



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10117364  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of IEC Materials and Tokens for the Capacity Building Programs of OTSR-SMED  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-09-587	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<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>	2
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	12/09/2023
<b>Approved Budget for the Contract:</b>	PHP 228,463.19	<b>Last Updated / Time</b>	12/09/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	15/09/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nlallanigue@tourism.gov.ph		

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS MONITORING AND ENFORCEMENT DIVISION

#### TECHNICAL SPECIFICATIONS

I. Project Title: PRODUCTION OF IEC MATERIALS AND TOKENS

II. Purpose/Objective

The project will entail the service of the winning bidder for the production of IEC materials and tokens that will be given during the conduct of OTSR's seminars/trainings and other related projects.

The items to be procured will serve as tokens of appreciation for the Officials, Special Guests, Resource Speakers, and participants of the OTSR-conducted seminars.

III. Minimum Requirement for Suppliers

- Must be PHILGEPS REGISTERED;
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer;
- Must be willing to provide product warranty/return and exchange of defective items;
- Must not have a history of cancellation of award or non-compliance with the deliverables;
- Submission of actual sample and material to be used subject for approval/revision of the OTSR-SMED;
- Must have worked with DOT or affiliate agencies;

Must be willing to provide services on a send bill arrangement;

#### IV. Scope of Work

Submission of actual sample and material to be used subject for approval/revision of the OTSR-SMED prior to mass production.

#### V. Deliverables

LOT 1. Customized Polo Shirt – 83 pcs (see Annex A for design)

Specifications:

Quantity 83 pieces

Fabric/Material Polyester, Nylon, Elastane

Design  DOT Quality Seal (2" in diameter) printed in front, left side

Printed "LOVE the Philippines" banner on upper right of shirt

Printed text at the back: "Department of Tourism" in Barabara font

Printed "LOVE The Philippines" logo

Black collar

Short sleeve with black cuff

2 buttons

Bottom style with slits

Color White

LOT 2. Toiletry/Cosmetic Bag – 80 pcs

Specifications:

Quantity 80 pieces

Dimension H 4" X L 6.3" X W 2.8"

Material (Bag) Waterproof Nylon

Material (Zipper Head) Synthetic/Faux Leather, brown

Closing method Zipper

Interiors 1 Big Pocket

3 Small Pockets

Color Leather: brown

Nylon: Black

Inner Fabric: Black

Others Front: Printed "LOVE the Philippines" logo, 5.5 inches x 2.5 inches

Back: Printed DOT Logo, 1.5 inches x 1.5 inches, center

LOT 3. Customized Travel Set

A. Tampipi Box – 80 pcs

Specifications:

Quantity 80 pieces

Dimensions W 6" X L 8" X H 3"

Material Pandan native handcraft

Colors Leather: brown, green

B. Passport Holder – 80 pcs

Specifications:

Quantity 80 pieces

Dimensions (folded) W 4" X L 5.5"

Material (cover) Synthetic/Faux Leather

Colors Leather: Black

Design Front: Printed "LOVE the Philippines" logo, 1.5 inches x 1 inch

Back: Printed "DOT logo", 0.75 inch x 0.75 inch, at the bottom center

Others 4 card slots

1 passport slot

1 boarding pass slot

1 note pocket

C. Luggage Tag – 80 pcs

Specifications:

Quantity 80 pieces

Dimension (Tag) W 2.5" x L 4"

Dimension (Strap) W 0.5" X L 5"

Material (Tag) Synthetic/Faux Leather

See-through Plastic

Material (Strap) Synthetic/Faux Leather

Closing method Buckle

Color Leather: Black

Others Back: Printed "LOVE the Philippines" logo, 3 inches x 2 inches

Front: Printed "DOT logo", 0.5 inch x 0.5 inch, at the bottom center

VI. Approved Budget for the Contract

LOT 1. Customized Polo Shirt:  
Seventy Thousand Eight Hundred Twenty-Six Pesos and Thirty-Nine Centavos  
(₱70,826.39)  
inclusive of all applicable taxes and delivery charge

LOT 2. Toiletry/Cosmetic Bag:  
Twenty-Nine Thousand Seven Hundred Sixty Pesos Only  
(₱29,760.00)  
inclusive of all applicable taxes and delivery charge

LOT 3. Customized Travel Set:  
One Hundred Twenty-Seven Thousand Eight Hundred Seventy-Six Pesos and Eighty Centavos  
(₱127,876.80)  
inclusive of all applicable taxes and delivery charge  
TOTAL ABC:  
TWO HUNDRED TWENTY-EIGHT THOUSAND FOUR HUNDRED SIXTY-THREE PESOS AND NINETEEN CENTAVOS ONLY (₱228,463.19)  
inclusive of all applicable taxes and delivery charge

VII. Submission of Sample for DOT Approval

Within ten (10) working days upon receipt of Notice of Award.

VIII. Delivery Period

Within thirty (30) working days after the receipt of approved Purchased Order.  
Payment Procedure  
 Full payment shall be processed after completed delivery and acceptance of the IEC materials to DOT Office at #351 The New DOT Bldg., Sen. Gil Puyat Ave., Makati City and upon OTSR-SMED receipt of the Statement of Account / Billing Statement based on Government Payment Procedure.

IX. Compliance to Specifications/Provisions

Non-submission of required sample works and materials to be used shall be ground for disqualification of bid.  
 The WINNING BIDDER, may, however, suggest changes in the design and materials to be used which might improve the look of the IEC materials/tokens, provided that the amount of bid will not exceed the total budget.  
 The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance to the quality of the submitted sample of IEC materials/Tokens, provided that the amount of bid does not exceed the above total budget. They must be willing to wait at least 45 days for the government payment facilitation process.  
 The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR and its annexes, 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 keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved Tourism Accreditation Codes except to those persons entrusted/authorized by the DOT-END USER.

X. Project Officer/Contact Person

MS. DENISE ALYSSON ANDERSON/ MS. REI ANN RAZON  
Standards Monitoring and Enforcement Division  
Office of Tourism Standards and Regulation  
Email: dvanderson@tourism.gov.ph / rsrazon@tourism.gov.ph / smed@tourism.gov.ph  
Telephone No.: (632) 459 5200-30 loc 216

Approved by:  
VIRGILIO M. MAGUIGAD, EnP  
Director  
Office of Tourism Standards and Regulation

**Other Information**  
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 Certification/ Registration Number.

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

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to [nlallanigue@tourism.gov.ph](mailto:nlallanigue@tourism.gov.ph) on or before 15 September 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 09/09/2023

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