

**OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION (SDD)**

T E C H N I C A L S P E C I F I C A T I O N S

**Project Title: PROCUREMENT OF TRAVEL PILLOW BLANKET FOR OTSR – SDD
PROJECTS**

I. PURPOSE/OBJECTIVE

- To be used during the conduct of OTSR Standards Development Division's seminars / public consultations / trainings / orientations and other related projects

II. MINIMUM REQUIREMENT FOR SUPPLIERS

- With no history of cancellation from previous clients / DOT Offices / projects.
- Must be willing to provide services on send-bill arrangement.

III. SCOPE OF WORK

PRODUCTION OF PILLOW BLANKET

(For reference please see attached sample as Annex A)

- **Quantity:** 300 pieces
- **Color:** Black
- **Material:** cotton, microfiber and/or polyester
- Pillow blanket with 1 color print in front
- **Size:** 16" x 12.5" (when folded), 57.5" x 35.5 (when opened)
 - **Design:**
 - ✓ Print: DOT Logo

IV. APPROVED BUDGET OF THE CONTRACT

ONE HUNDRED FIFTY-TWO THOUSAND THREE HUNDRED SIXTY-ONE PESOS
(PHP 152, 361.00 inclusive of all applicable taxes)

V. SUBMISSION OF SAMPLE FOR DOT APPROVAL

- Within five (5) working days upon receipt of approved and funded Purchase Order.

VI. DELIVERY PERIOD

- Within twenty (20) working days after approval of the final sample.

VII. DELIVERY ADDRESS

- The Delivery Address for the items will be at the:
New DOT Building, #351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines

VIII. PAYMENT PROCEDURE

- Payment shall be processed by the accounting division after complete delivery of all items and upon receipt of the billing statement.
- Full payment for the items shall be received by the supplier at least thirty (30) working days after being subjected to Government accounting and auditing rules and regulations.

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 submitted sample items.
- 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 items except to those persons entrusted/authorized by the **DOT-END USER**.

X. PROJECT OFFICER/ CONTACT PERSON


MR. JC JAN Q. CUETO

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PILLOW BLANKET

