



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9030790
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Supply and Delivery of Paper (Letterhead) and Envelopes with DOT Logo
Area of Delivery	Metro Manila

Solicitation Number:	2022-09-0111	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Printing Services		
Approved Budget for the Contract:	PHP 311,660.00	Document Request List	0
Delivery Period:	7 Day/s		
Client Agency:		Date Published	21/09/2022
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph	Last Updated / Time	20/09/2022 14:41 PM
		Closing Date / Time	26/09/2022 17:00 PM

Description

TECHNICAL SPECIFICATIONS:

I. PROJECT TITLE:

Supply and Delivery of Papers (Letterhead) and Envelopes with DOT-Logo.

II. SERVICE PROVIDER MINIMUM REQUIREMENTS:

- Supplies/Service Provider must be PhilGeps registered.
- The supplier must be duly established in the Philippines and must have experience in producing and supplying the items, at least three (3) years to ensure reliability and product quality assurance.
- The supplier must deliver the products at The New DOT Building, 351 Sen. Gil Puyat Avenue Makati City.
- The supplier must provide actual sample during submission of price quotation/proposal.

III. MINIMUM SPECIFICATIONS:

LOT 1 (Approved Budget for the Contract: PhP145,740.00)

- Paper, A4 Size (210mm X 297 mm), === 200 reams

- At least 500 sheets/ream
- At least 80-gsm
- Plain white
- Logo color: Gold, Size: 1 inch in diameter
- Text/Font color: Black
- 1-side offset printing

LOT 2 (Approved Budget for the Contract: PhP124,915.00)

- Paper, Legal Size (216mm X 330 mm), === 100 reams
- At least 500 sheets/ream
- At least 80-gsm
- Plain white
- Logo color: Gold, Size: 1 inch in diameter
- Text/Font color: Black
- 1-side offset printing

LOT 3 (Approved Budget for the Contract: PhP10,375.00)

- Envelope, for A4 size document, === 2,500 pieces
- At least Brown Kraft Fiber 80#
- Size: 9" X 12-3/4"
- Logo Color: Gold, Size: 1-1/8" inches in diameter
- Text/Font Color: Black
- 1-side offset printing

LOT 4 (Approved Budget for the Contract: PhP30,630.00)

- Envelope, for Legal size document, ==== 3,000 pieces
- At least Brown Kraft Fiber 80#
- Size: 10" X 15"
- Logo Color: Gold, Size: 1-1/8" inches in diameter
- Text/Font Color: Black
- 1-side offset printing

IV. PROOFING:

The supplier must provide sample within seven (7) calendar days upon receipt of the approved Purchase Order (PO) for the final approval of the end-user.

V. DELIVERY PERIOD:

Delivery is seven (7) calendar days from the date of end-user's approval of the sample/design.

VI. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUND:

The Approved Budget for the Contract (ABC) is Three Hundred Eleven Thousand Six Hundred Sixty Pesos (PhP311,660.00) only including delivery charges, expenses, and applicable government taxes, chargeable against FY 2022 MOOE fund of General Services Division.

VII. TERMS OF PAYMENT

Payment shall be made via send bill arrangement based on the actual items delivered not to exceed the total ABC for the project.

NOTE:

Partial Bids are allowed. All goods are grouped in Lots. Bidders shall have the option of submitting of a proposal on any or all Lots, and evaluation and contract award will be undertaken on a per Lot basis.

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Other Information

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 total budget.

Required Valid Documents to be submitted:

1. Current Mayor's/Business Permit
2. PhilGEPS Number/Certificate of PhilGEPS Registration
3. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation together with the required valid documents in a sealed envelope at DOT Building, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City not later than 5:00p.m. of September 26, 2022

Created by FELICISIMO EVANGELISTA MAXIMO

Date Created 19/09/2022

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