

TERMS OF REFERENCE

National Tourism Development Plan (NTDP) 2016-2022 Roll-Out

I. Minimum Requirements:

- Must be willing to provide services on a send-bill arrangement / government procedure
- Must present an actual sample of the products
- Items are subject for approval before mass production

Lot No. 1 - COLLARED / POLO SHIRTS

Quantity	:	1,000 pieces
Material	:	Dri-fit Polyester
Color	:	500 pcs. Gray 500 pcs. White
Print	:	DOT Logo with "Department of Tourism" embroidered. Silkscreen print at the back: "National Tourism Development Plan 2016-2022". Silkscreen print at right sleeve: "It's More Fun in the Philippines" Logo
Sizes	:	Each color shirt 150 pcs. Small 200 pcs. Medium 150 pcs. Large
Estimated Amount per Piece	:	PhP 300.00
Estimated Total	:	PhP 300,000.00

Lot No. 2 - FOLDABLE BACKPACK

Quantity	:	1,000 pieces
Material	:	Ripstop Nylon
Size	:	16" x 12" x 7" (Spread) 9" x 8" (Folded)
Other Requirements	:	With 2 inside mesh pockets, 3 front pockets and inner nylon pouch High quality zipper with elegant puller With presentable packaging
Print	:	National Tourism Development Plan Logo
Colors	:	Black with gray zipper Royal blue with white zipper Gray with black zipper White with blue zipper
Estimated Amount per Piece	:	PhP 600.00
Estimated Total	:	PhP 600,000.00

Lot No. 3 - FLASHDRIVE

Quantity	:	500 pieces
Capacity	:	16 GB
Type	:	Retractable
Interface	:	USB1.1/USB2.0 Hi-Speed Compatible
Color	:	White
Dimensions	:	61.9mm (L) x 20.6mm (W) x 10.0mm (H)
Weight	:	10g (main body)
Stamp	:	DOT Logo print stamp on one side "It's More Fun in the Philippines" Logo on one side Individually placed in PP casing
Estimated Amount per Piece	:	PhP 350.00
Estimated Total	:	PhP 175,000.00

Lot No. 4 - WRITING NOTEBOOK

Quantity	:	1,000 pieces
Paper Size	:	B6
Sheet Style	:	Blank Notebook
Binding	:	Thread or Stitched Binding
Paper Weight	:	70gsm
No. Of Sheets	:	100 leaves
Cover Material	:	Cardstock; Backcover with inside pocket
Cover Design	:	Customized (will send once finalized)
Estimated Amount per Piece	:	PhP 75.00
Estimated Total	:	PhP 75,000.00

Lot No. 5 - BALLPEN

Quantity	:	2,000 pieces
Body Material	:	Metal
Pen Style	:	Retractable-Button
Grip Color	:	Black
Grip Material	:	Rubber
Length-Retracted	:	13.8 cm/5.4 inches
Pre-installed ink	:	Black
Tip Size	:	0.5 mm
Tip Style	:	Conical
Body Design	:	DOT Logo and "National Tourism Development Plan 2016-2022" printed Individually wrapped and sealed
Estimated Amount per Piece	:	PhP 15.00
Estimated Total	:	PhP 30,000.00

All goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

Lot No. 1 : Collared/Polo shirt
Lot No. 2 : Foldable Backpack
Lot No. 3 : Flashdrive
Lot No. 4 : Writing Notebook
Lot No. 5 : Ballpen
Lot No. 6 : Lanyard
Lot No. 7 : Bookmark

II. Delivery Date:

Lots are expected to be delivered on or before **15 November 2017**.

III. Contact Details:

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