

**TECHNICAL SPECIFICATIONS**  
**Supply and Delivery of Travel Bags for TPB Membership Program**  
**and Other Industry Relations and Services Division (IRSD) Activities**

**I. BACKGROUND**

The production of promotional materials for the TPB Membership Program 2025 is an initiative to strengthen member engagement and enhance the program's visibility. These materials will serve as physical representations of the TPB's commitment to supporting Philippine tourism, providing valuable tools to increase business exposure, foster connections, and stimulate active participation. Additionally, the production underscores the value of TPB membership and the privileges that come with being part of its extensive network, ensuring that members remain involved in key activities such as familiarization tours, seminars, and corporate social responsibility efforts.

Relative to the above, the Domestic Promotions Department requires the production of travel bags for TPB members and select VIPs.


**II. OBJECTIVES:**


The travel bags shall form part of the welcome kit for newly approved TPB members (new and renewed) of the TPB Membership Program 2025 and for distribution to select VIPs during events participated in by the IRSD.

Specifically, the production of materials aims to:

1. Enhance member engagement and retention to foster stronger connections, loyalty, and continued participation in the program's various activities;
2. Boost brand visibility that reflects TPB branding and promoting Philippine tourism; and
3. Increase value of TPB membership by offering tangible benefits that serve as incentives, making membership more attractive to current and potential stakeholders.

**III. SPECIFICATIONS/SCOPE OF WORK**

Item	Description
<b>Travel Bag with Keychain</b> <b>Quantity:</b> 750 pcs <b>Estimated Cost Per Unit:</b> PhP2,000.00 <b>Total:</b> PhP1,500,000.00 	<b>Approximate dimensions:</b> <ul style="list-style-type: none"> <li>• Bag: Depth - 19cm, Width - 40cm, Height - 22cm, Handle Drop - 20cm, Technology Compartment - 35cm wide</li> <li>• Label: Height - 1 cm to 1.5 cm</li> <li>• Keychain: 16cm length (including lobster clip) 12.5cm length (excluding lobster clip) 2.54cm width</li> </ul> <b>Materials and Features:</b> <ul style="list-style-type: none"> <li>• Bag: Water-resistant nylon, leatherette trims, gold-tone hardware, two-way zipper with double slider for main compartment with lining, and vegan leather base, handle is padded nylon. Double stitching and should not have a saggy body and base. The bag should have five (5) external pockets and six (6) internal pockets.</li> </ul>

	<p>The external pockets in front of the bag should have: Zipper pockets labelled <b>CHARGER</b> and <b>EARPHONES</b>. Pockets labelled <b>WATER</b> and clip with <b>KEYS</b> label.</p> <ul style="list-style-type: none"> <li>• Keychain accessory: Vegan leather strap accented with local textile on one side. Local textile representing Luzon, Visayas and Mindanao (recommended to be sourced from TPB-assisted weaving communities)</li> <li>• Packaging: Dust bag – plain white or black</li> </ul> <p><b>Logos and Printing Process:</b></p> <ul style="list-style-type: none"> <li>• TPB logo on the bag: Debossed on vegan leather</li> <li>• Love the Philippines on keychain: DTF (on vegan leather)</li> <li>• Bag labels: Hot foil stamping (gold)</li> </ul> <p><b>Colors:</b></p> <ul style="list-style-type: none"> <li>• Black – 250 pcs.</li> <li>• Maroon – 250 pcs.</li> <li>• Emerald Green – 250 pcs.</li> </ul>
<p><b>Terms and Conditions:</b></p> <ul style="list-style-type: none"> <li>• Final artwork/layout to be supplied by the TPB.</li> <li>• Winning bidder must allow up to three (3) revisions of the item before final production.</li> <li>• Final sample of items should be approved by the TPB prior to mass production.</li> <li>• Mass production should be made in the Philippines.</li> </ul>	
<p><b>Other Technical Requirements:</b></p> <ul style="list-style-type: none"> <li>• All bidders must provide previously produced similar items using the same material and supported by swatches (for the other color requirements). More than one sample may be submitted showing the execution of each of the requirements (printing of labels, production of the keychain accessory, quality of stitching, etc.). <b><u>To be submitted together with the Technical Bid Proposal.</u></b></li> </ul>	

#### IV. SCHEDULE OF REQUIREMENTS

1. 400 pcs within forty-five (45) calendar days upon approval of the final sample/proofing
2. 350 pcs within thirty (30) calendar days from the date of the first delivery

#### V. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated, and legally registered Company under Philippine laws and must have been in operation for the last five (5) years.

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (PHP1,500,000.00)**, inclusive of all applicable taxes and fees.

## VII. TERMS OF PAYMENT

Particulars/ Milestones	Payment Scheme / Percentage of Payment
<b>1<sup>st</sup> Tranche</b> To be processed upon the approval of the sample and after the 1 <sup>st</sup> delivery (400 pcs)	50% of the total contract price
<b>2<sup>nd</sup> Tranche</b> To be processed upon the completion of the delivery	50% of the total contract price
<b>TOTAL CONTRACT PRICE</b> (inclusive of service charge and all applicable taxes)	<b><u>100%</u></b>

Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made following prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense.

Please send a billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 6F FIVE-ECOM CENTER, MOA COMPLEX, PASAY CITY addressed to:

**MARGARITA P. SAN JOSE**

Acting Head, Industry Relations and Services Division, Domestic Promotions Department  
Tourism Promotions Board  
6/F, Five E-Com Center, Harbor Drive  
Mall of Asia Complex, Pasay City

The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

## VIII. CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

## IX. PROJECT OFFICER CONTACT INFORMATION

Ronileen Rae T. Bauto  
Project Development Officer III  
[ronileen\\_bauto@tpb.gov.ph](mailto:ronileen_bauto@tpb.gov.ph)

Aaron Christian A. Alarin  
Project Development Officer II  
[aaron\\_alarin@tpb.gov.ph](mailto:aaron_alarin@tpb.gov.ph)