

**DEPARTMENT OF TOURISM**  
National Capital Region  
Telefax: 8553-3530  
Direct Line: 8459-5200 local 212  
Email: dotncr.bac@tourism.gov.ph

Date: September 15, 2022

GENTLEMEN:

**REQUEST FOR QUOTATION**

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE												
		<b>DOT-NCR BRANDING THROUGH PROMOTIONAL WEAR (CORPORATE, FILIPINIANA, SPORTS JACKET AND SHIRTS)</b>													
		<p style="text-align: center;"><b>I. BACKGROUND AND PROJECT DESCRIPTION</b></p> <p>Metro Manila as the country's international gateway, is one of the world's most densely populated city and continues to grow at an exponential pace. It serves as the headquarters to one of the fastest growing economies in the world (10th in 2017, according to the World Bank). Metro Manila has long served as a hub connecting regional, colonial and global economies and has significantly played a role in the development of tourism in the country. In the midst of all these, is the Department of Tourism – National Capital Region which continuously plays a critical role in impressing tourists and investors alike.</p> <p>Given the national and international significance the DOT-NCR holds in the realm of business tourism in the country and region, there is a need to provide appropriate apparel branding for its officers and staff. A good strong professional image is crucial as business uniforms are the perfect way to achieve an executive and professional look. Well-thought out staff promotional wear reinforces the brand strategy and place of DOT-NCR in the tourism industry.</p>													
		<p style="text-align: center;"><b>II. OBJECTIVES</b></p> <p>To provide a symbolic promotional material for employees to wear and substantially promote and use as the National Capital Region's branding.</p> <p>To provide different branding apparel styles depending on use and level of engagement/influence for DOT-NCR Officials and staff.</p>													
		<p style="text-align: center;"><b>III. PROJECT COMPONENT AND ACTIVITIES</b></p> <p>The branding project will focus on sustainable promotional mobile materials such as the following:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;">LOT</th> <th style="width: 15%;">TYPE</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 25%;">MATERIALS</th> <th style="width: 20%;">RECIPIENT</th> <th style="width: 20%;">REMARKS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">LOT 1</td> <td style="text-align: center;">Corporate Jacket &amp; Pants</td> <td style="text-align: center;">21</td> <td>Sustainable materials: Recycled Polyester (Recycled PET Bottles, Repurposed Fabrics), Recycled Tarpaulin, Natural Fibers Designed and made in the PH Color: Black Front Print: DOT-NCR, upper left, 4x7 cm, embroidered Back print: DOT logo (upper center), 7cm diameter, embroidered</td> <td>Regional Director, Division Chiefs, Unit Heads, Accountant, Tourism Officers (Supervising, Senior, TOO II and I) 1. RD Sharlene Batin 2. Catherine Agustin 3. Ging Paje 4. Ivann Agote 5. Ernie Teston 6. May Ramos 7. Fe Santos 8. Bamba Ramos</td> <td>Customized/ based on employee size</td> </tr> </tbody> </table>	LOT	TYPE	QUANTITY	MATERIALS	RECIPIENT	REMARKS	LOT 1	Corporate Jacket & Pants	21	Sustainable materials: Recycled Polyester (Recycled PET Bottles, Repurposed Fabrics), Recycled Tarpaulin, Natural Fibers Designed and made in the PH Color: Black Front Print: DOT-NCR, upper left, 4x7 cm, embroidered Back print: DOT logo (upper center), 7cm diameter, embroidered	Regional Director, Division Chiefs, Unit Heads, Accountant, Tourism Officers (Supervising, Senior, TOO II and I) 1. RD Sharlene Batin 2. Catherine Agustin 3. Ging Paje 4. Ivann Agote 5. Ernie Teston 6. May Ramos 7. Fe Santos 8. Bamba Ramos	Customized/ based on employee size	
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- 9. Ana Lucas
- 10. Vicky Rodrigo
- 11. Benjie Lopez
- 12. Hazel Serran
- 13. Lawrence Alcantara
- 14. Joy Ricohermoz
- 15. Cecille Tiantes
- 16. Nicole Maniti
- 17. Gleisa Biscocho
- 18. Erlita Val Gumpal
- 19. Collins Telmo
- 20. Elaine Villanueva
- 21. Lilian Maunes

	Matching Face Mask	46	Matching Face Mask for Corporate Jacket , Black with DOT NCR Logo, Sublimation Print	All Employees	Sustainable Materials
LOT 2	Sports Jacket	65	Reversible with hood (two colors)  Color: navy blue/khaki  Material: waterproof, twill, breathable and polyester  2 side pockets, zipper to close Prints: DOT logo and DOT-NCR Embroidered	All DOT-NCR employees and other Regional Directors and Select DOT Top Officials	Sustainable materials
LOT 3	Filipiniana	92	Filipiniana -inspired top and pants	All Employees	2 sets, sustainable materials
	Matching Face Mask	46	Matching Face Mask for Filipiniana	All Employees	sustainable materials
LOT 4	Promotional Shirt	100-black 200- white 100- blue 100 – red	Dri fit shirt with collar  Color: white, black, blue  Print: Embroidered  FRONT: My Metro Manila  Back: DOT logo	All Employees/ LGUS/Partners	500 pcs.

**ATTACHED ARE THE DESIGNS WITH SPECIFICATIONS**

#### IV. BUDGETARY REQUIREMENTS

##### BUDGET BREAKDOWN

ITEMS	PARTICULARS	AMOUNT
Corporate Jacket, Pants and Matching Face Mask	a. Jacket: Php 3,000 X 21 = Php 63,000.00	Php 63,000.00
	b. Pants: Php 1,750 X 21 X = Php 36,750.00	Php 36,750.00
	c. Face Mask: Php 278.86 X 46 pcs = Php 12,827.56	Php 12,827.56
Sports Jacket (2 colors)	Php 2,500.00/ person X 65 X 2 sets =Php 325,000.00	Php 325,000.00
Filipiniana and Matching Face Mask	a. Filipiniana: Php 3,000 X 46 X 2 sets= Php 276,000.00	Php 276,000.00
	b. Face Mask: Php 278.86 X 46 pcs = Php 12,827.56	Php 12,827.56
Promotional Shirts	Php 475.00 X 500= Php 237,500.00	Php 237,500.00
<b>TOTAL</b>		<b>Php 963,905.12</b>

#### APPROVED BUDGET FOR THE CONTRACT PHP 963,905.12

(Nine hundred sixty three thousand, nine hundred five and 12/100 only)

#### V. OTHER TERMS AND CONDITIONS

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 in accordance with prevailing accounting and auditing rules and regulations.

#### VI. TERMS OF PAYMENT

Please send billing statement (through send bill arrangement) to the Department of Tourism – National Capital Region, 2/F The New DOT Bldg., Gil Puyat Avenue, Makati City

#### VII. QUALIFICATION AND REQUIREMENTS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered enterprise company under Philippine laws;
2. Must provide previous similar works with the identified items.
3. Must have previous engagement with DOT or other National Government Agency.
4. Must be PHILGEPS Platinum Registered;
5. Winning supplier must produce one actual sample of each items for evaluation and approval.
6. Winning supplier will be required to get actual measurement of the DOT-NCR Personnel.
7. Winning supplier must provide customized apparels/items based on the size of the DOT-NCR Personnel.

#### VIII. Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit
2. PHILGEPS Platinum Certificate
3. Latest Income/Business Tax Return
4. Notarized or Certified True Copy of Omnibus Sworn Statement

#### Contact Person/s:

##### ERNESTO S. TESTON

Head, Product and Market Development Unit, DOT-NCR  
[ernieteston@tourism.gov.ph](mailto:ernieteston@tourism.gov.ph)  
0917-8791718

##### COLLINS KARLA E. TELMO

TOO I  
DOT NCR  
[cetelmo@tourism.gov.ph](mailto:cetelmo@tourism.gov.ph)  
0955-903-0026

		<p>Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in <u>three (3) sets</u> – 1 original copy IN A <b>SEALED ENVELOPE</b> to this office address:</p> <p>DOT NCR BAC SECRETARIAT  Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat  2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City</p>	
		Note: Deadline of submission is on <b>September 22, 2022 at 10:00am</b>	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you.

\_\_\_\_\_  
**PRINT NAME OF DEALER/SUPPLIER**

\_\_\_\_\_  
**ADDRESS OF DEALER/SUPPLIER**

\_\_\_\_\_  
**CONTACT NUMBER(s)**

**TIN:** \_\_\_\_\_

\_\_\_\_\_  
**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OVER PRINT NAME**