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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5274041
Procuring Entity DEPARTMENT OF TOURISM
Title Media Giveaways (Jackets and Polo Shirts)
Area of Delivery Metro Manila

Solicitation Number: 2018-04-0117	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	4
Category: Corporate Giveaways	Date Published	08/04/2018
Approved Budget for the Contract: PHP 340,000.00	Last Updated / Time	08/04/2018 00:00 AM
Delivery Period: 60 Day/s	Closing Date / Time	12/04/2018 10:00 AM
Client Agency:		
Contact Person: Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

Description

TERMS OF REFERENCE

Procurement of Media Giveaways (jackets and polo shirts)

I. MINIMUM REQUIREMENTS FOR SUPPLIERS:

1. Must be a legitimate supplier
2. Amenable to government procedure or send-bill arrangement

II. SCOPE OF WORK DELIVERABLES

v Production of jackets based on the following specifications::

1. TOTAL QUANTITY: 120 pcs. JACKETS
 - 30 pcs. small size (S)
 - 30 pcs. medium size (M)
 - 30 pcs. large size (L)
 - 30 pcs extra-large size (XL)
2. UNIT PRICE: P 1,700.00 per jacket
3. TOTAL COST: P 204,000.00
4. MATERIALS: Colorfast Fabrics & 100 % polyester
5. FABRIC COLOR: Black
6. DESIGN: DOT LOGO embroidered based on the attached sheet
7. SIZES: the winning supplier—bidder must provide samples of

standard sizes that fit the intended users as a basis for actual production.

8. OTHER SPECIFICATIONS:

COLLAR: Chinese collar

POCKETS: left side pocket & right side pocket (zipped)

ZIPPERS TO CLOSE the jacket and pockets

V Production of Polo Shirts with the following specifications:

1. **TOTAL QUANTITY:** 80 pcs. Black Polo Shirts and 80 pcs. White Polo Shirts 20 pcs. small size (S) per color

20 pcs. medium size (M) per color

20 pcs. large size (L) per color

20 pcs extra-large size (XL) per color

2. **UNIT PRICE:** P 850.00 per polo shirt

3. **TOTAL COST:** P 136,000.00

4. MATERIALS:

Black Polo Shirt: Colorfast fabric & 100 % sweat absorbing cotton

White Polo Shirt: 100 c/o quick dry, knitted fabric

5. **FABRIC COLOR:** Black and White

6. DESIGN:

New Its More Fun In The Philippines (IMFITF) logo

and the DOT Seal

7. **sizes:** the winning supplier—bidder must provide samples of standard sized that fit the intended users as a basis for actual production.

8. **OTHERS: POCKETS:** left side chest pocket

III. SCHEDULE OF DELIVERY:

Delivery of 120 pcs. jackets, 80 pcs black polo shirts and 80 pcs. white polo shirts within 60 working days upon receipt of Notice to Proceed.

IV. PAYMENT PROCEDURE

Government procedure and is subject to appropriate government taxes deducted. The supplier will be paid within thirty (30) days after the complete delivery of jackets and polo shirts and upon presentation of the the required Billing Statement, Certification of Satisfactory Performance or Completion and other pertinent and necessary documents

subject to the usual government accounting and auditing rules and regulation.

V. APPROVED TOTAL BUDGET FOR THE CONTRACT:

Three Hundred Forty Thousand Pesos (P 340,000.00), inclusive of all government taxes to be deducted.

VI. COMPLIANCE TO SPECIFICATIONS/PROVISIONS;

All interested/prospective bidders must submit samples of their previous jackets and polo shirts made which used the materials/fabrics mentioned in the TOR. Non-submission of samples shall be ground for disqualification of bid.

The winning bid shall be determined not solely based on the amount of bid but also consider the over-all compliance with the design and quality of submitted sample and also based on the proposal with the most advantageous financial cost and that the amount of bid does not exceed the approved total budget.

The winning bidder shall submit samples of their previous jackets and polo shirts made in different sizes (S, M, L, XL) including materials/fabrics used to the DOT end-user. After submission of samples presented to the DOT end-user, final approval of the design and materials to be used will be agreed upon before production.

The winning bidder shall warrant its performance in accordance with the specifications as stated in the TOR and design/concepts as approved by the DOT end-user and that any and all resulting defects or deviations shall be corrected immediately by the winning bidder at its own expense after being informed by the end-user.

The winning bidder shall hold in confidential, all information that comes to their knowledge and shall not use, reproduce nor disclose to others the approved design/concepts of the jackets and polo shirts except to those person entrusted/authorized by the DOT end-user.

VII. PROJECT PROPONENT / CONTACT PERSON:

RAMON REBULADO

Information Officer II (Project Officer)

Public Affairs and Communications Management Division (PACMD) Public Affairs, Communications and Special Projects (PACSP) Department of Tourism

3rd Floor, The New DOT Building

351 Sen. Gil Puyat Ave., Makati

Tel. No. 459-5200, loc. 316

Partial bids are allowed. All goods are grouped in lots listed below.

Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding,

evaluation, and contract award.

Deadline for the submission of Bid: April 12, 2018 10:00 am

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., Ground Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Maria Alma O Almazan
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