

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE PROVISION AND DELIVERY OF
GENDER AND DEVELOPMENT (GAD) IEC MATERIALS

I. BACKGROUND

The GAD Duffle bag is an advocacy-driven IEC Material designed to promote Gender and Development (GAD). This bag not only serves as a practical accessory for work or travel, but also represents the GAD initiatives of Tourism Promotions Board (TPB).

II. OBJECTIVES

To engage a service provider for the production and delivery of GAD IEC Materials for the 4th quarter of CY 2024 to the Tourism Promotions Board (TPB).

III. SCOPE OF DELIVERABLES

1. Provision of the GAD IEC item:

LOT	ITEM	DESCRIPTION	UNIT PRICE	QUANTITY	Budget
1	Duffle Bag with Luggage attachment	<ul style="list-style-type: none"> • High-quality materials: Made of oxford cloth and polyester • Dimensions: : L * W * H: 46 x 21 x 25 CM • With adjustable shoulder strap. • Multiple pockets : Interior with 1 large main room to store a • laptop 1 zipper pocket; • 1 small pockets for cell phone or coins; • Exterior with 1 Side Zip Pockets for shoe compartment • With embroidered design (TPB and GAD logo) 	Php 2,500.00	180 pcs	Php 450,000.00

2. Delivery of the items to the TPB Office at 6/F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 Philippines between 9:00 AM to 4:00 PM at least thirty (30) working days upon acceptance of the final layout/sample from end-user. Gate pass will be issued before schedule to facilitate the delivery of bags inside the building.

IV. PROJECT IMPLEMENTATION SCHEDULE

Delivery at the TPB Office at 6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 at least thirty (30) working days upon acceptance of the final layout/sample from the end-user.

V. ADDITIONAL TECHNICAL REQUIREMENTS

Qualifications for Bidder

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. Other Requirements:
 - Submit a sample during the submission of the bid quotation.
 - Final actual sample must be presented to the end user's approval prior to mass production
 - Failure to submit sample based on the above specification will not be considered and will be disqualified

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **FOUR HUNDRED FIFTY THOUSAND PESOS ONLY (Php 450,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Send a 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

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.

Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of 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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Annex A:
LAYOUT
Duffle Bag

