



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9816623  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** PRODUCTION OF CORPORATE GIVEAWAYS TO VIPS/ SPEAKERS/ INDUSTRY PARTNERS AND PARTICIPANTS/ INVITEES/ INVESTORS" DESK MAT and TRAVEL SET

**Area of Delivery**

<b>Solicitation Number:</b>	RFQ-NP-SVP 2023-06-0366	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	03/06/2023
<b>Approved Budget for the Contract:</b>	PHP 124,844.00	<b>Last Updated / Time</b>	02/06/2023 15:44 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	06/06/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	MAITA SUMOGAD DANTE AA III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 msdante@tourism.gov.ph		

**Description**

TECHNICAL SPECIFICATION  
I. PROJECT

"PRODUCTION OF CORPORATE GIVEAWAYS TO VIPS/ SPEAKERS/ INDUSTRY PARTNERS AND PARTICIPANTS/ INVITEES/ INVESTORS"

1. DESK MAT
2. TRAVEL SET

II. PURPOSE/OBJECTIVE:

To be used by the Project & Investment Evaluation Division (PIED) as corporate giveaways to VIPs, Speakers and Industry Partners during the conduct of the Division's events as part of promotion and to maintain goodwill and gratitude among development partners and prospective investors for their efforts.

III. PROCUREMENT REQUIREMENTS

LOT 1. DESK MAT (61 PIECES)  
ABC: Php 55,144.00

LOT 2. TRAVEL SET (50 PIECES)  
ABC: Php 69,700.00

- Must be able to produce high quality tokens using the proposed materials specified in the attached layout/description

- Willing to provide services on a send-bill arrangement
- Must submit sample within 10 days upon receipt of approved and funded Purchase Order
- Must deliver products within 30 working days after the final approval of sample
- All packaging must have Department of Tourism/ Invest in Tourism Philippines brand, sample produced subject to final approval

#### IV. SPECIFICATIONS

##### 1. DESK MAT

- Size: 30 inches x 15 inches
- Color: Dark Brown and Black
- Material : PU Leather
- With printed DOT Logo and Invest in Tourism Philippines; sample produced subject to final approval.

##### Notes:

- DOT Logo atleast 2 inches in diameter
- Invest in Tourism Philippines Logo 5 inches x 4 inches

##### 2. TRAVEL SET

###### - LUGGAGE ORGANIZER AND PASSPORT HOLDER

##### 2.1 Luggage Organizer

- Material: waterproof material
- Color: Black
- - Size: 10 x 7 x 3.5 inches
- - 2 compartments ( 1 for clothes and 1 for toiletries with pockets inside)

##### 2.2 Passport Holder

- Slim easy access wallet/passport holder
- Color: Black or Brown
- zippered pocket for paper bills, coins, receipts
- back pocket for documents, brochures, pieces of paper
- Size: 5.125 x 0.125 x 9.125" or 13 x 23.1 x 0.4 cm

Invest in Tourism Philippines Logo:

V. BUDGET: PHP 124,884.00

LOT 1: DESK MAT 55,144.00

LOT 2: TRAVEL SET 69,700.00

TOTAL 124,884.00

The amount shall be charged against the FY 2023 Work Program of the Project and Investment Evaluation Division.

#### VI. PROJECT OFFICER/CONTACT PERSON:

MA. CRISTINA S. OCHANGCO  
4595200 LOC. 106

##### **Other Information**

In addition to the Proposal/Quotation, kindly submit the following Eligibility Requirements:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

PARTIAL BID IS ALLOWED:

Note: Kindly submit your quotations together with your eligibility requirements to [msdante@tourism.gov.ph](mailto:msdante@tourism.gov.ph) on or before 06 June 2023 at 10:00 am. Late and unsigned

**Created by** MAITA SUMOGAD DANTE

**Date Created** 02/06/2023

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