



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9994068  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of FBSE Customized Collar Pins with Individual Gift Box to be Distributed to FBSE In-House-Trainers- Tourism Enterprise Level

#### Area of Delivery

<b>Solicitation Number:</b>	SVP 2023-07-509	<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>	01/08/2023
<b>Approved Budget for the Contract:</b>	PHP 100,000.00	<b>Last Updated / Time</b>	31/07/2023 14:07 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	04/08/2023 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	JOSE QUISORA PEREZ Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  jqperez@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

Office of Industry Manpower Development

I. Project Title: PRODUCTION OF CUSTOMIZED CORPORATE FBSE COLLAR PIN

II. Purpose/Objective:

- To be distributed to the Filipino Brand of Service Excellence (FBSE) In-house Trainers – Tourism Enterprise Level.

III. Minimum Requirements for Suppliers:

- Submission of sample item(s) similar to required specifications.
- Proposed materials to be used as specified in the design/description.
- Non-submission of sample shall be ground for disqualification of bid.

IV. Scope of Works/Deliveries:

Production of Customized Corporate FBSE Collar Pin with Individual Gift Box

- QUANTITY : 1,000 pieces
- Estimated Amount per piece : P 100.00
- Estimated Total Amount : P 100,000.00
- Technical Specifications
- Laminated and Non-fading

- Dimension: 2.54 cm X 2 cm
- Material: Heavy duty Silver-Plated material
- Locking Mechanism: Safety Catch Bar Locking Pin
- Pattern and Color: See attached sample design

V. Schedule of Delivery:

- Submit sample item three (3) days after the opening of bids.
- Full delivery of the items five (5) working days upon receipt of approved and funded Purchase Order.
- Partial delivery is not allowed.

VI. Payment Procedure:

Government Procedures

VII. Approved Budget for the Contract:

ONE HUNDRED THOUSAND PESOS (100,000.00) 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 button pin.
- 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)

MARIAN B. OBISPO  
 Manpower Planning and Monitoring Division  
 Office of Industry Manpower Development  
 Telephone: 459-5200 to 5230 loc 218

Prepared by: Approved by:

(ORIGINAL SIGNED) (ORIGINAL SIGNED)  
 MARIAN B. OBISPO ARLENE A. ALIPIO  
 Project Officer, MPMD-OIMD OIC-Director, OIMD

**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 5. DOT Accreditation Certificate

Note: Kindly submit your quotations together with your eligibility requirements to [jqperez@tourism.gov.ph](mailto:jqperez@tourism.gov.ph) on or before 04 August 2023 at 1:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** JOSE QUISORA PEREZ

**Date Created** 31/07/2023

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