



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9991390
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Mini Umbrella (Corporate Giveaways)

Area of Delivery

| | | |
|---|------------------------------|---------------------|
| Solicitation Number: NP-SVP RFQ 2023-07-502 | Status | Active |
| Trade Agreement: Implementing Rules and Regulations | Associated Components | 2 |
| Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: Goods | Document Request List | 22 |
| Category: Corporate Giveaways | Date Published | 29/07/2023 |
| Approved Budget for the Contract: PHP 146,335.00 | Last Updated / Time | 29/07/2023 00:00 AM |
| Delivery Period: | Closing Date / Time | 02/08/2023 11:00 AM |
| Client Agency: | | |
| Contact Person: Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph | | |

Description

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION (SDD)

TECHNICAL SPECIFICATIONS

Project Title: PROCUREMENT OF MINI UMBRELLA FOR OTSR – SDD PROJECTS

I. PURPOSE/OBJECTIVE

- To be used during the conduct of OTSR Standards Development Division’s seminars / public consultations / trainings / orientations and other related projects

II. MINIMUM REQUIREMENT FOR SUPPLIERS

- Submission of similar sample works and materials to be used as specified in the layout/ description.
- With no history of cancellation from previous clients / DOT Offices / projects.

- Must be willing to provide services on send-bill arrangement.

III. SCOPE OF WORK

PRINTING/ PRODUCTION OF MINI UMBRELLA

(For reference please see attached sample as Annex A)

- Quantity: 500 pieces
- Color: Black
- Mechanism: Manual
- With umbrella case
- Design (UMBRELLA):
- Text: PHILIPPINES
- Font: Karatula display
- Design (UMBRELLA CASE):
- With Zipper
- DOT Logo
- Text: Office of Tourism Standards and Regulation
- Font: Arial

IV. APPROVED BUDGET OF THE CONTRACT

ONE HUNDRED FORTY-SIX THOUSAND THREE HUNDRED THIRTY-FIVE PESOS
(PHP 146, 335.00 inclusive of all applicable taxes)

V. SUBMISSION OF SAMPLE FOR DOT APPROVAL

- Within five (5) working days upon receipt of approved Purchase Order.

VI. DELIVERY PERIOD

- Within twenty (20) working days after approval of the final sample.

VII. DELIVERY ADDRESS

- The Delivery Address for the items will be at the:
New DOT Building, #351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines

VIII. PAYMENT PROCEDURE

- Payment shall be processed by the accounting division after complete delivery of all items and upon receipt of the billing statement.
- Full payment for the event tokens shall be received by the supplier at least thirty (30) working days after being subjected to Government accounting and auditing rules and regulations.

IX. COMPLIANCE TO SPECIFICATIONS/ PROVISIONS

- Non-submission of required similar sample works and materials to be used shall be ground for disqualification of the bid.
- 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 tokens.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts 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 confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved items except to those persons entrusted/authorized by the DOT-END USER.

Other Information

THE PROPOSAL/QUOTATION must be addressed to:

To: PROCUREMENT MANAGEMENT DIVISION
Department of Tourism
Makati City

with details such as:

Name of the Bidder/Company:
Address of the Bidder/Company:
Title of the Project:
RFQ No. 2023-07-502

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

Note: Kindly submit your quotations together with your eligibility requirements to NPLUCMAN@TOURISM.GOV.PH on or before 02 August 2023 11:00 am. Late and unsigned quotations shall not be accepted.

Created by Norjannah P Lucman

Date Created 28/07/2023

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