

**TOURISM DEVELOPMENT DIVISION
DOT MIMAROPA**

TERMS OF REFERENCE

Subject: PRODUCTION OF TRAINING KITS RELATIVE TO THE CONDUCT OF ILOG TOURISM: COMMUNITY GUIDING TRAINING IN BUSUANGA, PALAWAN

I. ITEM

Training Kit for enumerators

- 65 pieces drawstring bag
- 65 pieces notebook
- 65 pieces pen
- 50 pieces black bucket hat
- 65 pieces Rash Guard

II. PURPOSE/OBJECTIVES:

To be used by the participants of community guiding training on their day-today operations in the various community-based tourism destinations.

MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must have been in the production business for not less than two (2) years.
- Has in-house capacity to enhance and/or develop the design and layout of the required materials.
- Can submit sample of previous similar work and actual material to be used.

III. SCOPE OF WORK/SPECIFICATIONS

- **Quantity:** 65 pieces each item
- **Specifications:**
 1. Black water-proof drawstring bag
 - ✓ Refer to the attached design and measurements
 - ✓ 65pcs Black
 2. Pen
 - ✓ Black Ink
 - ✓ 0.7mm
 - ✓ Retractable pen
 3. Notebook
 - ✓ 5x7 inches
 - ✓ Spiral notebook
 - ✓ White cover (front and back)

- ✓ Refer to the attached design
- 4. Black Bucket Hat
 - ✓ Kindly refer to the attached design
 - ✓ 50 pcs.
- 5. Rash Guard (Long sleeve)
 - ✓ Kindly refer to the attached design
 - ✓ 10pcs. S, 20pcs. M, 20pcs. L, 10 pcs. XL, 5 pcs. 5 XL

IV. APPROVED BUDGET FOR THE CONTRACT:

**FIFTY-SIX THOUSAND EIGHT HUNDRED SEVENTY-FIVE PESOS ONLY
(PHP 56,875.00)**

V. DELIVERY PERIOD:

- 15 Working days after the final approval.

VI. PAYMENT PROCEDURE

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

VII. 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 each item.
- 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 Vest except to those persons entrusted/authorized by the **DOT-END USER**.

VIII. PROJECT OFFICER/CONTACT PERSON

MR. MARC ORTIZ LUIS

Tourism Development Division

Email: ortizluismarc@gmail.com@gmail.com

Contact No.: (02) 8816-4886 / 0917-716-0305

16 inches Height



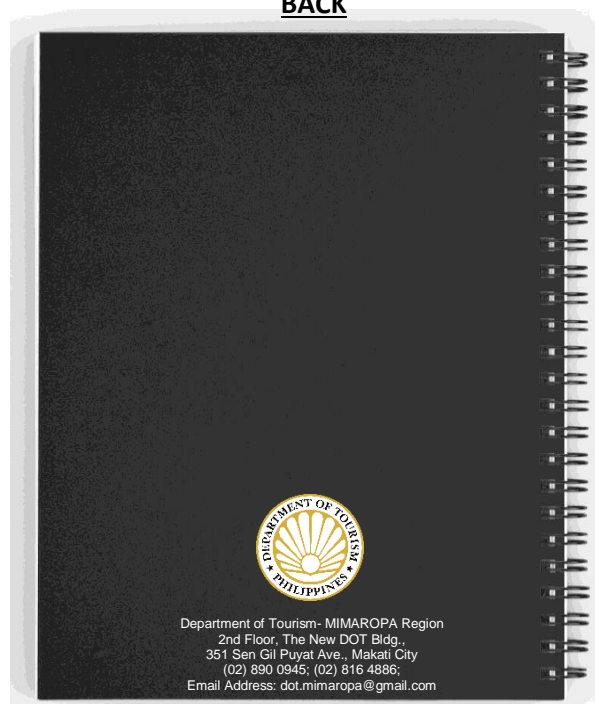
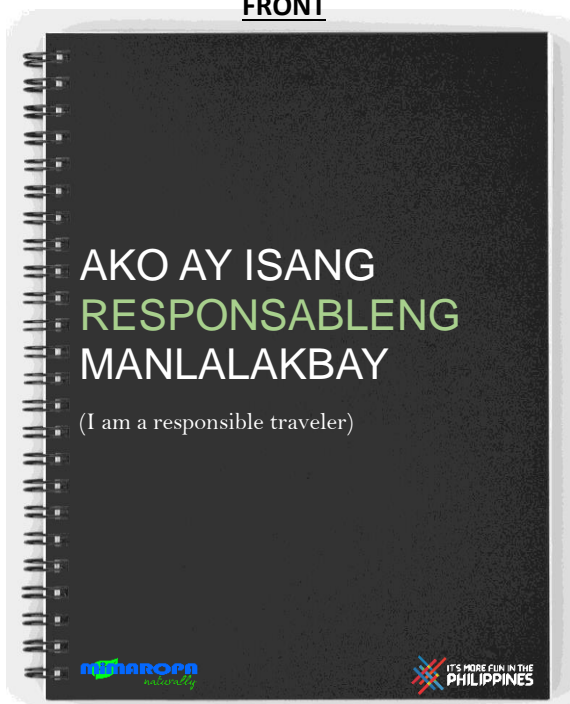
12 inches Length



FRONT

BACK

7 inches Height



5 inches Length

1. Black Bucket Hat



2. Rash Guard

