

**DEPARTMENT OF TOURISM – MIMAROPA  
TOURISM REGULATION DIVISION**

**TECHNICAL SPECIFICATIONS**

**I. ITEM**

- Acrylic Standee containing the QR code of the List of DOT-Accredited Tourism Enterprises and Frontliners in MIMAROPA Region.

**II. PURPOSE/OBJECTIVES:**

To be given to DOT-Accredited Accommodations and Travel and Tour Agencies as part of the Incentive Program for DOT-Accredited Tourism Enterprises in MIMAROPA Region.

**III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER**

- A. Must be **PHILGEPS REGISTERED**
- B. Must have **been in the production business for not less than two (2) years, preferably a Manufacturer**
- C. Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- D. Submission of actual sample is within 3 working days after the end of PhilGeps posting

**IV. DOCUMENTARY REQUIREMENTS**

- Current Mayor's / Business Permit
- PhilGeps Registration Certificate
- Registration Certificate from SEC or DTI
- Income or Business Tax Return and Tax Clearance
- Original or Certified True Copy of Notarized Omnibus Sworn Statement

**V. SCOPE OF WORK / DELIVERABLES**

A. Acrylic Standy Specifications

|           |   |  |
|-----------|---|--|
| Size      | : | 21cm x 14.8cm  |
| Material  | : | Acrylic  |
| Thickness | : | 3mm  |
| Print     | : | UV Digital Print   |
| Design    | : | Vertical L-Shape   |
| Quantity  | : | 1,000 pieces   |
| Packaging | : | With individual box per standee and packed per set in a balikbayan box |

## B. Design/Layout

Winning Bidder must use the graphic layouts for digital printing of the design per standee using the google drive link below:

[https://drive.google.com/drive/folders/13L8IW9NZ0FVspsbuBv\\_JvZwq8TLs-IIK](https://drive.google.com/drive/folders/13L8IW9NZ0FVspsbuBv_JvZwq8TLs-IIK)

## VI. APPROVED BUDGET FOR THE CONTRACT (ALL LOTS):

The Approved Budget for the Contract is **THREE HUNDRED AND FIFTY THOUSAND PESOS ONLY (PHP 350,000.00)**, inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

## VII. DELIVERY PERIOD

Winning bidder must deliver 1,000 pieces of the Acrylic Standee within 30 calendar days upon receipt of Purchase Order.

## VIII. PAYMENT PROCEDURE

- 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.
- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of the supplies.

## IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements and actual sample shall be ground for disqualification of bid.
- 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.
- The **WINNING BIDDER** must deliver Acrylic Standee as spot check will be done by END USER on the above-mentioned date of delivery.

- 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-MIMAROPA 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-MIMAROPA 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 design/concepts of the items listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

**X. PROJECT OFFICER / CONTACT PERSON**

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