

DEPARTMENT OF TOURISM – MIMAROPA

Tourism Regulation Division

PRODUCTION OF MIMAROPA START UP KITS

TERMS OF REFERENCE

(TOR)

I. ITEM

- MIMAROPA START UP KITS FOR PARTICIPANTS OF COMMUNITY GUIDING TRAININGS

II. PURPOSE/OBJECTIVES:

To promote and encourage the continuous practice of Health and Safety protocols in the “New Normal” in line with the re-opening of MIMAROPA destinations as the country’s economy is jumpstarted.

The MIMAROPA Regional Office wishes to handout utilitarian public relations giveaways in the form of **START UP KITS** essential during the conduct of guided tours in various tourist attractions in the Region.

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 of the required materials**
- **Must be able to have track record of timely deliveries with quality**
- Must **submit sample start up kit 5 days upon closing of PhilGEPS posting**

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 200 sets of START UP KITS on or before **15 JUNE 2021**, as follows:

FACE MASK KIT (1 PVC Face Mask Case with 2 pieces Face Mask)	Design must reflect the overall project thrust: Size : 12” x 6.5” with Die-cutting & Standard Ear Loop Mask Fabric : Ply Cotton Polyester with Neoprene Lining and pocket filter Earloop : Elastic Garter Band
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	Printing : Full Color
HAND SANITIZER (1 piece)	Design must be functional: Size : 50 ml Container Material : Plastic with carabiner Content : 50 ml. hand sanitizer
DRY BAG BACKPACK (1 piece)	Waterproof PVC Bag designed to fit project purpose: <ul style="list-style-type: none"> • Material : PVC 500D material (0.52mm). • Size: W12" x H17.75" x D7.75" • Colors: Based on your proposed design • Others: With retroreflector strip & technical device protect

VI. APPROVED BUDGET FOR THE CONTRACT :

The Approved Budget for the Contract is **FOUR HUNDRED THOUSAND PESOS (Php 400,000.00)**, 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 200 sets of Start up Kits on or before **15 JUNE 2021.**

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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