

**TERMS OF REFERENCE
PROCUREMENT FOR THE PHYSICAL WAREHOUSING/ STORAGE
REQUIREMENTS FOR THE DEPARTMENT OF TOURISM (DOT)**

I. Project Name

Procurement of a Service Provider for the Warehouse/Storage of non-current and permanent/archival DOT Records.

II. Objectives

To acquire services of a third-party service provider for insured storage space which will house all the non-current and permanent/archival DOT Records.

III. Location

The storage space must be located within the cities of Parañaque, Pasay, Makati or Manila.

IV. General Requirements

- The SERVICE PROVIDER must be an ISO 9001:2015 certified.
- The SERVICE PROVIDER should specialize providing storage solutions and transportation.
- The SERVICE PROVIDER should have operated for at least 5 years in storage management.
- The SERVICE PROVIDER must be willing to provide a list of past clientele, details of work done, and contact details of their clientele for verification purposes.
- The SERVICE PROVIDER shall secure adequate insurance for the warehouse, including all the boxes and their content stored therein including during transit, against fire, theft, and acts of God for the duration of the contract.
- The SERVICE PROVIDER must be fully outfitted with equipment to protect the records of DOT from disasters, and in such a case, has recovery mechanisms to ensure that no further unnecessary damage shall be suffered by stored documents.
- The SERVICE PROVIDER shall have a warehouse with steel racks, handling equipment, and environmental and thermal control system for proper storage of documents.
- The SERVICE PROVIDER must comply with 24/7 roving security guard/s and stationary security guards, 24/7 CCTV cameras and Fire Protection System which includes sufficient number of fire extinguishers, automatic fire alarm system or smoke detector/s

- The SERVICE PROVIDER shall at all times keep all the documents, records and files placed under its care secure and confidential. For this purpose, no storage boxes shall be opened, inspected or tampered with in any form by the SERVICE PROVIDER without the written consent of DOT.
- The SERVICE PROVIDER shall have a barcode system for tracking and inventory of documents and generating electronic reports. It shall provide barcode stickers for every box stored therein.
- The SERVICE PROVIDER shall provide standard and customizable boxes for document storage.
- The transfer/pick-up of boxes from Existing Provider must be shouldered by the Winning Bidder free of charge.

V. Scope of Services / Service Requirements

1. The third-party service provider should be able to provide the following:

- Provision Storage Box sizes of (16" x 13"x 13") and (L24" x W15" x H10")
- Storage spaces that can accommodate a minimum of 947 pieces of boxes
- Barcoding
- On-site Access for Retrieval of Boxes
- Retrieval/Pull-out of Files/Boxes by the DOT
- Pick-up of New boxes from DOT and for storage at Service Provider
- Provision of Inventory Report

2. Facility and Vicinity

- Exclusive walled compound/ owned warehouse
- Perimeter wall must be at least 6-12 feet high above street level
- Fully insulated warehouse
 - Temperature maintained between 15-25° C (59-77° F)
 - Humidity maintained between 35-65% RH
- Flood-free facility, with no prior flood history
- With monthly regular pest control
- Industrial strength racking system

- With dedicated facility for storage of hard copy records and for electronic files

Estimated Budget Breakdown			
No.	Transactions	No. of Boxes	Amount
1	Storage Rental Fee (10 months)		
	Size L16"xW13"xH13"	1,133	339,900.00
	Size L24"xW15"xH10"	586	234,400.00
2	Projected number of new boxes to be purchased (old boxes replacement and additional new boxes)		
	Size L16"xW13"xH13"	833	91,630.00
	Size L24"xW15"xH10"	586	87,900.00
3	Retrieval of Boxes (Access on-site or Delivery to DOT Office)	947	132,580.00
4	Pick-up of Boxes from DOT Office to physical Warehouse/ Storage	1,719	189,090.00
5	Barcoding of New Boxes	772	23,160.00
TOTAL CONTRACT PRICE			1,098,660.00

VI. Billing / Mode of Payment

The SERVICE PROVIDER shall charge DOT on a Monthly basis to include the following transactions:

- Storage Charges
- Handling Charges (retrieval, delivery, pick-up and barcoding)
- Packaging Materials or Purchase of Carton
- Permanent Retrieval

Billing invoice must have accompanied with Work Order Request Form and Transaction Receipts

VII. Duration

Project duration is from 01 March to 31 December 2021

VIII. Project Cost

The project shall have a total budget of One Million Ninety-Eight Thousand Six Hundred Sixty Pesos (Php 1,098,660.00)

IX. Project Officer / Contact Person

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