

## TERMS OF REFERENCE

### PRINTING AND PRODUCTION OF TOTE BAGS FOR EXPO 2020 DUBAI

#### I. PURPOSE / OBJECTIVES

The Tourism Promotions Board (TPB) Philippines is in need of the services of a company engaged in the business of printing and production of Tote bags for distribution during the Philippines Participations to 2020 Dubai Expo to be held in 01 October 2021 – 31 March 2022 at Dubai, United Arab Emirates.

#### II. DELIVERABLES:

1,000 pcs of Tote bags

#### III. Specifications

##### a. Size

- Bag – 14" (width) x 16.5" (height) x 3.5" (base and side thickness)
- Weave cloth accent - 11.00cm (w) x 18"(h), both sides
- Handle – 3.30 cm width 27" length

##### b. Color Requirement: 7 colors printing

##### c. Material Preference:

- Bag – Bull twill black with 210D lining, pocket, zipper and self-fabric strap w/ snap button inside. Use cotton strap handle with oval bronze eyelet (as per TPB's sample). Weave cloth accent will be placed both sides on the center of Bag.
- Weave cloth/tribal accent – Abel, Binakul, Ikat, Hinablon, Yakan, Inaul, Tinalak weave. (Supplier may recommend tribal/cloth designs on the above mentioned weave cloth/tribal materials)

##### d. Printing Process: Silkscreen both sides, 7 colors printing (as per design)

#### IV. BUDGET : Php 750,000.00

#### V. TIMELINE:

60 calendar days upon approval of final sample and receipt of Notice to Proceed (NTP)

#### VI. TERMS OF PAYMENT

100% upon acceptance of the deliverables

## **VII. ELIGIBILITY REQUIREMENTS /QUALIFICATION OF BIDDERS:**

- Corporate Giveaways suppliers
- 3 year operational company experience
- Legal document requirements (normally required by PGSD/Admin)
  - Philgeps Registration Certificate
  - BIR Certificate of Registration
  - Mayor's / Business Permit
  - Omnibus Sworn Statement
  - Company profile (for new bidder)

### **Other Requirements:**

- Layout to be supplied by Client
- Prospective bidders should submit the actual sample of bag as specified in the above specification during submission of bid.
- Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.
- Delivery package – tote bag will be packed in a double wall corrugated box with min./max weight of 13 to 15 kilograms.

## **VIII. CONTACT PERSON**

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