

Date: October 21, 2022

GENTLEMEN:

REQUEST FOR QUOTATION

Kindly quote to us your latest price(s) on the following item(s):

QUANTITY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE																										
1 (ONE)	LOT	SUSTAINABLE TOURISM PROMOTIONAL GIVEAWAYS																											
		<p>I. <u>BACKGROUND & PROJECT DESCRIPTION</u></p> <p>The Department of Tourism – National Capital Region, in its effort to provide modern yet sustainable tourism promotional giveaways that best reflect Metro Manila as a cosmopolitan megacity yet cares for the environment, is procuring carefully thought-out advertising/promotional materials. These are tech-themed ideas that best represents the country’s capital.</p> <p>The Product and Market Development Unit (PMDU) has long envisioned select tech-themed promotional giveaways that would carry Metro Manila’s brand while exemplifying the country’s theme of fun. These will be heavily used in advancing the status of National Capital Region as a modern city that offers good promotional giveaways that its target market can best use.</p> <p>Also, the need to fully promote locally-produced products are a must. It is given that Metro Manila is home to world-class products. Packaging also comes in the overall projection with carefully selected packaging materials that project Metro Manila as a world-class city.</p>																											
		<p>II. OBJECTIVES</p> <p>To provide a symbolic promotional material highlighting the National Capital Region’s branding for tourism stakeholders’ use.</p> <p>To provide different technology-themed promotional materials which the DOT-NCR can use to advance the region’s status as the country’s symbol of modern and fun destination.</p>																											
		<p>III. QUALIFICATIONS AND REQUIREMENTS OF BIDDERS</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated, and legally registered enterprise company under Philippine laws; 2. Must provide previous similar works with the identified items. 3. Must have previous engagement with DOT or other National Government Agency. 4. Must be PHILGEPS Platinum Registered; 5. Winning supplier must produce one actual sample of each items for evaluation and approval. 6. Must not have any outstanding deliverables with DOT NCR. 																											
		<p>IV. SCOPE OF WORK/DELIVERABLES</p> <p style="text-align: center;">Production and delivery of the following Items:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">VVIPs</th> </tr> </thead> <tbody> <tr> <td>Philippine Spirits – Big Pack of 5</td> <td>Php 785/pack X 100 packs</td> </tr> <tr> <td>Philippine local chocolates - Reserve Kit Box of 24</td> <td>Php 1,200.00 X 100 kits Php 350.00 X 100 boxes</td> </tr> <tr> <th colspan="2" style="text-align: left;">VIPs</th> </tr> <tr> <td>4-in-1 adaptor Customized: with DOT-NCR logo</td> <td>Php 150 X 500 pcs</td> </tr> <tr> <td>Power outlet with 2 USB and Type-C chargers Customized: with DOT-NCR logo</td> <td>Php 300 X 500 pcs</td> </tr> <tr> <td>Philippine Spirits – Trio Pack</td> <td>Php 483.00/pack X 200 packs</td> </tr> <tr> <th colspan="2" style="text-align: left;">REGULAR</th> </tr> <tr> <td>Phone holder Customized: with DOT-NCR logo</td> <td>Php 60 X 500 pcs</td> </tr> <tr> <th colspan="2" style="text-align: left;">PACKAGING:</th> </tr> <tr> <td>Multi-purpose Squared Hard Box (Small) 6 x 6 x 4 inches</td> <td>Php 75 X 200 pcs</td> </tr> <tr> <td>Multi-purpose Squared Hard Box (Big) 10 X 10 X 6 inches</td> <td>Php 162 X 300 pcs</td> </tr> <tr> <td>Filler Shredded Paper (4,000 grams) Paper type: Premium Cut size: Regular (4mm)</td> <td>Php 299/500 grams per pack X 8 packs = Php 2,392.00</td> </tr> </tbody> </table>	VVIPs		Philippine Spirits – Big Pack of 5	Php 785/pack X 100 packs	Philippine local chocolates - Reserve Kit Box of 24	Php 1,200.00 X 100 kits Php 350.00 X 100 boxes	VIPs		4-in-1 adaptor Customized: with DOT-NCR logo	Php 150 X 500 pcs	Power outlet with 2 USB and Type-C chargers Customized: with DOT-NCR logo	Php 300 X 500 pcs	Philippine Spirits – Trio Pack	Php 483.00/pack X 200 packs	REGULAR		Phone holder Customized: with DOT-NCR logo	Php 60 X 500 pcs	PACKAGING:		Multi-purpose Squared Hard Box (Small) 6 x 6 x 4 inches	Php 75 X 200 pcs	Multi-purpose Squared Hard Box (Big) 10 X 10 X 6 inches	Php 162 X 300 pcs	Filler Shredded Paper (4,000 grams) Paper type: Premium Cut size: Regular (4mm)	Php 299/500 grams per pack X 8 packs = Php 2,392.00	
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Cut style: Crinkle Required grams specified at 8 grams per gift box for 500 gift box	
Premium Quality Tissue Wrapping Paper for Gift wrapping Packaging: 10 sheets/pack	Php 19 X 100 packs
Tote Bag Material: Canvas Standard Size: 11"W x 13"H With one (1) color silkscreen print	Php 140.00 X 300 pcs

***** Winning Supplier/Bidder must provide and send an actual product/item before mass production ******

V. BUDGETARY REQUIREMENTS

ITEMS	PARTICULARS	AMOUNT
Philippine Spirits - Big Pack of 5 Trio Pack	Php 785/pack X 100 packs Php 483/pack X 100 packs	Php 78,500.00 Php 48,300.00
Philippine local chocolates - Pack of 6 24 X 8.5gms	Php 1,200.00 X 100 kits Php 350.00 X 100 boxes	Php 120,000.00 Php 35,000.00
4-in-1 adaptor	With DOT-NCR logo, Php 150 X 500 pcs	Php 75,000.00
Phone holder	With DOT-NCR logo, Php 60 X 500 pcs	Php 30,000.00
Power outlet with 2 USB	With DOT-NCR logo, Php 300 X 500 pcs	Php 150,000.00
Multipurpose Square Hard Box (Small)	Php 75 X 200 pcs	Php 15,000.00
Multi-purpose Square Hard Box (Big)	Php 162 X 300 pcs	Php 48,600
Filler Shredded Paper	Php 299/500 grams per pack X 8 packs	Php 2,392.00
Premium Quality Tissue Wrapping Paper for Gift wrapping	Php 19 X 100 packs	Php 1,900.00
Tote Bag	Php 140.00 X 300 pcs	Php 42,000.00
TOTAL		Php 646,692.00

APPROVED BUDGET FOR THE CONTRACT

PHP 646,692.00

Six Hundred Forty Six Thousand Six Hundred Ninety Two Pesos Only

VI. OTHER TERMS AND CONDITIONS

Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

Please send billing statement (through send bill arrangement) to the Department of Tourism – National Capital Region, 2/F The New DOT Bldg., Gil Puyat Avenue, Makati City

Documentary Requirements to be submitted:

1. Valid Mayor's/Business Permit
2. PHILGEPS Registration
3. Latest Income/Business Tax Return
4. Original and Certified True Copy of Notarized Omnibus Sworn Statement

Contact Person/s:

Ernesto S. Teston – ernieteston@tourism.gov.ph 0917-8791718
Collins Karla E. Telmo – cetelmo@tourism.gov.ph 0955-9030026

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A **SEALED ENVELOPE** to this office address:

DOT NCR BAC SECRETARIAT
Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat
2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

		Note: Deadline of submission is on October 28, 2022 at 10:00 AM	
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This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you.

PRINT NAME OF DEALER/SUPPLIER

ADDRESS OF DEALER/SUPPLIER

CONTACT NUMBER(s)

TIN: _____

LANDBANK ACCOUNT NUMBER

AUTHORIZED SIGNATURE OVER PRINT NAME

NCR-ADMIN-PMD-004-00