

TERMS OF REFERENCE

Tourism Investment Caravan

I. Project Title:

Procurement of Supplies for the Tourism Investment Caravan (Office Supplies)

II. Purpose/ Objectives:

- To be distributed to the Training Participants during the Seminar-Workshop
- To be used for the recognition of Resource Speakers and Topnotch participants
- To be used during the implementation of the Tourism Investment Caravan

III. Minimum Requirement for Suppliers

- Must be Philgeps-accredited
- Must be willing to provide services on government terms of payment (send-bill arrangement)
- Must be able to submit mock-up sample
- Must be able to customize/personalize items as specified in the Specifications below
- Must be able to provide product warranty/return and exchange of defective items as specified in the Specifications below

IV. Scope of Work

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| Customized Pens | Customized DOT Pens <ul style="list-style-type: none">• Quantity: 180 pieces• Materials/Specifications:<ul style="list-style-type: none">- Ballpoint pens with stylus, preferably with metal body- Black Ink only- Pen body color options: Black and Silver- Customization:<ul style="list-style-type: none">- Full Color Logo* Print on one side- Flat Print (UV LED Direct Print) <p><i>*Logo to be printed to be provided by PIED</i></p> |
| Document Envelopes | Customized DOT Document Envelopes <ul style="list-style-type: none">• Dimension: at least 9inches x 12 inches, must fit A4-sized documents• Quantity: 180 pieces• Materials/Specifications: |

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| | <ul style="list-style-type: none"> - Top open catalogue envelope type with at least 2" flap - Thickness of at least 118gsm - Color: preferably White book or Kraft Paper color, bidder may propose options for the overall look following the theme, "Corporate and Business" - Customization: <ul style="list-style-type: none"> - Full Color Invest in the Tourism Philippines Logo* in front - DOT Logo and Office Name at the back - Flat High Quality Print |
| Customized Notebooks | <p>Customized DOT Notebooks</p> <ul style="list-style-type: none"> • Dimension: 21cm x 14cm • Quantity: 150 pieces • Materials/Specifications: <ul style="list-style-type: none"> - With Ribbon Marker and Garter - Eighty (80) Ruled Pages - Hardbound cover; PU Leather - Option for at least three (3) corporate colors - Customization: <ul style="list-style-type: none"> - Full Color Invest in the Tourism Philippines Logo* in front - DOT Logo and Office Name at the back - Flat Print (UV LED Direct Print) <p><i>*Logo to be printed on the cover to be provided by PIED</i></p> |
| ID Holder with Lace | <p>ID Holder with Lace</p> <ul style="list-style-type: none"> • Quantity: 180 pieces • Specifications: <ul style="list-style-type: none"> - ID Lace/Sling Holder Lanyard <ul style="list-style-type: none"> - Width: 25mm - Color/Design: Plain, Matte - Plastic ID Card Holder <ul style="list-style-type: none"> - Size: 11cm x 7cm - Color/Design: Clear - ID Card/paper size |
| Certificate Holder and Certificate Papers | <p>Certificate Holder</p> <ul style="list-style-type: none"> • Dimension: 12inches x 9inches (can fit letter or A4 size documents) • Quantity: 45 pieces • Materials/Specifications: <ul style="list-style-type: none"> - Book-type holder - Cover: Linen Paper - Board: At least 700 gsm - With ultra-clear transparent insert pocket to hold certificates - Option for at least three (3) corporate colors |

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| | <ul style="list-style-type: none"> – Customization: <ul style="list-style-type: none"> – Option for Foil Stamping of DOT Logo or Engraving name of DOT <p>Certificate Papers</p> <ul style="list-style-type: none"> • Size: A4 (8.25inches x 11.75inches) • Quantity: 50 pieces • Specifications <ul style="list-style-type: none"> - Plain, at least 200gsm - Color: White/ Pale Cream (preferably) |
| Sanitation Kits | <p>Sanitation Kits</p> <ul style="list-style-type: none"> • Quantity: 180 pieces • Materials/Specifications: <ul style="list-style-type: none"> - Minimum Kit inclusion: <ul style="list-style-type: none"> ○ Clear pouch bag, preferably PVC ○ Alcohol (at least 100ml) ○ 3-ply surgical facemasks (at least 5-pcs) or KN59 face mask (at least 3-pcs) ○ Wet wipes ○ Vaporub/Katinko ○ 10-pieces Ascorbic Acid ○ Pop-up 2-ply all-purpose Tissue - Preferred Customization: <ul style="list-style-type: none"> - With printed customized insert tag re “Invest in the Philippines” and contact details of PIED - Bidder may propose customization |
| DOT-Customized USB | <p>Customized USB/OTG Flashdrive</p> <ul style="list-style-type: none"> • Quantity: 70-pieces • Materials/Specifications: <ul style="list-style-type: none"> ▪ Dual Drive OTG USB Flash Drive ▪ Minimum capacity 64GB ▪ USB 3.0 high-speed performance up to 130MB / second to move files faster between drives and to the computer - compatible with android phones that support OTG ▪ Micro-USB connector on one side and USB 3.0 on the other side ▪ Compatibility: PC/Mac computer, Mobile device, ▪ Automatically-detected when connected to an OTG-enabled smartphone or tablet ▪ Requires Android™ smartphone or tablet with On-The-Go (OTG) compatibility ▪ Preferred Customization <ul style="list-style-type: none"> ✓ With customized sustainable packaging ✓ With printed customized re “Invest in the Philippines” or “It's More Fun in the Philippines” ✓ Bidder may propose customization |

*** NOTE: Bidders must submit one (1) actual sample of each item as required by this TOR.**

Non-submission shall be ground for disqualification of bid. The winning bid shall be selected not solely on the amount of bid/quotation, but also the overall quality of the materials based on 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-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 Caravan Kits except to those persons entrusted/authorized by the **DOT-END USER**.

V. Approved Budget for the Contract

Office Supplies

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| Customized DOT Pens | P 7,920.00 |
| P 44.00 x 180pieces | |
| Customized DOT Document Envelopes | P 1,800.00 |
| P 10.00 x 180pieces | |
| Customized DOT Notebooks | P 17,749.50 |
| P 118.33 x 150pieces | |
| ID Holder with Lace | P 5,400.00 |
| P 30.00 x 180pieces | |
| Certificate Holders and Certificate Papers | P 4,455.00 |
| Holder: P 72.00 x 45pieces | |
| Paper: P 243 x 5packs of 10 sheets | |
| Sanitation Kits for Seminar Participants | P 35,280.00 |
| P 196.00 x 180 kits | |
| DOT Customized USB/OTG Flashdrive | P21,000.00 |
| P 300.00 x 70pieces | |
| GRAND TOTAL | P 93,604.5 |

VI. Delivery Period

- Within ten (10) calendar days upon approval of the design / layout and mass production.

VII. Payment Procedure

Government procedure

VIII. Contact Person

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Approved by:


VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation