



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9684045  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Tokens and Awards for the DOT 2023 Secretary's Cup  
**Area of Delivery**

<b>Solicitation Number:</b> NP SVP-2023-04-255	<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>	2
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Corporate Giveaways		
<b>Approved Budget for the Contract:</b> PHP 152,000.00	<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> 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	<b>Last Updated / Time</b>	20/04/2023 17:59 PM
	<b>Closing Date / Time</b>	25/04/2023 10:00 AM

#### Description

##### TECHNICAL SPECIFICATIONS

I. PROJECT/ACTIVITY: PROCUREMENT OF TOKENS AND AWARDS FOR THE DOT 2023 SECRETARY'S CUP

II. DATE OF DELIVERY: 04 May 2023

III. MINIMUM REQUIREMENTS:

- Must be PhilGEPS registered;
- Awarded provider must submit sample designs prior to the mass production;
- Amenable to government procedure or send-bill arrangement

IV. SPECIFICATIONS

LOT 1: MEDALS

Material: Custom Soft Enamel Medal  
Size: 3.5 inches  
Mold Option: 3D and 2D two-sided  
Metal Finish: Shiny Various Finish (Gold, Silver, Bronze)  
Engraving Options: Deep Engraving  
Design: For discussion with winning provider  
Quantity: Gold – 106 pcs.  
Silver – 106 pcs.

Bronze – 106 pcs.  
Lace Size: Width – 1.5”  
Lace Material: Tightly woven flat fabric  
Lace Color: Black

**LOT 2: TROPHY CUPS**

Material: Metal  
Size: 13 inches  
Colors: Gold, Silver, Bronze  
Type: Metal Cup mounted on wood/marble base  
with free engraving  
Design: For discussion with winning provider  
Quantity: Gold – 19 pcs.  
Silver – 19 pcs.  
Bronze – 19 pcs.

**V. SCHEDULE OF DELIVERY:**

Delivery of tokens and awards shall be made on or before May 4, 2023 at the Department of Tourism, Makati City.

**VI. APPROVED BUDGET FOR THE CONTRACT:**

One Hundred Fifty-Two Thousand Pesos (PhP152,000.00), chargeable against FY 2023 HRD - General Administrative Expense (GAE).

Lot 1: 91,000.00

Lot 2: 61,000.00

152,000.00

**VII. TERMS OF PAYMENT:**

Government procedure and subject to appropriate government taxes.

**VIII. CONTACT PERSONS:**

Mr. Edward R. Bullecer / Ms. Zennina C. Parinas  
Department of Tourism - Human Resource Division  
erbullecer@tourism.gov.ph / zcparinas@tourism.gov.ph  
Tel. No. 8459 5200 loc. 408

**APPROVED BY:**

**ATTY. JOVENCIO M. ZARAGOZA**  
Director, Administrative Service

**Other Information**

Partial bid is allowed. All goods are grouped in lots. Supplier/s 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.

**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** 20/04/2023

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