

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE TPB PVC ID CARD PRODUCTION

I. BACKGROUND

In view of the upcoming office location transfer and to observe TPB image branding, the TPB will require a new identification card to reflect the new office address and maintain its professional image.

II. OBJECTIVES

TPB desires to engage with a service provider that can produce the new TPB PVC Identification Cards.

III. SCOPE OF WORK/SERVICES

1. Conduct of photo shoot for 180 TPB personnel (permanent and COS/Project-based) with at least three (3) options to choose from.
2. Encoding of information of personnel for lay outing. Information to be provided by TPB PHRDD to the winning bidder with data privacy undertaking.
3. Submission of at least three (3) study layouts for TPB's review and approval.
4. Layout with editing of the TPB ID
5. Printing of new TPB ID (maximum of 2 edits) for 180 individuals.
6. Turnover of the following to TPB for future use:
 - information database
 - editable and print ready layout
 - high resolution copies of photos of the individuals that are embed ready in the layout
7. Coverage is the actual number of TPB personnel who are in TPB as of 31 December 2023 to 31 March 2024 or until the 180 individuals is completed.

IV. PROJECT IMPLEMENTATION SCHEDULE

November 2023 or upon issuance of Notice to Proceed until 31 March 2024 or until the 180 individuals is completed.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **FIVE HUNDRED THOUSAND PESOS ONLY (PhP500,000.00)** inclusive of all applicable fees and taxes.

VI. TERMS OF PAYMENT

Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

KAREN A. PADOLINA
Acting Head

Personnel and Human Resources Development Division
Tourism Promotions Board Philippines
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

An original copy of the Statement of Account / Billing Statement shall be personally brought to the TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.

2. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

An original copy of the Official Receipt shall be personally brought to the TPB Office. Otherwise, the delivery fee will be shouldered by the supplier.

VII. PROJECT OFFICERS CONTACT INFORMATION

For particulars, please contact:

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