

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF COMPUTER DESK MATS

I. BACKGROUND

As part of the TPB's Gender and Development mainstreaming program and in the modern workplace, computer desk mats can serve as effective GAD IEC materials. They are practical, highly visible, and can be customized with important messages and information related to gender equality and development. Desk mats are placed on workstations and are continuously in view of employees, ensuring constant exposure to GAD messages. Moreover, desk mats can spark conversations and reflections on gender issues among employees, fostering a more inclusive and gender-sensitive workplace culture.

II. OBJECTIVES

To engage a service provider for the production and delivery of computer desk mats as GAD IEC Materials.

III. SCOPE OF DELIVERABLES

Item: Computer Desk Mat

Specifications

| | | |
|----------------------------|---|--|
| Material | : | Vegan Leather |
| Color | : | Black and Gray |
| Others | : | Debossed with silver stamping With local weave (<i>assorted / at least 5 different designs</i>) Layout to be provided by TPB With removable strap |
| Design and Quantity | : | Layout 1 – 13 pcs Layout 2 – 170 pcs Layout 3 – 17 pcs Total Quantity: 200 pcs |

Other Requirements:

- Final actual sample must be presented to the end user's approval prior to mass production
- Failure to swatches based on the above specification will not be considered and will be disqualified

IV. ADDITIONAL TECHNICAL REQUIREMENTS

1. Bidder must have at least three (3) years of experience in providing general merchandise to government and private offices.
2. Bidder must submit a proposal based on the above deliverables with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost.
3. Submit swatches of vegan leather and weaves during the submission of bid quotation.

V. PROJECT IMPLEMENTATION SCHEDULE

Delivery will be at the TPB Office (6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300) between 9:00am – 4:00pm within 30 working days upon approval of the final actual sample.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **TWO HUNDRED FORTY THOUSAND PESOS ONLY (PHP240,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Send 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 relevant fee addressed to:

Rossandra Amythea Q. Cayago
Acting Head
Personnel and Human Resources Development Division
Tourism Promotions Board
6/F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300

2. Copy of Official Receipt

**Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.*

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.

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. CONTACT PERSONS

For particulars, please contact:

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