERIOD:

- 15 Working days after the final approval and issuance of Purchase Order or Notice of Award.

IV. PAYMENT PROCEDURE

- Full payment shall be made within thirty (30) working days upon delivery and acceptance of the collaterals.

V. 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 product.
- 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-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-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 collaterals except to those persons entrusted/authorized by the **DOT-END USER**.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is amounting to **ONE HUNDRED SIXTY-NINE THOUSAND PESOS (PHP169,000.00)**

VII. CONTACT PERSON

MARC RAMIRO ORTIZ LUIS / ABIGAIL CRUZ
(02) 816-4886 / (0917) 716 0305 / (0916) 514 2430

ANNEX A

FACE MASK



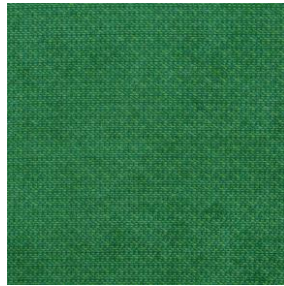
MIMAROPA
Farm Tourism

BEADED MASK STRAP



FARMING GLOVES

Forest green color



INNER

OUTER

