

TERMS OF REFERENCE
Business Cards for Office of the Chief Operating Officer

A. Technical Specifications:

1. Details and Quantity:

Employee's Name	Designation	Quantity	Info
MARIA MARGARITA M. NOGRALES	Chief Operating Officer	5 boxes/ 100 pcs per box	Tel Nos: +63 2 8525.9318 to 27 loc. 201 Mobile: +63 917 622 7713 Email: ocoo@tpb.gov.ph
MARIANNE E. ANQUILO	Secretary	1 box/ 100 pcs per box	Tel Nos: +63 2 8525.9318 to 27 loc. 201 Mobile: +63 915 498 6787 Email: marianne_anquilo@tp b.gov.ph
KHERNIEL M. SIACOR	Executive Assistant IV	2 boxes/ 100 pcs per box	Tel Nos: +63 2 8525.9318 to 27 loc. 203 Mobile: +63 9199583440 Email: tata_siacor@tpb.gov.p h

2. **Material Preference:** IFEX – Cordenons Radiance New Evolution white, 280 gsm
3. **Color Requirement:**
Front side: Full color printing
Back side: Full color, using new 5 different images per name
4. **Printing Process:** Offset, two side full color printing

B. Additional Specifications:

1. Layout to be supplies by TPB
2. Suppliers must submit an actual sample of paper for evaluation purposes and for approval of MARCOM Creative Unit prior to awarding
3. Upon receipt of P.O. supplier may submit proof for Creative Unit approval prior to final/mass printing.
4. Print Turnaround (Production Timeline): Allowed 25 calendar days upon approval of final proof.
5. Suppliers should/must submit paper stock to be used with sample print based on the above specifications will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified.
6. Suppliers should/must submit a sample BUSINESS CARD print based on the above specifications that will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified.
7. Allowed reproofing of 3 times at no extra cost to TPB

C. Approved Budget for the Contract (ABC)

The total ABC is **FOURTEEN THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY** (Php 14,880.00) inclusive of all taxes and fees, provided that the amount of the bid does not exceed the above-mentioned approved budget.

TOURISM PROMOTIONS BOARD

4/F, Legaspi Towers 300, Roxas Boulevard Cor. Vito Cruz St., Malate Manila

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

For the Calendar Year 2024

END-USER/UNIT : **OFFICE OF THE CHIEF OPERATING OFFICER**

Charged to GAA

Projects, Programs and Activities (PAPs)


Revision No.	01
As of	05/16/2024

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
	CONSULTANCY SERVICES WITH OGCC		720,000.00	Not Applicable	x	x	x	x	x	x	x	x	x	x	x	x	x
	EXTRAORDINARY AND MISCELLANEOUS EXPENSES		198,000.00	Not Applicable	x	x	x	x	x	x	x	x	x	x	x	x	x
	MISCELLANEOUS EXPENSES (office supplies, OCCOO meeting expenses, logistical requirements for local and foreign travels, and representation allowance for international travels)		259,000.00	Not Applicable	x	x	x	x	x	x	x	x	x	x	x	x	x
	MEALS FOR MANAGEMENT REVIEW		35,000.00	SVP								x					
	PURCHASE OF BUSINESS CARDS		20,000.00	SVP					x	x			x				

TOTAL BUDGET: ₱1,232,000.00

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:



 RYVET P. CRUZ
 Executive Assistant III, Office of the Chief Operating Officer
 Date: 29 MAY 2024

Approved by:



 MARIA MARGARITA MONTEMAYOR NOGRALES
 Chief Operating Officer, Tourism Promotions Board Philippines
 Date: _____

Budget Realignment/Reallocation Form

A.

Summary of Budget Ceiling:

	Current Budget	New Budget	Remarks
Office of the Chief Operating Officer	1,232,000.00	1,232,000.00	
	1,232,000.00	1,232,000.00	

B.

Breakdown of Realigned Budget/PAP:

	Amount realigned to:	Realigned from:	New Budget:
Purchase of Business Cards	20,000.00		20,000.00
MISCELLANEOUS EXPENSES (office supplies, OCOO meeting expenses, logistical requirements for local and foreign travels, and representation allowance for international travels)		279,000.00	259,000.00
	20,000.00	279,000.00	279,000.00

Conforme:


RYVET P. CRUZ
Office of the Chief Operating Officer

Approved by:

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer

NP - New Project

C - Cancelled

Validated by: 
JUNNAR D. TAGAO
Acting Head, Finance Dept. 51

Remarks:

- If realignment involves transfer of budget to or from other departments, accomplish portion A and B (with conforme of all departments involved)
- If realignment is within budget ceiling, accomplish portion B only (no conforme; with approval)