



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9129607  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF TRAINING KITS  
**Area of Delivery**

<b>Solicitation Number:</b> 2022-10-188	<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>	19/10/2022
<b>Approved Budget for the Contract:</b> PHP 66,500.00	<b>Last Updated / Time</b>	18/10/2022 09:27 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

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

#### TECHNICAL SPECIFICATIONS

Project Title: PROCUREMENT OF TRAINING KITS

#### 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 similar sample works or materials 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 NOTEBOOK AND PEN  
(For reference please see attached sample as Annex A)

Notebook

Size: A6  
 Front Design (Print):  
 TURISMO(Gobold Bold)  
 Baybayin  
 Color: Black, white, gray, khaki  
 With Elastic Strap  
 Quantity: 125 pieces each color

Pen

Material: Bamboo  
 Design (Engraved):  
 #BEACCREDITED (Gobold Bold)  
 DOT Logo  
 Retractable Pen  
 Quantity: 500 pieces

IV. Approved Budget of the Contract

SIXTY-SIX THOUSAND FIVE HUNDRED PESOS  
 (PHP 66, 500.00 inclusive of all applicable taxes)

V. Submission of Sample for DOT Approval

- Within five (5) working days upon receipt of approved and funded 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 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

MR. JC JAN O. CUETO / 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	Procurement of Training Kits	500	Piece	66,500.00

**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** 18/10/2022

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