

TECHNICAL SPECIFICATIONS

TOURISM MARKETING EDUCATIONAL SEMINAR 2023 Customized Give-away Items

I. BACKGROUND

One of the Domestic Promotions Department's (DPD) commitments is the conduct of a tourism marketing educational seminar. A seminar that provides up-to-date information and an enhanced understanding of tourism trends, best practices, new marketing approaches to increase the marketability of tourism destinations while promoting sustainable and responsible tourism, and to achieve global competitiveness and promote travel excellence.

Target participants are tourism and marketing officers from the Local Government Units (LGUs) and the Department of Tourism Regional Offices (DOT ROs) nationwide. The implementation of this tourism marketing seminar will be via a digital platform in light of the restrictions due to the COVID-19 pandemic. The confirmed participants will attend one (1) run equivalent to a 2-day session or 5.0 learning hours.

Relative to the above, the Department will require customized give-away for dissemination to the attendees/participants of the webinar.

II. TARGET AUDIENCE/VIEWERS

Marketing and Tourism Officer of the Department of Tourism and the Local Government Units.

III. DELIVERY DATES (tentative)

Run	Webinar Dates	Delivery Dates
1	July 9-14, 2023	At least 2 weeks prior
2	August 6-11, 2023	At least 2 weeks prior
3	August 20-25, 2023	At least 2 weeks prior

IV. SCOPE OF WORK

A. Customized mouse pad

Specifications	Description
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Quantity	400 pcs
Size	a. Mouse pad – 8in diameter x 3mm thick b. Packaging – 8.25in x 8.25in with 1diameter hole on one side (to see design); with adhesive sticker / peel to close envelope
Material Preference	a. Mouse pad – neoprene/other bonded fabric surface and anti-slip rubber (anti-fray stitches at the edge) b. Packaging – Kraft paper Caliper 12-15
Color Requirement	a. Mouse pad – full color x 0 b. Packaging – full color printing
Printing Process	a. Mouse pad – digital or offset printing b. Packaging – digital or offset printing
Unit Cost	PhP 200.00/pc
Total Cost	PhP 80,000.00

B. Inflatable U-shaped air travel neck pillow with pouch / storage bag

Specifications	Description
Quantity	400 pcs
Size	a. Semi-circular form – approx. 28 cm x 40 cm x 3cm; fits pouch/storage bag b. Storage bag – approx. 14cm x 18 cm x 4cm
Material Preference	a. Neck pillow – Milk silk fabric + waterproof rubber + TPU inflation valve b. Storage bag – Milk silk fabric or canvas; flap type with Velcro to close
Color Requirement	Full color both side printing
Printing Process	Two side printing, sublimation or direct print to item printing process
Unit Cost	PhP 280.00/set
Total Cost	PhP 112,000.00

C. Reversible conference/canvas tote bag

Specifications	Description
Quantity	360 pcs
Size	a. Bag size - 40 cm x 36 cm x 4cm (base) b. Bag strap length & width – 60 cm x 5cm

Material Preference	a. Bag – canvas; cotton linen b. Bag strap – cotton twill tape or nylon & polyester grosgrain webbing
Color Requirement	Full color
Printing Process	Dual design (1 plain color & 1 printed designs) Offset or digital printing (4 plain colors & 4 printed designs)
Unit Cost	PhP 300.00/pc
Total Cost	PhP 108,000.00

Other Requirements:

- a. Lay-out to be supplied by TPB.
- b. Suppliers may submit sample for evaluation purposes and for approval of Project Officer and MarCom Creative Unit prior of awarding.
- c. Upon receipt of P.O. supplier may submit actual sample with printing for approval prior to mass production.

Print Turnaround: Allowed 30 calendar days

VI. ELIGIBILITY REQUIREMENTS

- a. Mayor's / Business Permit
- b. PhilGEPS Registration Number/Certificate
- c. Omnibus Sworn Statement
- d. Income/Business Tax Return

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **THREE HUNDRED THOUSAND PESOS (PhP 300,000.00)**, inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down.

IX. TERMS OF PAYMENT

Full payment upon complete delivery of items provided submission of Statement of Account and Delivery Receipt.

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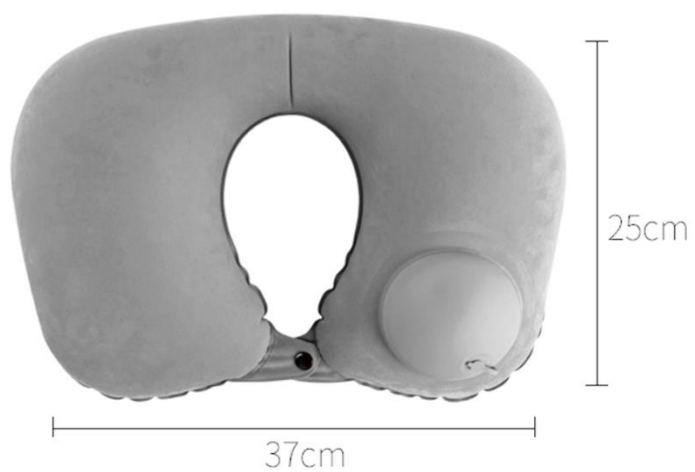
Mouse pad



* cloth depends on the available
weave/textile of supplier



Inflatable U-shaped air travel neck pillow with pouch / storage bag



Reversible conference/canvas tote bag

