

TERMS OF REFERENCE

National Tourism Development Plan (NTDP) 2016-2022 Roll-Out

I. Minimum Requirements:

- Must be willing to provide services on a send-bill arrangement / government procedure
- Must present an actual sample of the products
- Items are subject for approval before mass production

Lot No. 1 - COLLARED / POLO SHIRTS

| | | |
|----------------------------|---|--|
| Quantity | : | 1,000 pieces |
| Material | : | Dri-fit Polyester |
| Color | : | 500 pcs. Gray 500 pcs. White |
| Print | : | DOT Logo with "Department of Tourism" embroidered. Silkscreen print at the back: "National Tourism Development Plan 2016-2022". Silkscreen print at right sleeve: "It's More Fun in the Philippines" Logo |
| Sizes | : | Each color shirt 150 pcs. Small 200 pcs. Medium 150 pcs. Large |
| Estimated Amount per Piece | : | PhP 300.00 |
| Estimated Total | : | PhP 300,000.00 |

Lot No. 2 - FOLDABLE BACKPACK

| | | |
|----------------------------|---|---|
| Quantity | : | 1,000 pieces |
| Material | : | Ripstop Nylon |
| Size | : | 16" x 12" x 7" (Spread) 9" x 8" (Folded) |
| Other Requirements | : | With 2 inside mesh pockets, 3 front pockets and inner nylon pouch High quality zipper with elegant puller With presentable packaging |
| Print | : | National Tourism Development Plan Logo |
| Colors | : | Black with gray zipper Royal blue with white zipper Gray with black zipper White with blue zipper |
| Estimated Amount per Piece | : | PhP 600.00 |
| Estimated Total | : | PhP 600,000.00 |

Lot No. 3 - FLASHDRIVE

| | | |
|----------------------------|---|---|
| Quantity | : | 500 pieces |
| Capacity | : | 16 GB |
| Type | : | Retractable |
| Interface | : | USB1.1/USB2.0 Hi-Speed Compatible |
| Color | : | White |
| Dimensions | : | 61.9mm (L) x 20.6mm (W) x 10.0mm (H) |
| Weight | : | 10g (main body) |
| Stamp | : | DOT Logo print stamp on one side "It's More Fun in the Philippines" Logo on one side Individually placed in PP casing |
| Estimated Amount per Piece | : | PhP 350.00 |
| Estimated Total | : | PhP 175,000.00 |

Lot No. 4 - WRITING NOTEBOOK

| | | |
|----------------------------|---|---|
| Quantity | : | 1,000 pieces |
| Paper Size | : | B6 |
| Sheet Style | : | Blank Notebook |
| Binding | : | Thread or Stitched Binding |
| Paper Weight | : | 70gsm |
| No. Of Sheets | : | 100 leaves |
| Cover Material | : | Cardstock; Backcover with inside pocket |
| Cover Design | : | Customized (will send once finalized) |
| Estimated Amount per Piece | : | PhP 75.00 |
| Estimated Total | : | PhP 75,000.00 |

Lot No. 5 - BALLPEN

| | | |
|----------------------------|---|--|
| Quantity | : | 2,000 pieces |
| Body Material | : | Metal |
| Pen Style | : | Retractable-Button |
| Grip Color | : | Black |
| Grip Material | : | Rubber |
| Length-Retracted | : | 13.8 cm/5.4 inches |
| Pre-installed ink | : | Black |
| Tip Size | : | 0.5 mm |
| Tip Style | : | Conical |
| Body Design | : | DOT Logo and "National Tourism Development Plan 2016-2022" printed Individually wrapped and sealed |
| Estimated Amount per Piece | : | PhP 15.00 |
| Estimated Total | : | PhP 30,000.00 |

Lot No. 6 - LANYARD

| | | |
|----------------------------|---|--|
| Quantity | : | 2,000 pieces |
| Lanyard Size | : | Length – 900 mm Width – 20 mm |
| Material/Type of Webbing | : | Polyester |
| Color | : | Black |
| Imprint Color | : | White |
| Attachment Type | : | Heavy Duty Bolt Snap and Cellphone Loop |
| Design/Print | : | Silkscreen Print "National Tourism Development Plan 2016-2022" Individually wrapped and sealed |
| Estimated Amount per Piece | : | PhP 50.00 |
| Estimated Total | : | PhP 100,000.00 |

Lot No. 7 - BOOKMARK

| | | |
|----------------------------|---|---|
| Quantity | : | 2,000 pieces |
| Size | : | Length – 12.5 cm Width – 4 cm |
| Material | : | Stainless Steel |
| Process | : | Stamping |
| Print | : | DOT Logo with "National Tourism Development Plan 2016-2022" Individually wrapped and sealed |
| Estimated Amount per Piece | : | PhP 30.00 |
| Estimated Total | : | PhP 60,000.00 |

| QTY | ITEM | EST. AMOUNT PER PIECE | SUB TOTAL |
|------------------------|----------------------|-----------------------|-------------------------|
| 1,000 | Collared/Polo Shirts | Php 300.00 | Php 300,000.00 |
| 1,000 | Foldable Backpack | Php 600.00 | Php 600,000.00 |
| 500 | Flashdrive | Php 350.00 | Php 175,000.00 |
| 1,000 | Writing Notebook | Php 75.00 | Php 75,000.00 |
| 2,000 | Ballpen | Php 15.00 | Php 30,000.00 |
| 2,000 | Lanyard | Php 50.00 | Php 100,000.00 |
| 2,000 | Bookmark | Php 30.00 | Php 60,000.00 |
| ESTIMATED TOTAL | | | Php 1,340,000.00 |

All goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

- Lot No. 1 : Collared/Polo shirt
- Lot No. 2 : Foldable Backpack
- Lot No. 3 : Flashdrive
- Lot No. 4 : Writing Notebook
- Lot No. 5 : Ballpen
- Lot No. 6 : Lanyard
- Lot No. 7 : Bookmark

II. Delivery Date:

Lots are expected to be delivered on or before **15 December 2017**.

III. Contact Details:

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