



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9655163  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PROCUREMENT OF BALLPEN WITH MAGNETIC BASE/STAND  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> NP-SVP 2023-04-0192 (2nd Posting)	<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>	3
<b>Category:</b> Tokens and Awards	<b>Date Published</b>	14/04/2023
<b>Approved Budget for the Contract:</b> PHP 51,400.00	<b>Last Updated / Time</b>	14/04/2023 00:00 AM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	19/04/2023 14:00 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  
Office of Industry Manpower Development

I. Project Title: PROCUREMENT OF BALLPEN WITH MAGNETIC  
BASE / STAND

II. Purpose/Objective:

- To be used in the conduct of various trainings and workshops being conducted by the Department of Tourism - Office of Industry Manpower Development.

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 Works/Deliveries:

Procurement of Ballpen with Magnetic Base/Stand

- Quantity: 100 pcs
- Estimated Amount per piece: P514.00
- Estimated Total Amount: P51,400.00
- Specifications :

1. Magnetic ballpen
2. Base, circular
3. Silver color

V. Schedule of Delivery:

- Lowest calculated bidder must submit sample item five (5) days after the opening of bids.
- Full Delivery of the items is thirty (30) working days upon receipt of approved and funded P.O.
- Partial delivery is not allowed.

VI. Payment Procedure: Government Procedures

VII. Approved Budget for the Contract:

FIFTY ONE THOUSAND FOUR HUNDRED PESOS (PHP51,400.00)  
 INCLUSIVE OF APPLICABLE TAXES.

VIII. Compliance to Specifications/Provisions

- The WINNING BIDDER must submit actual sample as specified in the layout/description prior to mass production.
- 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 ballpen with magnetic base.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/measurements 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.

IX. Project Officer/Contact Person(s)

FRANCISCO T. FRANCO  
 Manpower Planning and Monitoring Division  
 Office of Industry Manpower Development  
 Email: kasepdanmanis@gmail.com  
 Telephone: 8459-5200 loc. 218  
 =====

\*

**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 or Certificate of Registration
3. Duly Notarized Omnibus Sworn Statement

Kindly submit your quotation together with the required valid documents via email not later than April 19, 2023 (2:00pm)

**Created by** FELICISIMO EVANGELISTA MAXIMO

**Date Created** 13/04/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.