

TERMS OF REFERENCE

Procurement of Welcome Leis for the receptions of Cruise Ships in MIMAROPA

I. OBJECTIVE: The Welcome Lei Reception for the port of calls of Cruise Ships in MIMAROPA Region is anchored on the following objectives:

1. Create a pleasant welcoming atmosphere for cruise ships on port call in the MIMAROPA Region;
2. Introduce Filipino hospitality to guests and crew alighting from cruise ships; and
3. Build networks with cruise ship operators and local government units to ensure continuous flow of arriving tourists through cruise ships.

II. MINIMUM REQUIREMENTS:

1. Must have been in the production business for at least 2 years
2. Must be able to provide services on a Send-Bill Arrangement
3. Must have PhilGEPS Registration.

III. SCOPE OF WORK/DELIVERABLES:

Wooden Leis Specifications (See Annex A):

- Hand weave Regular overhead bleach or colored native beads wax cord leis from wood in different colors, sizes and shapes;
- 18" – 20" (nape to pendant);
- Engraved MIMAROPA logo in a Rectangular Wood (Bamboo wood material used in tumblers) Pendant;
- Bidder must submit design with their quotation; and
- Minimum of 15,000 pcs.

IV. BUDGET

The total budget allocation is **SEVEN HUNDRED THOUSAND PESOS ONLY (₱700,000.00)** inclusive of taxes and fees.

V. DOCUMENTARY REQUIREMENTS

1. Mayor's Permit / License
2. PhilGEPS Registration Number
3. Duly notarized Omnibus Sworn Statement
4. Sec/DTI certification
5. BIR Registration / TIN

VI. 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.

VII. DELIVERY PERIOD

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

VIII. PAYMENT PROCEDURE

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

IX. 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.

Contact Person: **Mr. Reynaldo Gabriel Jr.**
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Annex A – Sample Welcome Lei



- Hand weave
Regular
overhead
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colored native
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- Engraved MIMAROPA
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