



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9066232
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Conference Kits for Public Consultation
Area of Delivery Metro Manila

Solicitation Number:	RFQ No. 2022 - 09 - 0139	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Corporate Giveaways	Date Published	30/09/2022
Approved Budget for the Contract:	PHP 120,000.00	Last Updated / Time	29/09/2022 14:26 PM
Delivery Period:	25 Day/s	Closing Date / Time	04/10/2022 10:00 AM
Client Agency:			
Contact Person:	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

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION (SDD)

TECHNICAL SPECIFICATIONS

Project Title: PROCUREMENT OF CONFERENCE KITS FOR PUBLIC CONSULTATIONS

I. Purpose/Objective

- To be used during the conduct of SDD’s public consultation/ seminar/ trainings/ orientation and other related projects.

II. Minimum Requirement for Suppliers

- Submission of similar sample works or materials (swatches of fabric) to be used as specified in the layout/description.
- Must be willing to provide services on send-bill arrangement.

III. Scope of Work

- PRINTING/PRODUCTION OF DUFFEL BAG
(For reference please see attached sample as Annex A)
- a. Specifications:
Dimension: 18” x 12” x 8”

Color: Black

Material: Lightweight, water-resistant

Padded handle, padded bottom, with shoe compartment

Removable and adjustable strap

Six functional partition: Front zipper pocket, side pocket, large capacity main bag, independent shoes compartment, back compartment and

Fixing straps

Design: DOT Logo

Quantity: 200 pieces

IV. Approved Budget of the Contract

ONE HUNDRED TWENTY THOUSAND PESOS

(PHP 120, 000.00 inclusive of all applicable taxes)

V. Submission of Sample for DOT Approval

- Within five (5) working days upon receipt of Purchase Order.

VI. Delivery Period

- Within twenty-five (25) working days after approval of final sample.

VII. Payment Procedure

- Payment shall be processed by the accounting division after complete delivery of all conference kits and upon receipt of billing statement.

- Full payment for the conference kits shall be received by the supplier at least thirty (30) working days after being subjected to Government accounting and auditing rules and regulations.

VIII. Compliance to Specifications/ Provisions

- Non-submission of required similar sample works or materials to be used in the conference kits shall be ground for disqualification of bid.

- 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 promotional materials.

- 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 hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved promotional materials except to those persons entrusted/authorized by the DOT-END USER.

IX. Project Officer/ Contact Person

MS. SHARLEMAGNE S. VALDEZ / MS. ANGELICA PAULA S. LAPEÑA

Office of Tourism Standards and Regulation

Standards Development Division

Email: sdd@tourism.gov.ph

Telephone No.: (632) 459-5200-30 loc. 224

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Corporate Giveaways	Duffel Bag	200	Piece	120,000.00

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

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 04 October 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 29/09/2022

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