

TECHNICAL SPECIFICATIONS

Procurement of Collaterals, Enumerator's Uniform and Corporate Giveaways for the conduct of Simultaneous 2025 Tourism Product Market Survey (TPMS) in MIMAROPA Region | May 22-28, 2025

I. Objectives:

1. To ensure that enumerators have the necessary materials to conduct the survey;
2. To standardize the survey materials and minimize errors and inconsistencies;
3. Enhance enumerators professional image and credibility among respondents;
4. To have proper identification of enumerators verifying their role and legitimacy;
5. Show appreciation for respondent's time and participation
6. Encourage respondents to engage and answer the survey

II. Scope of Service:

The service provider should be able to provide the enumerator's uniform, survey materials, courier and collaterals with the following specifications:

Minimum Requirements:

1. Must have been in the production business for at least 2 years;
2. Amenable to send-bill arrangement/government procedure
3. Must have experience providing services to the DOT and other government agencies;
4. Delivery date must be on or before May 20, 2025
5. 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.
6. Sample design must be submitted to this Regional Office subject for approval before production

Documentary Requirements:

- Mayor's/Business Permit
- Proof of PhilGEPS Registration
- Registration Certificate from SEC/ DTI Permit
- BIR Certification with updated Annual Income Tax Return (ITR)

Note: All documentary requirements and proposal shall be sent via e-mail at: dot4b.bacsecretariat@gmail.com

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the activity that will be conducted, *to wit*:

A. Survey Materials and Uniforms

Survey Forms (TPMS Forms) with specifications as follows:

- 42,000 sets of forms for peak and off-peak season
- Black color with back to back printing in A4 or legal size using risograph printing

Note: Attached is the survey template and proper page for reference

Customized Dri-Fit Long Sleeves with specifications as follows:

- 239 pcs. of customized dri-fit long sleeves uniform made with polyester material
- Color: **White**
- One size fits all

Customized Dri-Fit Polo Shirt with specifications as follows:

- 239 pcs. of customized dri-fit Polo shirt uniform made with polyester material
- Color: **Navy Blue**
- One size fits all

Customized Drawstring Bag with specifications as follows:

- Length: 19.6 "
- Width: 15.75 "
- Quantity: 240pcs.
- Must be made in Nylon or Katya cloth
- Color: Black

Customized ID with Lanyard with specifications as follows:

- Quantity: 240 pcs. customized Lanyard in **RED**
- Length: 15cm
- Width: 10cm
- ID must be made in special paper or vellum board type

Note: Please refer to Annex A for the detailed design of each collateral and survey material. Placing of pertinent logos must be followed.

B. Corporate Giveaways

Must be able to provide a total of 15,000 pieces of assorted giveaways with specifications as follows:

1. Micro fiber gadget cloth cleaner with logo- 5,000pcs.
2. Clear passport holder with logo - 5,000pcs.
3. Customized bookmarks – 5,000pcs.

Note: Please refer to Annex A for the detailed design, specification of each promotional giveaway. Placing of pertinent logos must be followed.

C. Courier Fee

Must process the delivery of the survey materials and giveaways on or before May 20, 2025 in the following areas:

1. Calapan City, Oriental Mindoro
2. Odiongan, Romblon
3. Romblon, Romblon
4. San Jose, Romblon
5. Puerto Princesa City
6. El Nido, Palawan
7. Coron, Palawan

Note: Exact delivery address will be provided upon entering into a contract of agreement.

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Nine Hundred Twelve Thousand Five Hundred Twenty-Five Pesos Only (₱912,525.00)** inclusive of taxes and fees.

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

V. 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.

Contact Person:

Ms. Jay S. De Guzman

Tourism Development Division, DOT MIMAROPA

09171378529

tdd.mimaropa@gmail.com/jsdeguzman@tourism.gov.ph

Kindly submit your quotation for the above requirement addressed to:

MR. ROBERTO P. ALABADO III

OIC – Regional Director

Department of Tourism MIMAROPA Region

Address: 5/F NEX 54 Building, 778 Barangka Ilaya,

Boni Avenue cor. EDSA, Mandaluyong City

Email: dot4b.bacsecretariat@gmail.com

For Land Bank Payment Purposes:

Bank Name:

Account Number:

Account Name:

Note: Other Bank has bank charges