



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10105867  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Tokens for the Capacity Development Program for Regional Office IV-B (MIMAROPA) on 02-04 October 2023 150pcs. Abaca Totebag with " Love the Philippines" LOGO ,150pcs, Bamboo Notebook w

#### Area of Delivery

<b>Solicitation Number:</b>	SVP 2023-09-578	<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>	07/09/2023
<b>Approved Budget for the Contract:</b>	PHP 60,000.00	<b>Last Updated / Time</b>	06/09/2023 11:46 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	12/09/2023 11:00 AM
<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  
 Procurement of Tokens  
 Capacity Development Program (Rollout of the Local Tourism Code Manual)  
 02-04 October 2023 in Pasay City

#### I. Project Description:

The Office of Tourism Development Planning, Research and Information Management (OTDPRIM) through the Policy Formulation and International Cooperation Division (PFICD) will procure tokens for the attendees of the capacity development program with regard to the rollout of the Local Tourism Code Manual on 02-04 October 2023 in Pasay City. The items will serve as tokens of appreciation to the participants of the program.

#### II. Minimum Requirements for Bidders:

- Bidder must be PhilGEPS registered.
- Must be willing to provide product warranty and/or return and exchange of defective items

#### III. Scope of Work/Deliverables:

The services required by the end-user:

- Submit a picture of the item for approval of the end user.
- Materials must be aligned to the information provided by the end-user.

#### IV. Deliverables:

The service provider must provide the following tokens.

Item 1. Abaca tote bag with Love the Philippines logo in front (150 pcs)

Size: 32x14x35cm

Materials used: abaca

Color: Brown  
Type: Abaca Tote bag as seen in the picture

Item 2. Bamboo Notebook (150 pcs)  
Size: A5 size  
Materials used: Cover – made of bamboo  
Includes: Recycled paper pen  
Color: Brown  
Type: Bamboo notebook with paper pen as seen in the picture

Note: Attached for reference are the sample pictures (Annex A).

**V. Total Amount:**

The total budget for the procurement of tokens amounting to Php 60,000.00 shall be inclusive of all applicable tax.

**VI. Delivery Date and Location:**

Delivery of tokens shall not exceed 29 September 2023 in DOT Central Office – General Services Division.

**IX. Payment:**

Send bill arrangement / Government procedure

Contact Person:

MYLENE D. TALANA (MS.)  
TOO I, Policy Formulation and International Cooperation Division  
Contact No.: 459-5200 to 30 local 514  
Email Address: mdtalana@tourism.gov.ph and ird@tourism.gov.ph

Noted By:

WARNER M. ANDRADA (MR.)  
OIC-Assistant Secretary, Tourism Development

**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.

Note: Kindly submit your quotations together with your eligibility requirements to jqperez@tourism.gov.ph on or before 12 September 2023 at 11:00 am. Late and unsigned

**Created by** JOSE QUISORA PEREZ

**Date Created** 06/09/2023

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