



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9372769
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PRODUCTION OF TRAINING AID FOR WEBINARS AND FACE TO FACE TRAININGS
Area of Delivery Metro Manila

Solicitation Number: 2022-12-004	Status	Pending
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods	Bid Supplements	0
Category: Corporate Giveaways	Document Request List	0
Approved Budget for the Contract: PHP 74,970.00		
Delivery Period: 20 Day/s	Date Published	22/12/2022
Client Agency:	Last Updated / Time	21/12/2022 16:39 PM
Contact Person: Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot4b.bacsecretariat@gmail.com	Closing Date / Time	26/12/2022 12:00 PM

Description

TERMS OF REFERENCE

PRODUCTION OF TRAINING AID FOR WEBINARS AND FACE TO FACE TRAININGS

I. ITEM

- 64 GB Capacity USB Flash Drive

II. PURPOSE/OBJECTIVE:

To be used for the storage of presentations and other files by tourism stakeholders and local tourism officers during conduct of webinars and face-to-face trainings in 2023.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPS REGISTERED
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer
- Has in-house capacity to enhance and/or develop the design and layout of the required materials
- Submission of actual sample of USB with packaging on the closing date of PHILGEPS posting for interested bidders

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

Design: Embossed DOT MIMAROPA logo with stainless ring

Casing Material : Synthetic /Faux Leather

Width : 1.1inches

Depth: 0.7inches

Height : 3.5inches

Weight : 1.41 oz

Casing : Snap button closure

Packaging : Hard box 4" x 1.75" x 1"

Black Matte Wrap in foam with DOT MIMAROPA silkscreen print logo in gold color

Quantity: 119 pieces

VI. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is Seventy Four Thousand Nine Hundred Seventy Pesos (P74, 970.00), inclusive of all government taxes and charges

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.

VII. DELIVERY PERIOD:

Winning bid must deliver the 119 pieces 64GB Capacity USB with packaging on or before 16 January 2023.

VIII. PAYMENTPROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required documentary requirements and actual sample 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.
- The WINNING BIDDER must deliver 64 GB Capacity USBas spot check will be done by END USER on the above-mentioned date of delivery.
- 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-MIMAROPA 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-MIMAROPA 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 design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

X. PROJECT OFFICER/CONTACTPERSON

Name: MS. CECIL V.ARANTON

Email: dot4bonline@gmail.com / tisp.dot4b@gmail.com

ContactNo.: 0917-586-6513

Created by Monina Valdez Raneses

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