



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9003155  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Information, Educational and Communication (IEC) Materials and Tokens  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ No. 2022 - 09 - 0091	<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>	Corporate Giveaways	<b>Date Published</b>	10/09/2022
<b>Approved Budget for the Contract:</b>	PHP 348,000.00	<b>Last Updated / Time</b>	09/09/2022 14:32 PM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	13/09/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

TERMS OF REFERENCE  
(IEC Materials and Tokens)

I. Project: Procurement of IEC Materials and tokens

II. Project Description: The project will entail the service of the winning bidder for the production of IEC materials and tokens that will be given during the conduct of OTSR's seminars/trainings and other related projects.

The items to be procured will serve as tokens of appreciation to the Officials, Resource Speakers, and participants of the OTSR-conducted seminars.

III. Effectivity: September – December 2022

IV. Minimum Requirements for Bidders

1. Bidders must be PhilGEPS registered
2. Must be willing to provide product warranty/return and exchange of defective items
3. Must be willing to provide services on a send-bill arrangement

V. Scope of Work/Deliverables

The services required by the DOT End-user:

1. Submit sample of actual product prior to mass production.

## 2. Proposed materials to be used as specified in the layout/description

## VI. Deliverables

## LOT 1

200 pcs: Mini umbrella with pouch

## Specifications (Umbrella):

Fabric/Material: Polyester

Size: around 6 in. when folded (pocket-sized)

Logo: Printed – DOT logo (2" in diameter)

Color: Black

Quantity: 200 pcs.

## Specifications (Pouch/Case):

Fabric/Material: Polyester

Logo: Printed – DOT logo (1" in diameter)

Color: Black

Quantity: 200 pcs

SIXTY-TWO THOUSAND PESOS ONLY (₱ 62,000.00)  
inclusive of VAT and other taxes

## LOT 2

200 pcs: Portrait Tote Bag

## Specifications:

Fabric/Material: Vegan leather / Soft leather

Size (LxWxH): 11 x 4 x 15 in.

Hand bag strap: 12 in. total length

Cross-body strap: 24 in. total length

Quantity: 200 pcs

Color: Khaki/Brown

Embossed: DOT logo (2" in diameter)

Lock: Magnetic snap clasp button

\*With interior pockets/compartments on each side for pen, phone, cards, etc.

FIFTY-NINE THOUSAND FOUR HUNDRED PESOS ONLY (₱ 59,400.00)  
inclusive of VAT and other taxes

## LOT 3

200 pcs: File storage device

This contains the materials to be used for the seminar/program and is included in the seminar kits to be given to the participants

## Specifications:

Material: Wood and crystal glass

Size (LWH): 60 x 17 x 10 mm. (over-all flash drive dimensions)  
: 30 x 17 x 10 mm. (glass dimensions)

Logo: Etched / Engraved – DOT logo (12mm in diameter)

Quantity: 200 pcs.

Memory: 32 GB

FORTY-THREE THOUSAND EIGHT HUNDRED PESOS ONLY (₱ 43,800.00)  
inclusive of VAT and other taxes

#### LOT 4

80 pcs: Portable charging device

A power storage/pre-charged device that supplies power to the gadgets in the absence/lack of electric socket; this will be given to the Officials/Resource Speakers of the program

Specifications:

Size (LWH): 150 x 70 x 15 mm.

Logo: Printed – DOT logo (40 mm in diameter)

Color: Black

Capacity: 20,000 mAh

Quantity: 80 pcs.

\*Fast-charging

\*Lightweight

\*USB-C power delivery port and the Qualcomm Quick Charge-enabled USB port

THIRTY-SIX THOUSAND EIGHT HUNDRED PESOS ONLY (₱ 36,800.00)  
inclusive of VAT and other taxes

#### LOT 5

80 pcs: Duffel bag

Specifications:

Fabric/Material: Polyester cotton (bag) Canvas / Cotton twill (strap)

Size (LWH): 22 x 10 x 12 in.

Logo: Embroidered – DOT logo (2" in diameter)

Colors: 40 pcs: Blue (RGB 18, 25, 51) (main)  
White (strap)

40 pcs: Black (main)  
White (strap)

Quantity: 80 pcs

\*with metal strap connector

FORTY-EIGHT THOUSAND PESOS ONLY (₱ 48,000.00)  
inclusive of VAT and other taxes

#### LOT 6

80 pcs: Windbreaker

## Specifications:

Fabric/Material: Polyester (water-resistant)

Logo (front): Embroidered - DOT Quality Seal (2" in diameter)

Text: Tourism Quality Adviser

(back): Embroidered – Department of Tourism

Quantity: 80 pcs.

Color: Blue (RGB, 36, 44, 68)

\*Zip front windbreaker with hood

\*Elastic pulls for hood and cuffs to keep out the wind

\*With extra lining/fabric inside

\*With side pockets

FIFTY-SIX THOUSAND PESOS ONLY (₱ 56,000.00)

inclusive of VAT and other taxes

LOT 7

120 pcs: Customized Polo Shirt

## Specifications:

Fabric/Material: Cotton

Logo (front): Embroidered - DOT Quality Seal (2" in diameter)

(back): Embroidered – Department of Tourism

Text: Maintaining International Standards of Excellence in All Tourism Facilities and Services

Colors: 60 pcs. Blue (RGB 34, 39, 61)

60 pcs. Red (RGB 176, 22, 22)

Quantity: 120 pcs.

Font: AceBingham SH

\*Short sleeves with white cuff

\*Bottom style with slits

\*with three buttons

\*white collar contrast inside

FORTY-TWO THOUSAND PESOS ONLY (₱ 42,000.00)

inclusive of VAT and other taxes

TOTAL BUDGET FOR THE IEC MATERIALS / TOKENS: Php 348,000.00

Chargeable to SMED 2022 Work Program under Production of IEC Materials and VIP Tokens

## VII. Submission of Sample for DOT Approval

Within seven (7) working days upon receipt of Notice of Award

## VIII. Delivery Period:

Within thirty (30) working days after approved Purchase Order.

## IX. Terms of payment:

Full payment shall be processed after delivery and acceptance of the IEC materials and tokens and upon receipt of billing statement based on the Government Payment Procedures.

## X. Compliance to Specifications/Provisions:

- Non-submission of required sample works and materials to be used shall be ground for disqualification of bid.
- The WINNING BIDDER, may, however, suggest changes in the design and materials to be used which might improve the look of the IEC materials/tokens, provided that the amount of bid will not exceed the total budget.
- 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 submitted sample of IEC materials/Tokens.
- 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-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-END USER.
- The WINNING BIDDER shall keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved Accreditation Kits/Tokens except to those persons entrusted/authorized by the DOT-END USER.

XI. Prepared by:

Project Officers/Contact Persons

Adreanne Faye G. Matta/Rei Ann S. Razon  
Standards Monitoring and Enforcement Division  
Office of Tourism Standards and Regulation  
Email: agmatta@tourism.gov.ph; rsrazon@tourism.gov.ph  
Contact no.: 459-5200 loc. 216

Approved by:

VIRGILIO M. MAGUIGAD, EnP  
Director  
Office of Tourism Standards and Regulation

NOTE: The winning bid shall be determined not solely based on the amount of bid but shall also consider the over-all compliance to the quality of the submitted sample of IEC materials/Tokens, provided that the amount of bid does not exceed the above total budget. They must be willing to wait at least 45 days for the government payment facilitation process.

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	IEC Materials and Tokens	Mini Umbrella	200	Piece	62,000.00
2	IEC Materials and Tokens	Portrait Tote Bag	200	Piece	59,400.00
3	IEC Materials and Tokens	Flash Drive	200	Piece	43,800.00
4	IEC Materials and Tokens	Powerbank	80	Piece	36,800.00
5	IEC Materials and Tokens	Packable Duffle Bag	80	Piece	48,000.00
6	IEC Materials and Tokens	Windbreaker	80	Piece	56,000.00
7	IEC Materials and Tokens	Customized Polo Shirt	120	Piece	42,000.00

#### Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 13 September 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco  
**Date Created** 09/09/2022

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