

## **TERMS OF REFERENCE EXHIBITION COLLATERALS**

### **Objectives:**

1. Showcase the rich culture, natural wonders, and tourism assets of each of the Central Philippine regions through a 3-day travel trade exposition and promote the various destinations and its existing and new tourism products.
2. Increase tourism arrivals through Domestic Tourism
3. Engage with tourism stakeholders and local government units in the marketing and promotional efforts of the Department

### **I. SCOPE OF SERVICE**

The supplier should be able to provide the exhibition 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 sample products 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 Travel Pouch:**

- 20 cm x 15 cm x 7.5 cm Weaved mat-based
- pouch bag with clear cover on top with zipper lock and with MIMAROPA
- logos on the top side
- 300pcs.

##### **2. Customized Canvass Bag:**

- Thick canvas fabric, bag dimensions: 16.5in x
- 17in, printed design in front and back of the bag, printed in vinyl or silk Screen
- 300pcs.

##### **3. Customized Marketing Uniform:**

- Modern Barong for men and women
- with accent of locally weaved textile
- 20pcs

#### **4. Local Key Chains:**

- Keychain Holder MIMAROPA Souvenir Giveaway
- 300pcs

#### **5. Customized Table Tops:**

- Wooden Carved 12inches height MIMAROPA
- Icons: Moriones, Tamaraw, Mangyan, Mortar and Pestle/Romblon Marble, and Dugong
- 2pcs/design.

#### **6. Tokens for VIPs:**

- Local MIMAROPA Delicacies and Products
- 50 pax

### **C. DOCUMENTARY REQUIREMENTS**

- Mayor's/Business Permit
- Proof of PhilGEPS Registration
- 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 given a notice to proceed.

## **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 NINETY-THOUSAND PESOS (PHP190,000.00)**

#### **VII. CONTACT PERSON**

**MARC RAMIRO ORTIZ LUIS / ABIGAIL CRUZ**

Tourism Development Division, DOT MIMAROPA

(02) 816-4886 / (0917) 716 0305 / (0916) 514 2430

## ANNEX A

### Customized Travel Pouch:



### Customized Canvass Bag:

Front:



Back:



### Customized Marketing Uniform:



### Local Key Chains:





### Customized Table Tops:

Icons: Moriones, Tamaraw, Mangyan, Romblon Marble, and Dugong



## Tokens for VIPs:

Local MIMAROPA Delicacies and Products

