



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8997726  
**Procuring Entity** DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA  
**Title** PRODUCTION OF TRAINING AID FOR WEBINARS AND FACE TO FACE TRAININGS  
**Area of Delivery** Masbate

<b>Solicitation Number:</b>	2022-09-07	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	09/09/2022
<b>Approved Budget for the Contract:</b>	PHP 205,380.00	<b>Last Updated / Time</b>	08/09/2022 10:57 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	12/09/2022 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot4b.bacsecretariat@gmail.com		

#### Description

Terms of Reference

#### I. ITEM

- 64 GB Capacity USB Flash Drive

#### II. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPS REGISTERED
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer
- Has in-house capacity to enhance and/or develop the design and layout of the required materials
- Submission of actual sample of USB with packaging within 2 days after closing of PHILGEPS posting for interested bidders

#### III. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

**IV. SCOPE OF WORK/SPECIFICATIONS**

Design: Embossed DOT MIMAROPA logo with stainless ring

Casing Material : Synthetic /Faux Leather

Width : 1.1inches

Depth: 0.7inches

Height : 3.5inches

Weight : 1.41 oz

Casing : Snap button closure

Packaging : Hard box 4" x 1.75" x 1"

Black Matte Wrap in foam with DOT MIMAROPA silkscreen print logo in gold color

Quantity: 326 pieces

**V. APPROVED BUDGET FOR THE CONTRACT:**

The Approved Budget for the Contract is Two Hundred Five Thousand Three Hundred Eighty Pesos (P205,380.00), inclusive of all government taxes and charges

The winning bid, however, 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 totalbudget.

**VI. DELIVERY PERIOD:**

Winning bid must deliver the 326 pieces 64GB Capacity USBwith packaging on or before 23 September 2022.

**VII. PAYMENT PROCEDURE:**

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement).Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winningbidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of thesupplies.

**VIII. COMPLIANCE TO SPECIFICATIONS/PROVISIONS**

- Non-submission of required documentary requirements and actual sample shall be ground for disqualification ofbid.
- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submittedsample.
- The WINNING BIDDER must deliver 64 GB Capacity USBas spot check will be done by END USER on the above-mentioned date ofdelivery.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the DOT-MIMAROPA END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-MIMAROPA ENDUSER.
- The WINNING BIDDER shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA ENDUSER.

**IX. PROJECT OFFICER/CONTACTPERSON**

Name: MS. CECIL V.ARANTON

Email: dot4bonline@gmail.com / tisp.dot4b@gmail.com ContactNo.: 0917-586-6513

**Created by** Monina Valdez Raneses

**Date Created** 08/09/2022

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