

**DEPARTMENT OF TOURISM – MIMAROPA
TOURISM REGULATION DIVISION**

**PRODUCTION OF PROTECTIVE FACE MASK KIT
FOR DOT ACCREDITED TOURISM ACCOMMODATIONS**

TERMS OF REFERENCE

I. ITEM

- Protective Face Mask Kit

II. PURPOSE/OBJECTIVE:

To promote and encourage the continuous practice of Health and Safety protocols in the “New Normal” in line with the re-opening of select tourism business establishments, the MIMAROPA Regional Office would like to handout to Protective Face Mask Kits to Front Office Staff of DOT Accredited Tourism Accommodation establishments who were merited the issuance of Provisional Certificate to Operate during the Quarantine Period.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be **PHILGEPS REGISTERED**
- Must have **been in the production business for not less than three (3) years**
- Has in-house **capacity to enhance and/or develop the design and layout of the required materials**
- **Must be able to have track record of timely deliveries with quality**

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

Submission of complete documentary requirements upon PhilGEPS posting closing

- 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

Winning bid must deliver the 750 pieces Protective Face Mask with packaging on or before **15 November 2020**

Quantity:750 pieces

Design : Must represent the iconic destinations of the five (5) provinces of MIMAROPA (Mindoro Occidental, Mindoro Oriental, Marinduque, Romblon and Palawan)

Size : 12” x 6.5” with Die-cutting + Standard Earloop

Fabric : Cotton Polyester with Neoprene Lining / Pocket Filter

Earloop : Elastic Garter Band

Printing : Full color

Packaging : With Individual Clear Polyethylene Storage Box and Full Color Print on Basic Health and Safety Protocols

VI. APPROVED BUDGET FOR THE CONTRACT :

The Approved Budget for the Contract is **Two Hundred Twenty Three Thousand Five Hundred Pesos (P223,500.00)**, 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 750 pieces Protective Face Mask with individual packaging on or before **15 November 2020**

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 sample work and material to be used 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** 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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