



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9097057  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Conference Kits for the LGU Knowledge Enrichment Seminar  
**Area of Delivery**

<b>Solicitation Number:</b>	2022-10-166	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<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>	9
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	09/10/2022
<b>Approved Budget for the Contract:</b>	PHP 106,800.00	<b>Last Updated / Time</b>	09/10/2022 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	12/10/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

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

#### TECHNICAL SPECIFICATIONS

Project Title: PROCUREMENT OF CONFERENCE KITS FOR LGU KNOWLEDGE ENRICHMENT

#### I. Purpose/Objective

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

#### II. Minimum Requirement for Suppliers

- Submission of proposed design and 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

- A. PRINTING/PRODUCTION OF UMBRELLA

(For reference please see attached sample as Annex A)

Color and Quantity:

100 pieces of black

100 pieces of white

Mechanism: Automatic

Design (Print):

TURISMO (Gobold Bold)

Baybayin

Packaging: Cloth pouch with individual plastic

Print: DOT Logo

- B. PRINTING/PRODUCTION OF TOTE BAG

Material: Canvas/ Katsa

Size: 15 in x 13 in

Design:

Print: DOT Logo (colored)

Quantity: 200 pieces

- C. PRINTING/PRODUCTION OF NOTEBOOK AND PEN

Notebook

Size: A6

Front Design (Print):

TURISMO (Gobold Bold)

Baybayin

Back Design (Print):

DOT Logo

Office of Tourism Standards and Regulation (Arial)

Color: Black

With Elastic Strap

Quantity: 200 pieces

Pen

Material: Bamboo

Design (Engraved):

#BEACCREDITED (Gobold Bold)

DOT Logo

Retractable Pen

Quantity: 200 pieces

### IV. Approved Budget of the Contract

ONE HUNDRED SIX THOUSAND EIGHT HUNDRED PESOS

(PHP 106, 800.00 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 event kits and upon receipt of billing statement.

- Full payment for the event 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 and materials to be used in the promotional materials 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.

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Due to the distortion of some formats (e.g. tables) of this file, please refer to the ATTACHED "TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE" (as an attachment to this PhilGEPS Notice)

All documents attached and uploaded to this Notice are also available in the DOT's Official Website

<http://tourism.gov.ph/DOTOpenProjectsforBidding.aspx>

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**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Corporate Giveaways	Corporate Giveaways (Umbrella, Tote Bag and Notebook&Pen)	1	Lot	106,800.00

**Other Information**

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

with details such as:

Name of the Bidder/Company:  
Address of the Bidder/Company:  
Title of the Project:  
RFQ No. 2022-10-166

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In addition to the Proposal/Quotation, kindly submit the following 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: Kindly submit your quotations together with your eligibility requirements to [nplucman@tourism.gov.ph](mailto:nplucman@tourism.gov.ph) on or before 12 OCTOBER 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 08/10/2022

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