



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9198404  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF GIVEAWAYS FOR VIP / SPEAKERS, INDUSTRY PARTNERS AND PARTICIPANTS / INVITEES"

#### Area of Delivery

<b>Solicitation Number:</b> 2022-11-0261	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Corporate Giveaways		
<b>Approved Budget for the Contract:</b> PHP 112,000.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	08/11/2022
<b>Contact Person:</b> TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425  taromanes@tourism.gov.ph	<b>Last Updated / Time</b>	08/11/2022 00:00 AM
	<b>Closing Date / Time</b>	11/11/2022 10:00 AM

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
PROJECT AND INVESTMENT EVALUATION DIVISION

TECHNICAL SPECIFICATION  
I. PROJECT

"GIVEAWAYS FOR VIP / SPEAKERS, INDUSTRY PARTNERS  
AND PARTICIPANTS / INVITEES"

#### II. PURPOSE/OBJECTIVE:

To be used by the Project & Investment Evaluation Division (PIED) as corporate giveaway to VIPs, Speakers and Industry Partners during the conduct of the Division's events as part of promotion and to maintain goodwill and gratitude among development partners and prospective investors for their efforts.

#### III. PROCUREMENT REQUIREMENTS

1. TEA SET WITH INFUSER AND TEASPOON (125 pieces)  
ABC: Php 112,000.00

- Must be able to produce high quality tokens using the proposed materials specified in the attached layout/description
- Willing to provide services on a send-bill arrangement

- Must submit sample within 7 working days upon receipt of approved and funded Purchase Order
- Must deliver products within 10 working days after the final approval of sample
- All packaging must have Department of Tourism/Invest in Tourism brand, sample produced subject to final approval
- Must have at least 10 choices of tea

#### IV. SPECIFICATIONS

- 125 pieces of Tea Set with Infuser and Teaspoon
- 8 pieces of 15 grams jars with different type of dried loose tea leaves
- 1 stainless steel infuser with handle (silver, gold, or rose gold)
- 1 stainless steel teaspoon (silver, gold, or rose gold)
- With box and gift bag packaging
  - o Box Size: 27\*20\*5.5 CM
  - o Gift Bag Size: 28\*21.5\*6 CM
- 24 months shelf life
- DOT Logo at least 1.5 inches in diameter

Invest in Tourism Philippines Logo:

V. BUDGET: PHP 112,000.00

The amount shall be charged against the 2022 Work Program of the Project and Investment Evaluation Division.

#### VI. PROJECT OFFICER/CONTACT PERSON:

MA. CRISTINA S. OCHANGCO  
4595200 LOC. 106

NOTED BY:

VIRGILIO M. MAGUIGAD, EnP  
Director  
Office of Tourism Standards and Regulation

#### 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** TERESITA A. ROMANES

**Date Created** 07/11/2022

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