

## **TERMS OF REFERENCE**

### **PHILIPPINE EXPERIENCE PROMOTIONAL COLLATERALS**

**Objectives:** To be able to produce collateral for the Philippine Experience Program. Must be able to practice sustainability, promote and support locally made products and highlight the province's rich culture and heritage.

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

The supplier should be able to provide the promotional 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
- Must provide actual sample and approved 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.
- Refer to Annex A for design details subject to change.

##### **B. SPECIFIC REQUIREMENTS**

#### **PARTICIPANT COLLATERALS**

##### **1. Regional Philippine Experience Program Passports**

- 150 Pieces
- 24 pages back-to-back, Full Color Print, Glossy paper
- Size: 4.9 x 3.4 inches, Hard Bound Cover
- Lay-out and creative design

##### **2. Stamps with customized logos/label**

- 20 Pieces
- Size: 77mm x 38mm Self-ink (color red)

##### **3. Customized brooch / collar pins**

- 900 pieces;
- Material made from metal or acrylic, full-color printing with clasp enclosure;
- Lacquer polished or enamel smooth glassy finish;
- Back pin lock must either be safety pin or butterfly clutch;

- Size: approximately 20mm x 20mm;
- Designs shall include icons of the Province with printed or engraved name.

#### **4. Collar pin pouch**

- 150 pieces
- Small canvas drawstring pouch
- Size: 10x15cm

#### **5. Customized t-shirt for participants**

- 150 pieces
- Customized t-shirt with logos and text (M, L, XL, XXL)
- 100% cotton t-shirt
- High resolution DTF print
- Round neckline

#### **6. Customized umbrella**

- 150 pieces
- Automatic foldable umbrella
- Print must be vinyl cut name (non-fade and washable)

#### **7. Customized Jute tote bag / Local bayong bag**

- 150 pieces
- Brown, natural color
- Jute/Burlap material or bayong tote
- Size: Large: 37 x 16 x 27 cm
- Preferably purchased / made from MIMAROPA provinces

#### **8. Customized bamboo water tumbler**

- 150 pieces
- 450ml Capacity, Double-Walled
- Made of high-quality food-grade stainless steel without metallic tastes.
- Smooth-Finished, Scratch-Free with Strainer
- Durable and rust-resistant.
- Lid: BPA free and non-toxic with individual box

#### **9. Customized bucket hat**

- 150 pieces
- High quality cotton
- Customized Printed / embroidered
- Unisex, suitable for men and women
- Preferably purchased / made from MIMAROPA provinces

#### **10. Hygiene Kit with medicine**

- 150 sets inclusive of the following: mini hand soap, wet wipes, tissue, sunblock, alcohol, with medicine (Bonamine, Biogesic/paracetamol);
- Stored inside eco-friendly pouch or katsa pouch at least 8x10; personalized print
- Preferably purchased / made from MIMAROPA provinces.

#### **11. Customized Lanyard with Name tag (Laminated / plastic cover)**

- 150 pieces
- ID Lace preferably purchased from MIMAROPA provinces;
- ID Size: 5.1 x 8 inches; Material: PVC,

#### **12. Bamboo Ballpen**

- 150 pieces
- Dimension: approximate 13.8 cm x 1.2 cm
- Material: Bamboo, Plastic, and Metal
- Ink Color: Black
- Ink type: Ordinary

#### **13. Luggage tag**

- 150 pieces
- Synthetic Luggage tag, square shape
- Product size is about 7.25 x 23.5 cm
- Customized stamped name
- Color: Navy Blue, Moss Green, Brown etc. (Color coordinated with bus number)
- Preferably purchased / made from MIMAROPA provinces

#### **14. Local Abacca Fan**

- 150 pieces
- Preferably purchased / made from MIMAROPA provinces

#### **15. Inflatable Neck Pillow**

- 150 pieces
- Shape: Square/U Shape.
- Inflation Mode: Press To Inflate.
- Material : PVC Flocking Fabric.
- Customized print

#### **16. Local Keychains**

- 150 pieces
- Assorted, Purchased / made from MIMAROPA provinces

#### **17. Ref Magnet**

- 150 pieces

- Assorted, Purchased / made from MIMAROPA provinces

#### **18. Bag of delicacies**

- 125 pieces
- Contained inside a banig or locally-made bag with compliments note from MIMAROPA;
- Inclusive of local delicacies / products from MIMAROPA region.

#### **19. Description tags / cards of products for bag of delicacies**

- 150 pieces
- Brown specialty paper or hard-bound paper

#### **20. Expandable duffle bag**

- 150 pieces
- Suitable for sports and fitness, tourism/shopping, travel, etc.
- Shock-proof, wear-resistant and water-repellent material
- Multi-pocket configuration
- Material: Polyester / Nylon
- Customized embroidered logo

#### **21. Customized stickers**

- 150 sets
- Glossy, water-proof

### **TOKENS FOR VIPS**

#### **22. Artisan Palawan Souvenir / Butterfly Wall Clock**

- 25 pieces
- MIMAROPA-made product

#### **23. Customized Miniature Morion statue** (purchased from Marinduque Morion Mask Carver) or **Jama Mapun Woven Product**

- 25 pieces
- MIMAROPA-made product

#### **24. Bag of delicacies**

- 25 pieces
- Contained inside a banig or locally-made bag (MIMAROPA-made / purchased product) with compliments note from MIMAROPA;
- Inclusive of MIMAROPA delicacies / products

#### **25. Woven table runner and placemat set**

- 25 sets
- MIMAROPA-made product
- Inclusive of table runner and at least four (4) pcs table place mats.

**26. Bayong Bag**

- 25 pieces
- MIMAROPA provinces-made bayong tote
- Size: Large: 37 x 16 x 27 cm

**PHILIPPINE EXPERIENCE PROGRAM (PEP) BANNERS AND FLAGS****27. Welcome banners / Tarpaulin**

- Ten (10) pcs welcome banners for venue/destinations, vehicles, etc.
- Size: 3ft x 10ft

**28. Menu Cards**

- Menu cards per (150) pax per dinner 4D3N
- Size: A5

**MISCELLANEOUS****29. Cargo MNL - MRQ – MNL**

- Cargo for 30 boxes (30 kgs each) round trip from Manila to Marinduque

**30. Corrugated Box Large**

- 30 pieces X-Large
- Size: 24\*18\*24

**31. Moriones Costume**

- 2 sets full gear Moriones Lenten Tradition costume (inclusive of Morion mask and full set armor, shoes, belt);
- Morion-mask carved by local Marinduque mask carver (Mogpog);
- Must be Marinduque-made

**UNIFORM****32. Customized Polo shirt (MIMAROPA Staff & LGU)**

- 15 pieces
- Customized polo-shirt with logos and text (M, L, XL, XXL)
- 100% cotton t-shirt
- High resolution DTF print

**33. Customized Polo shirt (Performers)**

- 15 pieces
- Customized polo-shirt with logos and text (M, L, XL, XXL)
- 100% cotton t-shirt
- High resolution DTF print

### **34. Customized T-shirt (Community)**

- 50 pieces
- Customized t-shirt with logos and text (M, L, XL, XXL)
- 100% cotton t-shirt
- High resolution DTF print
- Round neckline

### **C. DOCUMENTARY REQUIREMENTS**

- Mayor's/Business Permit
- SEC/DTI 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:**

- 20 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 **NINE HUNDRED EIGHTY-SIX THOUSAND PESOS (PHP986,000.00)**

**VII. CONTACT PERSON**

**MARC RAMIRO ORTIZ LUIS / ABIGAIL CRUZ**  
(02) 816-4886 / (0917) 716 0305 / (0916) 514 2430