



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8980733  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF PLAQUES OF RECOGNITION AND APPRECIATION FOR PRAISE AWARDS  
**Area of Delivery**

<b>Solicitation Number:</b> 2022-09-084	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Tokens and Awards	<b>Date Published</b>	03/09/2022
<b>Approved Budget for the Contract:</b> PHP 90,000.00	<b>Last Updated / Time</b>	02/09/2022 16:49 PM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	06/09/2022 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

#### Description

##### TECHNICAL SPECIFICATIONS

I. Project Title: PROCUREMENT OF PLAQUES OF RECOGNITION AND APPRECIATION FOR PRAISE AWARDS

##### II. Legal Basis:

Civil Service Commission (CSC)-Approved Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Tourism (DOT), pursuant to CSC Memorandum Circular No. 1, series of 2001 (MC 1 s.2001).

##### III. Minimum Requirements:

- Supplier must PhilGEPS Registered
- Must have an experience of similar contract for the last two (2) years
- Contract awardee must have single largest completed contract similar to the contract to be bid amounting fifty percent (50%) of the Approved Budget for the Contract (ABC).  
(Note: For purposes of this procurement, "similar contract" means experience in the supply and delivery of plaques)

##### IV. Schedule of Requirements:

- Plaques of Recognition for Service Milestone Awardees  
Quantity: 57 pieces  
Material: Glass Plaque  
Height: Base: 1" x 5"  
Width: 5" x 5"  
Overall Height: 5.75"  
Thickness 0.5 cm  
Color: Colored Text and Logo  
Packaging: wrapped with plastic bubble and paper shred with individual box

With name of awardee  
(Name of awardees to be provided to the awarded supplier)  
ABC: Sixty-Eight Thousand Four Hundred (PhP68,400.00).

2: Plaques of Appreciation for Retirees

Quantity: 18 pieces

Material: Glass Plaque

Base: 1" x 7"

Height: 12"

Width: 7"

Thickness 0.5 cm

Color: Colored Text and Logo

Packaging: wrapped with plastic bubble and paper shred with individual box

With name of awardee

(Name of awardees to be provided to the awarded supplier)  
ABC: Twenty Thousand Four Hundred Pesos (PhP20,400.00).

V. Delivery Period: Complete delivery within 15 calendar days upon receipt of the Notice to Proceed.

VI. Payment Terms: Send-bill arrangement. Full payment shall be processed upon complete delivery and acceptance of the goods.

VII. Approved Budget for the Contract (ABC):

The total approved budget for the contract (ABC) is Ninety Thousand Pesos (PhP90,000.00) chargeable against the approve FY 2022 ASPM-GAE Revised Work and Financial Plan (RWFP), classified in accordance with the following lots:

Lot No. ABC per Lot

1 PhP68,400.00

2 PhP21,600.00

The total budget cost shall include the applicable taxes.

VIII. Project Officers/Contact Persons

Ms. Sofia C. Pagsuyuin Mr. Kurt Russel S. Tanael  
Chief, Human Resource Division Administrative Officer IV  
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Prepared by:

SOFIA C. PAGSUYUIN  
Chief, Human Resource Division

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	TOKENS AND AWARDS	PROCUREMENT OF PLAQUES OF RECOGNITION AND APPRECIATION FOR PRAISE AWARDS	75	Lot	90,000.00

**Other Information**

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPs' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPs' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 02/09/2022

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