



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	9282931
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM
<b>Title</b>	PROCUREMENT OF PERSONAL HYGIENE AND STAY SAFE KITS, TOTE BAGS AND NOTEBOOKS WITH PEN
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b>	2022-11-0314 (2nd Posting)	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<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>	26/11/2022
<b>Approved Budget for the Contract:</b>	PHP 740,000.00	<b>Last Updated / Time</b>	25/11/2022 16:54 PM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	29/11/2022 15:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-8900189 femaximo@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

I. Project Title: PROCUREMENT OF PERSONAL HYGIENE AND STAY SAFE KIT, TOTE BAG AND NOTEBOOK WITH PEN

II. Purpose/Objective:

- To be used in support of the implementation of Tourism Industry Training Programs of the Office of Industry Manpower Development.
- To be distributed to advocacy/core training participants/workshops.

III. Minimum Requirements for Suppliers:

- Submission of sample item(s) similar to required specifications.

- Proposed materials to be used as specified in the layout/description.
- Non-submission of sample shall be ground for disqualification of bid.

#### IV. Scope of Work and Deliverables:

##### A. Personal Protective Hygiene and Stay Safe Kit

- Quantity: 2,000 sets (see attached design)
- Each Kit must contain the following items:
  - o 1 pc. ID holder with clip
  - o 3 pcs. = 3-ply Disposable Face Mask (color Black)
  - o 1 btl. Isopropyl Alcohol 70% Solution (150 ml. with spray)
  - o 1 small pack Alcohol Wet Wipes (10 sheets/pack)
  - o 1 btl. Travel Hand Sanitizer (30 ml)

##### B. Customized Tote Bag

- Quantity: 2,000 pcs. broken down as follows:
  - o Design 1 - 1,000 pcs. (see attached design)  
Specifications:
    - o Fabric: Canvas/Katsa
    - o Dimension: Handle Height: 19cm; Bag Height: 25cm; Base: 8cm; Width: 40cm
    - o Colors: Orange and Beige with FBSE Logo
  - Design 2 - 500 pcs. (see attached design)  
Specifications:
    - o Fabric: Canvas/Katsa
    - o Dimension: Handle Height: 19cm; Bag Height: 25cm; Base: 8cm; Width: 40cm
    - o Colors: Multi Colored Green and Beige with Barrier Free, DOT & TISP Logo
  - Design 3 - Quantity: 500 pcs. (see attached design) Specifications:
    - o Fabric: Canvas/Katsa
    - o Dimension: Customized Handle Height: 19cm; Bag Height: 25cm; Base: 8cm; Width: 40cm
    - o Colors: Multi Colored Pink and Beige with Tourism WoRCS, DOT & TISP Logo

##### C. Writing Notebook with Ball pen

- Quantity: 2,000 sets broken down as follows:
  - o Design 1 - 1,000 sets (see attached design)  
Specifications:
    - Paper Size: A5
    - Paper Weight: 70gsm
    - No. of Sheets: 100 leaves
    - Cover Material: Cardstock
    - Design: Customized
    - Colors: Dark Yellow and Beige with FBSE, DOT & TISP Logo
  - o Design 2 - 1,000 sets (see attached design)  
Specifications:
    - Paper Size: A5
    - Paper Weight: 70gsm
    - No. of Sheets: 100 leaves
    - Cover Material: Cardstock
    - Design: Customized
    - Colors: Black and White with TISP Logo

#### V. Schedule of Delivery:

- Full Delivery of the items is fifteen (15) working days upon approval of actual sample for mass production.
- Partial delivery is not allowed.

#### VI. Payment Procedure: Government Procedure - Send Bill Arrangement

#### VII. Approved Budget for the Contract:

Total budget allocation: SEVEN HUNDRED FORTY THOUSAND PESOS (Php740,000.00) inclusive of all applicable taxes.

NOTE: Partial Bid is not Allowed.  
-----Provide breakdown of prices in your Quotation.  
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**Other Information**

Other Information:

The winning bid however, 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
- 2. PhilGEPS Number/Certificate of PhilGEPS Registration
- 3. Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotation together with the required valid documents via email not later than November 29, 2022 (3:00pm)

**Created by** FELICISIMO EVANGELISTA MAXIMO

**Date Created** 25/11/2022

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