

TECHNICAL SPECIFICATIONS

PRINTING, PRODUCTION AND DELIVERY CORPORATE SOCIAL RESPONSIBILITY (CSR) TOKENS, GIFTS FOR CSR PARTNER.

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.

To express TPB's gratitude to our CSR partners such as Non-Governmental Organizations (NGO), the Local Government Unit (LGU), and the DOT Regional Offices of the location of our CSR projects, for their unwavering support and assistance during the implementation of our CSR activities, the CPBDD will provide the following tokens of appreciation:

1. Cacha Bag with TPB logo print
2. Beach Towel with "Philippines" print
3. Round-neck shirt with LTP logo print
4. Ynabel Pouch

In view of the above, the Corporate Planning and Business Development Department (CPBDD) needs a supplier who can print, produce, and deliver the CSR tokens for its partners.


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 tokens, with the specifications below:

| ITEM | QTY | SPECIFICATIONS | BUDGET | DATE OF FULL DELIVERY TO TPB |
|---------------------------------|--------|--|---|------------------------------|
| Cacha Bag with TPB Print | 30 pcs | <p>Size: 13.5in x 16in</p> <p>Material: Canvas</p> <p>Printing Process: Full color print</p> <p>Sample Cacha Bag:</p>  <p>Other Requirements: Design layout to be supplied by TPB.</p> <p>Suppliers must:</p> <ol style="list-style-type: none"> 1. Submit the sample of the item with the hardcopy of the quotation and other doc requirements. 2. Print Turnaround (production lead time): Within 2 working Days after submission of signed NTP | <p>PHP6,000.00</p> <p>Unit cost: PHP200.00/pc</p> | On or before 04 June 2024. |

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| <p>Beach Towel with attached garterized strap for folding</p> | <p>30 pcs</p> | <p>Size: 27 in x 50 in Color: Dark Blue Material: Highly absorbent microfiber</p> <p>Sample towel:</p>  <p>Other Requirements:</p> <ul style="list-style-type: none"> -With “Philippines” branding logo and in white color. -Design layout to be supplied by TPB. -Towel must have an attached garterized strap for folding (see attached image sample) <p>Suppliers must:</p> <ol style="list-style-type: none"> 1. Submit the sample of the item with the hardcopy of the quotation and other doc requirements. 2. Print Turnaround (production lead time): Within 2 working Days after submission of signed NTP | <p>PHP30,000.00</p> <p>Unit cost: PHP1,000.00/pc</p> | <p>On or before 04 June 2024</p> |
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| <p>Round-neck Shirt with LTP Logo</p> | <p>30 pcs</p> | <p>Sizes : -10 pcs. Medium -10 pcs. Large -10 pcs XLarge</p> <p>Sample shirt:</p>  <p>Printing: Full Color Shirt color: cream/beige Material: Original – CVC Printing Process: Direct to Film</p> <p>Other Requirements: Design layout to be supplied by TPB.</p> <p>Suppliers must:</p> <ol style="list-style-type: none"> 1. Submit the sample of the item with the hardcopy of the quotation and other doc requirements. 2. Print Turnaround (production lead time): Within 2 working Days after submission of signed NTP | <p>PHP13,500.00</p> <p>Unit cost: PHP450.00/pc</p> | <p>On or before 04 June 2024.</p> |
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| <p>Leather pouch with handle and tnalak weave</p> | <p>30 pcs</p> | <p>Size: 10x6 inches Material: Vegan Leather</p> <p>Sample pouch:</p>  <p>Other Requirements: -Design layout to be supplied by TPB. -Pouch will have an accent of tnalak and embossed TPB Logo</p> <p>Suppliers must:</p> <ol style="list-style-type: none"> 1. Submit the sample of the item with the hardcopy of the quotation and other doc requirements. 2. Print Turnaround (production lead time): Within 2 working Days after submission of signed NTP | <p>PHP25,500.00</p> <p>Unit cost: PHP850.00/pc</p> | <p>On or before 04 June 2024.</p> |
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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.

VI. APPROVED BUDGET FOR CONTRACT

SEVENTY-FIVE THOUSAND PESOS ONLY (PHP75,000.00) 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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Project Officer

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