

ANNEX A: TERMS OF REFERENCE

PRODUCTION OF GIVEAWAYS FOR THE REGIONAL TRAVEL FAIR

General Santos City and Roxas City, Capiz

As of 12 February 2024




I. BACKGROUND

Regional Travel Fair (RTF) is a platform of innovative ways to develop new business opportunities and updates on the latest Philippine tourism offerings of the region. It is held twice a year with the following components: a 4-day RTF that will feature a whole-day onsite Business-to-Business (B2B), a two-day Business-to-Consumer (B2C) online/onsite selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions, Post tours for the Sellers and Buyers, and Onsite/Online Consumers that will feature product demonstrations of artisans, cuisines and other tourism offerings is also part of the travel fair. It aims to renew and expand their business network and have opportunities to innovatively develop travel-related business operations aligned with the government's health and safety guidelines.

II. OBJECTIVES:

1. Generate domestic travel and spur local economy.
2. Promote the Philippines as a safe, uniquely diverse, and fun destinations.
3. To improve the products and income of man and woman-owned or operated tourism enterprises.
4. To improve the representation of women and men as stakeholders of tourism development.
5. More active promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.
6. To build up a destination image from emerging and potential destinations from different parts of the country.
7. Educate new products and change potential visitor's destination image; and
8. Provide facts about the tourism products of each region in the Philippines.

III. SCOPE OF WORKS AND DELIVERABLES

<p>Lot No. 2</p>	<p>Bag Tag : Php52.00 /per pc x 1,500 pcs = Php78,000.00</p> <p>Specification:</p> <ul style="list-style-type: none"> a. Size : 4.1x2.8 inches b. High Quality PVC Bag Tag with “Love the Philippines” c. Number of Pieces: 1,500 pcs. d. With hole e. Features window for the destination address and an adjustable white buckle strap to fit your suitcase or bag 	<p style="text-align: center;">BAG TAG 4.1 x 2.8 inches</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>FRONT</p>  </div> <div style="text-align: center;"> <p>BACK</p>  </div> </div> <div style="margin-top: 20px;"> <p>6.6 x .4 inches white buckle strap</p>  </div>
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Delivery Dates of all Promotional Materials:

- For General Santos City to be delivered not later than 31 May 2024 are as follows:
Bag Tags 750 pcs.
- For Roxas City and final delivery not later 15 July 2024.
Bag Tags 750 pcs.

IV. PROJECT IMPLEMENTATION

- General Santos City : August 9-11, 2024
- Roxas City, Capiz : October 11-13, 2024

V. OTHER DETAILS FOR THE TECHNICAL SPECIFICATIONS FOR THE RTF GIVEAWAYS:

- a. Layout to be supplied by TPB-Marcom
- b. Sample materials are also available for reference.

- c. The bidder must be able to submit a sample of work done with the same material as mentioned in the Specifications given together with the quotation.
- d. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.
- e. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.)
- f. The TPB have a limited storage space in its office. Therefore, the bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon a lead-time of delivery.
- g. The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. If the giveaway or its packaging delivered has dents or is damaged, the bidder/supplier agrees to replace it within the agreed specified time.

VI. APPROVED BUDGET OF THE CONTRACT

Seventy-Eight Thousand Pesos (PhP78,000.00) inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

PARTICULARS	TERMS OF PAYMENT
• 50% completion of delivery	50% of the total contract price
• Completion deliveries of items	50 % of the total contract price
TOTAL	100% of the total contract price

VIII. CONTRACT DURATION

The delivery of the services shall commence from the date of the receipt of Notice to Proceed until the completion of delivery of items.

IX. PROJECT OFFICER'S CONTACT INFORMATION

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