



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9140632  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** 2022 PROMOTIONAL MATERIALS FOR THE DEPARTMENT OF TOURISM (DOT) MEDIA PARTNERS AND STAKEHOLDERS

**Area of Delivery**

<b>Solicitation Number:</b>	2022-10-195	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	21/10/2022
<b>Approved Budget for the Contract:</b>	PHP 750,000.00	<b>Last Updated / Time</b>	20/10/2022 10:58 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	24/10/2022 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

**Description**

TERMS OF REFERENCE

2022 PROMOTIONAL MATERIALS FOR THE DEPARTMENT OF TOURISM (DOT) MEDIA PARTNERS AND STAKEHOLDERS

I. PROJECT DESCRIPTION

The Department of Tourism (DOT), through its Office of Public Affairs and Advocacy (OPAA), is looking for suppliers of promotional materials to be distributed to its media partners and various stakeholders in support of the Department's public affairs agenda.

II. SPECIFICATIONS

LOT 1: WELLNESS SET

- Inabel throw blanket with wasig (plain) / trambia (patterned) weave in neutral/muted colors (approx. blanket length 50 in x 50 in)
- 50ml home scent diffuser with premium quality oil and minimum of 5 reed/porex sticks
- At least 50ml hand poured soy wax candle infused with essential oils in tin / glass container with lid
- 150ml room and linen spray with premium quality oil
- All items (except for blanket) must bear stickers of the official Department of Tourism logo
- Manufacturer or brand must be existing in the Philippine market for at least one year to ensure reliability and

product quality assurance

- 175 units (sets)
- Php 2,000/units including packaging cost

#### LOT 1 PACKAGING

- Tampipi box with decorative ribbon in holiday colors (red and green)
- Shredded crepe/crinkle paper fillers in holiday colors (red and green)
- With DOT logo gift tag

#### LOT 2: LOCAL GOODS BASKET

The selection may include but not limited to the following local Philippine items:

- At least 3 condiments (ex: vinegar, bagoong isda, crunchy garlic)
- At least 3 savory snacks (ex: cassava chips, tuna chicharon, spicy squid)
- At least 3 sweet snacks (ex: banana chips, rosquillos, piaya)
- Two kinds of nuts (ex: pili nuts, toasted peanuts)
- Uncooked noodles (ex: pancit habhab)
- Bottled fish (ex: gourmet tuyo, spanish sardines)
- Coffee grounds/drip bags
- Tablea
- Manufacturer or brand of the items must be existing in the Philippine market for at least one year to ensure reliability and product quality assurance
- 200 units (baskets)
- Php 2,000/unit including packaging cost

#### LOT 2 PACKAGING

- Wooden crate with handle (Approx 12x9x4.5in)
- Clear cellophane wrapper and decorative ribbon in holiday colors (red and green)
- With DOT logo gift tag

### III. PROOFING STAGE AND DELIVERY DATE

Proofing Stage:

- 1st Stage: Supplier must provide a complete set sample within seven (7) days upon receipt of the approved Purchase Order.
- 2nd Stage: Supplier must submit a replacement within five working (5) days upon receipt of comments from the end-user, or if the items need to be replaced.

Expected Delivery Date:

To be delivered at the Department of Tourism at 351 Sen. Gil J. Puyat Ave, Makati, 1200 Metro Manila on or before 01 December 2022 (Thursday), any time from 8:00 AM to 4:00PM, upon receipt of final and approved proofs/samples.

### IV. LEGAL AND TECHNICAL REQUIREMENTS

1. Current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. Must provide a breakdown of prices and/or services included in the quotation
6. Quotation must include taxes
7. Amenable to government procedure or send-bill arrangement

### V. APPROVED BUDGET FOR THE CONTRACT (ABC)

Seven Hundred Fifty Thousand Pesos (Php750,000.00) inclusive of all applicable taxes. Total budget shall be charged against the approved 2022 Work and Financial Program of OPAA.

### VI. PAYMENT PROCEDURE AND OTHER DETAILS

Government procedure and taxes already deducted from the total contract price. The supplies shall be paid after the complete delivery of the goods and upon presentation of billing statements and certification by the end-user that the goods were received in good and working condition.

Partial bids are allowed and bidders have the option to submit proposals on any or all of the lots mentioned in this TOR. Evaluation and contract award will be undertaken on a per lot basis.

### VII. CONTACT PERSONS

RAE MARRIE L. DE MESA MIKEE DENISE P. PASCUAL

Project Officer Project Officer

E-mail: rldemesa@tourism.gov.ph E-mail: mppascual@tourism.gov.ph

Mobile & Viber: 0928 223 3444 Mobile no.: 0920 676 6956

Viber no.: 0935 503 3680

<b>Line Items</b>					
<b>Item No.</b>	<b>Product/Service Name</b>	<b>Description</b>	<b>Quantity</b>	<b>UOM</b>	<b>Budget (PHP)</b>
1	Promotional materials	wellness set	175	Set	350,000.00
2	Promotional materials	Local Goods basket	200	Set	400,000.00

**Other Information**

NOTE: The winning bid 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/BIR cert. of Registration (Individual)
- 2.PhilGEPs' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPs' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Original or certified true copy of duly notarized Omnibus Sworn Statement.

**Created by** MAITA SUMOGAD DANTE

**Date Created** 20/10/2022

The PhilGEPs team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPs only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.