

TERMS OF REFERENCE
BASIC GIVEAWAYS FOR THE ASEAN 2017 SUMMIT IN NOVEMBER

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.

NOTE:
SUPPLIER MUST SUBMIT ACTUAL SAMPLE USING ACTUAL MATERIALS AND FOLLOWING ALL SPECIFICATIONS SPECIFIED HEREIN.

I. DESCRIPTION AND SPECIFICATIONS:

LOT NO. 1 : Re-usable Bamboo Straw Set
Size : 22-23 cm length (SLIM/ JUMBO straw)
Material Type: Kawayan/ Bamboo
Description : Each Kawayan straw is made up of cut bamboo which is 100% natural and compostable. It is naturally-treated with essential oils and salt to better preserve the material.
Each Kawayan Straw Set includes the bamboo straw, cleaner brush and pouch
Packaging : Zipped pouch must feature tribal and native weaves and the ASEAN Logo. It must also include product description and care instructions.
Quantity : 4,800 pcs.
Budget : PHP 480,000.00
Delivery : on or before October 20, 2017

LOT NO. 2 : COMMEMORATIVE SHIRTS
Material Type: Round Neck T-Shirt, 70% cotton/ 30% polyester
Color : Midnight Blue
Size : Free size (Asian size)
Design : Logo and design (to follow)
Upper back and full front, full color print
Process : Digital Printing
Packaging : Dust bag with ASEAN 2017 logo
Quantity : 4,800 pcs.
Budget : PHP 1,200,000.00
Delivery : on or before October 23, 2017
Design : Subject to change (following advice from NOC and PCOO)

LOT NO. 3 : ELECTRONIC ACCESSORIES TOOL POUCH ORGANIZER

Specification : Exterior materials should be heavy duty and durable
Internal flex wall for Electronics Accessories storage, adjustable padded dividers and one large internal zipped mesh pocket.

Side A: 1 zippered pocket for powerbanks or external drive and 3 garterized slots for data cable

Side B: 6 garterized slots for data cables and power supply, 6 pocket slots for USB

Embossed ASEAN logo in leatherette at the rightmost corner of the pouch

Size : 22.5 cm W x 16.5 cm L x 2 cm thick
Color : Green
Material : Waterproof Nylon
Packaging : Dust bag with ASEAN logo
Quantity : 4,800 pcs
Budget : PHP 2,400,000.00
Delivery : October 24, 2017

LOT NO. 4 : SUMMIT BAG

Size : 12"H x 9"W x 6" base
Material : Premium Lancaster
Color : Bluish Grey
Design : Double top handle backpack with framed compartment, top grab handle with button fastening, one front zip pocket, two side pockets, one back zip fastening, main compartment dual zip fastening, with textile lining, two inner slot pockets, with debossed ASEAN logo on the upper center front
Quantity : 4,800 pcs
Budget : PHP 3,360,000.00
Delivery : October 27, 2017

Additional requirements for the supplier:

Must undertake the re-packing/ consolidation of all other ASEAN Summit collaterals inside the bag (to be done within the DOT building)

II. PAYMENT PROCEDURE: Government procedure

III. EVALUATION PROCEDURE:

The winning bid shall be selected not solely based on the amount of bid but the Department of Tourism Bids and Awards Committee (DOT-BAC) shall also consider the quality of the sample submitted.

The Lowest Calculated Bid (LCB) shall be post-qualified by the DOT-BAC to determine whether the bidder concerned complies and is responsive to all the requirements and conditions as specified in the bidding documents. If determined upon post qualification that the bidder with the LCB fails the other terms and conditions in these bidding documents, the DOT-BAC shall consider the bidder with the second LCB, and so on, to determine the **Lowest Calculated and Responsive Bid (LCRB)** for this bidding.

Supplier must submit final and actual sample (following instructions of end-user) for final approval before production.

IV. CONTACT PERSON:

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