

TECHNICAL SPECIFICATIONS
PRINTING, PRODUCTION, AND DELIVERY OF CORPORATE SOCIAL RESPONSIBILITY (CSR)
ADJUSTABLE BUCKETHATS FOR THE TPB EMPLOYEES

I. BACKGROUND

As an effort to support the celebration of the Philippine Environment Month and World Environment Day this June 2024, the Tourism Promotions Board (TPB) through its Corporate Social Responsibility (CSR) Program will conduct a collaborative initiative with the Save Palawan Seas Foundation (SPSF) on 05-07 June 2024. This CSR project will take place in Barangay Casian, encompassing Calabugtong Island, the base of SPSF's operations, and Barangay Batas in Taytay, Palawan and will entail different environmental activities such as marine awareness seminar, coral propagation, mangrove planting, and coastal clean-up. A community assistance through donation of solar lights and educational materials will also be part of this CSR project.

Since TPB conducts CSR activities mostly in open areas such as the beach/ocean and forest, and sometimes remote areas, and with the unpredictable weather conditions in the country, these bucket hats will serve as protection for the volunteers from the very humid weather or during the rainy season. Ultimately, the bucket hats will also serve as uniform and identification of the TPB employees as CSR volunteers during the implementation.





In view of the above, the Corporate Planning and Business Development Department (CPBDD) needs a supplier who can print, produce, and deliver the CSR adjustable bucket hats for the TPB employees.

II. OBJECTIVES

- Preserve marine ecosystems in Taytay, Palawan, through active community involvement in conservation efforts.
- Raise awareness about marine conservation issues and empower local communities to participate in conservation endeavors.
- Foster sustainable tourism practices that benefit both the environment and the local economy.
- Enhance community safety and security by providing illumination in critical areas.
- Extend productive hours for economic and social activities, promoting local livelihoods.
- Promote sustainable energy practices and environmental conservation, reducing reliance on fossil fuels.
- To highlight the importance of education through the provision of materials and resources to the students in Taytay, Palawan;
- To give importance to the hard-to-reach communities of the Philippines;
- To immerse with the people and culture of Cuyonon/Cuyonin in Taytay, Palawan;
- To cultivate the culture of giving and volunteerism among TPB personnel; and;
- To comply with GCG Memorandum Circulars 2012-07 and 2015-07 which require GOCCs to include their interaction with communities and other corporate social responsibility activities in their adherence to the Code of Corporate Governance

III. SCOPE OF WORK

The TPB is need of a supplier that can print, produce, and deliver the CSR adjustable bucket hats, with the specifications below:

ITEM	QTY	SPECIFICATIONS	DATE OF DELIVERIES TO TPB
Adjustable Bucket Hats	185	<p>Colors: Forest Green and Khaki (reversible) Size: Standard free size for adult</p> <p>Sample Hat:</p> <p style="text-align: center;">EMBROIDERED LOGOS - REVERSIBLE HAT</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="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <p>Front</p>  </div> <div style="text-align: center;"> <p>Back</p>  </div> </div> <p>Material: Waterproof Printing Process: Embroidered Other Requirements: Design layout to be supplied by TPB.</p> <ul style="list-style-type: none"> • Embroidered • Reversible • Adjustable • Waterproof <p>Refer here: https://drive.google.com/drive/folders/1QyH6BBEFtyu01kwd7Mz2jSoGc2VDnHnI</p> <p>Suppliers must:</p> <ol style="list-style-type: none"> 1. Submit the sample of material preference within 2 working days from receipt of NTP 2. Submit sample of bucket hat with embroidered design within 3 working days upon approval of the sample material 3. Print Turnaround (production lead time): Within 7 working days after approval of submitted actual bucket hat proofing (for initial delivery only) 	<p>Initial delivery: 20 pieces On or before 29 May 2024</p> <p>Full Delivery: 165 pieces On or before 28 June 2024</p>

IV. IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT

DATE: 05 – 07 June 2024 (tentative dates)

LOCATION: El Nido and Taytay, Palawan

V. OTHER TERMS AND CONDITIONS

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Tour activities and/or schedules/dates may still be changed based on recommendations of the

DOT Regional Office and the organizers.

VI. APPROVED BUDGET FOR CONTRACT

The Approved Budget for the Contract (ABC) is **NINETY THOUSAND SIX HUNDRED FIFTY PESOS ONLY (PHP90,650.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT:

1. Willing to provide services on a “send-bill” arrangement based on the entire actual cost.
2. Preferably has a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.
3. Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns;

Please send the billing statement to:

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer

Tourism Promotions Board Philippines

4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICERS’ CONTACT INFORMATION

For particulars, please contact:

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