

DEPARTMENT OF TOURISM – MIMAROPA

TERMS OF REFERENCE

PROCUREMENT OF COVID RELATED SUPPLIES FOR THE USE OF DOT-MIMAROPA EMPLOYEES

I. ITEMS

- 70% Isopropyl Alcohol
- Disinfectant Wipes
- Disinfectant Spray
- Sodium Ascorbate w/ Zinc
- Mask Holder
- Face Shield

II. PURPOSE/OBJECTIVES:

The objective of this activity is to provide employees with appropriate supplies to observe proper sanitary guidelines and help control the spread of corona virus.

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

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

1. **Item:** 70% Isopropyl Alcohol
Item Description: 1 gallon/3875ml bottle, 70% Isopropyl
Quantity: 114 bottles

2. **Item:** Disinfectant Wipes
Item Description: Alcohol-free, Hand and Body wipes

50 pulls per pack

Quantity: 76 packs

3. **Item:** Disinfectant Spray

Item Description: 340g spray bottle, Crisp Linen Scent

Quantity: 76 bottles

4. **Item:** Sodium Ascorbate with Zinc

Item Description: Vitamins, 10mg capsule, 100 capsules per box

Quantity: 38 boxes

5. **Item:** Face mask holder

Item Description: Glasses rope or mask rope

70cm long, color black, adjustable strap

Quantity: 114 pieces

6. **Item:** Face Shield

Item Description: Clear/Transparent, Full faced, with pouch

Acrylic, non-dizzy, circular version,

Approximate size: (circular: W=15.5cm, L=14cm)

(Elongated: W=16cm, L=14.5cm)

Quantity: 38 pieces

VI. APPROVED BUDGET FOR THE CONTRACT :

The Approved Budget for the Contract is **One Hundred Fifty Thousand Pesos (P150, 100.00)**, 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 **10 calendar days** after the issuance of Purchase Order (PO).

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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