



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9359168  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Supplies for Tourism Investment Caravan (2nd Posting)  
**Area of Delivery**

<b>Solicitation Number:</b>	2022-12-351	<b>Status</b>	<b>Active</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>	5
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	16/12/2022
<b>Approved Budget for the Contract:</b>	PHP 93,604.50	<b>Last Updated / Time</b>	16/12/2022 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	19/12/2022 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nplucman@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

Tourism Investment Caravan

##### I. Project Title:

Procurement of Supplies for the Tourism Investment Caravan  
(Office Supplies)

##### II. Purpose/ Objectives:

To be distributed to the Training Participants during the Seminar-Workshop  
 To be used for the recognition of Resource Speakers and Topnotch participants  
 To be used during the implementation of the Tourism Investment Caravan

##### III. Minimum Requirement for Suppliers

Must be Philgeps-accredited  
 Must be willing to provide services on government terms of payment (send-bill arrangement)  
 Must be able to submit mock-up sample  
 Must be able to customize/personalize items as specified in the Specifications below

Must be able to provide product warranty/return and exchange of defective items as specified in the Specifications below

#### IV. Scope of Work

##### LOT 1

###### Customized Pens Customized DOT Pens

- Quantity: 180 pieces
- Materials/Specifications:
  - Ballpoint pens with stylus, preferably with metal body
  - Black Ink only
  - Pen body color options: Black and Silver
  - Customization:
    - Full Color Logo\* Print on one side
    - Flat Print (UV LED Direct Print)

\*Logo to be printed to be provided by PIED

##### LOT 2

###### Document Envelopes Customized DOT Document Envelopes

- Dimension: at least 9inches x 12 inches, must fit A4-sized documents
- Quantity: 180 pieces
- Materials/Specifications:
  - Top open catalogue envelope type with at least 2" flap
  - Thickness of at least 118gsm
  - Color: preferably White book or Kraft Paper color, bidder may propose options for the overall look following the theme, "Corporate and Business"
  - Customization:
    - Full Color Invest in the Tourism Philippines Logo\* in front
    - DOT Logo and Office Name at the back
    - Flat High Quality Print

##### LOT 3

###### Customized Notebooks Customized DOT Notebooks

- Dimension: 21cm x 14cm
- Quantity: 150 pieces
- Materials/Specifications:
  - With Ribbon Marker and Garter
  - Eighty (80) Ruled Pages
  - Hardbound cover; PU Leather
  - Option for at least three (3) corporate colors
  - Customization:
    - Full Color Invest in the Tourism Philippines Logo\* in front
    - DOT Logo and Office Name at the back
    - Flat Print (UV LED Direct Print)

\*Logo to be printed on the cover to be provided by PIED

##### LOT 4

###### ID Holder with Lace ID Holder with Lace

- Quantity: 180 pieces
- Specifications:
  - ID Lace/Sling Holder Lanyard
  - Width: 25mm
  - Color/Design: Plain, Matte
  - Plastic ID Card Holder
  - Size: 11cm x 7cm
  - Color/Design: Clear
  - ID Card/paper size

##### LOT 5

###### Certificate Holder and Certificate Papers Certificate Holder

- Dimension: 12inches x 9inches (can fit letter or A4 size documents)

- Quantity: 45 pieces
- Materials/Specifications:
  - Book-type holder
  - Cover: Linen Paper
  - Board: At least 700 gsm
  - With ultra-clear transparent insert pocket to hold certificates
  - Option for at least three (3) corporate colors
  - Customization:
    - Option for Foil Stamping of DOT Logo or Engraving name of DOT

## Certificate Papers

- Size: A4 (8.25inches x 11.75inches)
- Quantity: 50 pieces
- Specifications
  - Plain, at least 200gsm
  - Color: White/ Pale Cream (preferably)

## LOT 6

## Sanitation Kits Sanitation Kits

- Quantity: 180 pieces
- Materials/Specifications:
  - Minimum Kit inclusion:
    - o Clear pouch bag, preferably PVC
    - o Alcohol (at least 100ml)
    - o 3-ply surgical facemasks (at least 5-pcs) or KN59 face mask (at least 3-pcs)
    - o Wet wipes
    - o Vaporub/Katinko
    - o 10-pieces Ascorbic Acid
    - o Pop-up 2-ply all-purpose Tissue
  - Preferred Customization:
    - With printed customized insert tag re "Invest in the Philippines" and contact details of PIED
    - Bidder may propose customization

## LOT 7

## DOT-Customized USB Customized USB/OTG Flashdrive

- Quantity: 70-pieces
- Materials/Specifications:
  - Dual Drive OTG USB Flash Drive
  - Minimum capacity 64GB
  - USB 3.0 high-speed performance up to 130MB / second to move files faster between drives and to the computer - compatible with android phones that support OTG
  - Micro-USB connector on one side and USB 3.0 on the other side
  - Compatibility: PC/Mac computer, Mobile device, Automatically-detected when connected to an OTG-enabled smartphone or tablet
  - Requires Android™ smartphone or tablet with On-The-Go (OTG) compatibility
  - Preferred Customization
    - With customized sustainable packaging
    - With printed customized re "Invest in the Philippines" or "It's More Fun in the Philippines"
    - Bidder may propose customization

\* NOTE: Bidders must submit one (1) actual sample of each item as required by this TOR.

Non-submission shall be ground for disqualification of bid. The winning bid shall be selected not solely on the amount of bid/quotation, but also the overall quality of the materials based on the submitted sample.

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.

## V. Approved Budget for the Contract

## LOT 1

Customized DOT Pens P 44.00 x 180pieces P 7,920.00

## LOT 2

Customized DOT Document Envelopes P 10.00 x 180pieces P 1,800.00

## LOT 3

Customized DOT Notebooks P 118.33 x 150pieces P 17,749.50

## LOT 4

ID Holder with Lace P 30.00 x 180pieces P 5,400.00

## LOT 5

Certificate Holders and Certificate Papers Holder: P 72.00 x 45pieces

Paper: P 243 x 5packs of 10 sheets P 4,455.00

LOT 6  
Sanitation Kits for Seminar Participants P 196.00 x 180 kits P 35,280.00  
LOT 7  
DOT Customized USB/OTG Flashdrive P 300.00 x 70pieces P21,000.00  
TOTAL P 93,604.50

#### VI. Delivery Period

- Within ten (10) calendar days upon approval of the design / layout and mass production.

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Lot 1	customized DOT pens	180	Piece	7,920.00
2	Lot 2	document envelopes	180	Piece	1,800.00
3	Lot 3	customized notebooks	150	Piece	17,749.50
4	Lot 4	id holder with lace	180	Piece	5,400.00
5	Lot 5	Certificate holder	45	Piece	4,455.00
6	Lot 6	Sanitation Kits	180	Piece	35,280.00
7	Lot 7	DOT-customized usb	70	Piece	21,000.00

#### Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION  
Department of Tourism  
Makati City

with details such as:

Name of the Bidder/Company:  
Address of the Bidder/Company:  
Title of the Project:  
RFQ No. 2022-12-351

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kindly submit your quotations together with your eligibility requirements IN A SEALED ENVELOPE on or before 19 December 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** Norjannah P Lucman

**Date Created** 15/12/2022

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