

DEPARTMENT OF TOURISM – MIMAROPA

TERMS OF REFERENCE

PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR THE USE OF DOT-MIMAROPA EMPLOYEES

I. ITEMS

- Surgical Facemasks
- Sodium Ascorbate with Zinc

II. PURPOSE/OBJECTIVES:

The objective of this activity is to provide employees with appropriate personal protective equipment (PPE) to help control and prevent the spread of corona virus and/or any sickness or diseases. This is to ensure health safety of each employees while performing their duties and responsibilities in the workplace.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPS REGISTERED**
- Must have **available complete supplies requested**
- Must be willing to provide supplies **on a send bill arrangement**

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Submission of complete documentary requirements upon PhilGEPS posting closing
- Current Mayor's / Business Permit
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Income/ Business Tax Return/ *BIR Certification (for Individual)*
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

1. Item: Surgical Facemasks

Description:

- Three Ply earloop Face Mask with 99% Particle Filtration Efficiency
- FDA approved
- With high BFE / Exceeds Aorn Standard
- 50pcs/box of Comfortable and Breathable Blue Mask
- Ultra Fluid Resistant and with 99% Particle Filtration Efficiency
- Ultrasonically Sealed Soft Stretched "latex free" Earloops
- With Full Width Adjustable Nose Piece

Quantity: 170 boxes

2. **Item: Sodium Ascorbate + Zinc**

Description:

- 500 mg of Sodium Ascorbate and 10mg Zinc
- 100 capsules/ box

Quantity: 165 boxes

VI. APPROVED BUDGET FOR THE CONTRACT :

The Approved Budget for the Contract is **One Hundred Thousand Pesos (P100, 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 bid must deliver the complete supplies requested on or before **20th of August 2022**.

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 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 **complete stated supplies** 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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