



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9589571
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tokens/Giveaways (Wooden Tumbler and Wooden Pen with Cover with DOT engraved)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-03-167	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	7
Category:	Corporate Giveaways	Date Published	21/03/2023
Approved Budget for the Contract:	PHP 108,000.00	Last Updated / Time	21/03/2023 00:00 AM
Delivery Period:		Closing Date / Time	24/03/2023 09:00 AM
Client Agency:			
Contact Person:	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		

Description

Terms of Reference
 Procurement of Tokens
 Review and Assessment of the Republic Act (RA) 9593
 30-31 March and 13 April 2023 in Metro Manila, Philippines

I. Project Description:

The Office of Tourism Development Planning, Research and Information Management (OTDPRIM) through the Policy Formulation and International Cooperation Division (PFICD) will procure tokens for the participants of the attendees for the focus group discussion and consultation meeting with regard to the review of the Republic Act (RA) 9593.

The items will serve as tokens of appreciation to the participants of the FGD and consultation meeting with regard to the review of the Republic Act (RA) 9593.

II. Minimum Requirements for Bidders:

- Bidders must be PhilGEPS registered
- Must be willing to provide product warranty and/or return and exchange of defective items

III. Scope of Work/Deliverables:

The services required by the end-user:

- Submit sample of actual product prior to mass production for approval of the end user.
- Materials must be aligned to the information provided by the end-user.

IV. Deliverables:

The service provider must provide the following tokens for 180 pax.

- Item 1: wooden tumbler with box
- Engraved in the tumbler: Department of Tourism
- Materials:
 - o Wooden tumbler with a size of 10.25" x 3.25"
 - o Cover is a Kraft Box with a size of 1 ½ bigger than the dimensions of the tumbler
- Item 2: wooden pen with cover
- Engraved: Department of Tourism
- Materials:
 - o Wooden pen with a size of 6.5"x2"x1"
 - o Wooden pen cover with a size of 7" x 2.25"
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Note: Attached for reference are the sample pictures (Annex A).

V. Total Amount:

The total budget for the procurement of tokens amounting to Php 108,000.00 shall be inclusive of all applicable tax.

VI. Delivery Date:

Upon the receipt of the Notice to Proceed (NTP), delivery of tokens will not be later than 20 days. This will be given to the participants who attended the focus group discussion in connection with the review and assessment of the Republic Act No. 9593 to be held on 30-31 March and 13 April 2023 in the Philippine International Convention Center (PICC).

IX. Payment:

Send bill arrangement / Government procedure

Contact Person:

MYLENE D. TALANA (MS.)
 TOO I, Policy Formulation and International Cooperation Division
 Contact No.: 459-5200 to 30 local 514
 Email Address: mdtalana@tourism.gov.ph and ird@tourism.gov.ph
 Noted By:

WARNER M. ANDRADA (MR.)
 OIC-Assistant Secretary, Tourism Development

Annex: Sample Picture

Wooden tumbler and wooden pen with cover

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. Duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 20/03/2023

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