

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

TERMS OF REFERENCE

**PRODUCTION OF TRAINING SUPPLIES AND MATERIALS RELATIVE FOR THE
TOURISM INDUSTRY SKILLS PROGRAM**

I. ITEM

- 447 pieces of Ball pen
- 500 pieces of ID Lanyard with Plastic ID Holder
- 1,000 pieces of Paper (130gsm) for Certificate of Training
- 3,000 pieces of Paper (100gsm) for Certificate of Attendance

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

Partial bids are allowed. All goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation and contract award.

LOT NO. 1 : BALL PEN

- Specifications

Design: Print in full color
Direct printing
DOT MIMAROPA Logo and must explore on the message for Pandemic

Material: Semi-plastic

Quantity: 447 pieces

Estimated Unit Cost: P 32.00

Approved Budget for the Contract (ABC): P 14,304.00*

**inclusive of all government taxes and charges*

LOT NO. 2 : ID LANYARD WITH PLASTIC ID HOLDER

- Specifications (Lanyard)

Design: Print in full color
Royal Blue background color with DOT MIMAROPA Logo and must explore on the message for Pandemic

Swivel Hook

Material: Sublimated polyester lanyard

Dimension: 34 inches (L) x ¾ inch (W)

Quantity: 500 pieces

- Specifications (Plastic ID Holder)

Size: 8 cm x 12 cm (landscape)

Material: clear plastic with hole for ID Lanyard

Quantity: 500 pieces

Estimated Unit Cost: P 63.00

Approved Budget for the Contract (ABC): P 31,500.00*

**inclusive of all government taxes and charges*

LOT NO. 3 : PRODUCTION AND PRINTING OF CERTIFICATES

- 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: 1,000 pieces

Estimated Unit Cost: P18.00

Approved Budget for the Contract (ABC): P 18,000.00*

**inclusive of all government taxes and charges*

- Specifications for Certificates of Attendance

Paper Size: A4

Paper Color: Pale Cream

Grammage: 100GSM

Border Design: Gold Stamping, ¼ inch Thickness
DOT Logo: 1" Diameter, Gold Stamping
Paper must be printable with HP/Epson/Brother Printer
Quantity: 3,000 pieces
Estimated Unit Cost: P14.00
Approved Budget for the Contract (ABC): P 42,000.00*
**inclusive of all government taxes and charges*

VI. APPROVED BUDGET FOR THE CONTRACT (ALL LOTS):

The Approved Budget for the Contract is **ONE HUNDRED FIVE THOUSAND AND EIGHT HUNDRED FOUR PESOS (PHP 105,804.00)**, 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 bidders must deliver the item/s on or before **20 December 2021**

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

Name: **MR. JOSEPH GILBERT A. LAZARO**
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