



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9681024  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of 64GB Hi-Speed Wooden USB Flash Drives with Laser Engraved Logo  
**Area of Delivery**

<b>Solicitation Number:</b> NP-SVP 2023-04-0252	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Arts and Crafts Accessories and Supplies		
<b>Approved Budget for the Contract:</b> PHP 62,600.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	21/04/2023
<b>Contact Person:</b> Kathleen Mae Escorial Bisares Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  kebisares@tourism.gov.ph	<b>Last Updated / Time</b>	20/04/2023 11:23 AM
	<b>Closing Date / Time</b>	25/04/2023 10:00 AM

#### Description

##### TERMS OF REFERENCE

I. Project Title: PROCUREMENT OF COLLATERAL MATERIALS

II. Purpose/Objective:

To be used in support to the implementation of Tourism Industry Training Programs.

III. Scope of Works/Deliveries:

Production of USB Flash Drive

- Quantity : 100 pcs
- Estimated Unit Cost : P626.00 / pc
- Total Amount : P62,600.00
- Specifications :

1. USB Flash Drive (Wooden w/ laser engraved logo)
2. 64 GB Memory Capacity
3. Back to back design (Please refer to the attached sample)
4. Hi-Speed USB 3.0 compliant
5. Measurements, (w-63 cm, h-22 cm, thickness 10 cm)

IV. Minimum Requirements for Suppliers:

- Submission of sample item(s) similar to required specifications.
- Non-submission of sample shall be ground for disqualification of bid

V. Schedule of Delivery:

- Submit sample item seven (7) working days after the opening of bids.
- Full Delivery of the items ten (10) 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:

SIXTY TWO THOUSAND SIX HUNDRED PESOS (62,600.00) INCLUSIVE OF ALL 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 USB flash drive.
- 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.
- The WINNING BIDDER shall hold in confidence all information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved flash drive except to those persons entrusted/authorized by DOT-END USER.

IX. Project Officer/Contact Person(s)

FRANCISCO T. FRANCO  
 Manpower Planning and Monitoring Division  
 Office of Industry Manpower Development  
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Prepared by: Approved by:

FRANCISCO T. FRANCO ARLENE A. ALIPIO  
 Project Officer, MPMD-OIMD OIC-Director, OIMD

**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** Kathleen Mae Escorial Bisares

**Date Created** 20/04/2023

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