



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10386436  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Production of Quality Management System Information, Education, and Communication (IEC) Materials for FY 2023

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-11-751	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	02/12/2023
<b>Approved Budget for the Contract:</b>	PHP 375,529.55	<b>Last Updated / Time</b>	01/12/2023 17:39 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	05/12/2023 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Kathleen Mae Escorial Bisares Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  kebisares@tourism.gov.ph		

#### Description

##### I. Purpose/Objective

To be used during the conduct of Quality Management System (QMS) Internal Audits and other trainings/workshops/activities by the Department of Tourism in order to ensure the sustainability of QMS.

##### II. Minimum Requirements

- Must be willing to provide services on a send-bill arrangement / government procedure
- Must present an actual sample of the products
- Items are subject for approval before mass production

##### LUGGAGE COVER

Quantity : 120 pieces  
 Material : Polyester/Spandex  
 Color : Black  
 Print : Full Color  
 Sublimation/ Rubberized Silkscreen print at the front and back  
 End-user to provide lay-out print  
 Size : 18-22 in / 45-55 cm

##### NOTEBOOK

Quantity : 175 pieces  
 Material : Spiral Spring Notebook  
 80 leaves 50 GSM  
 Color : Black  
 Size : A5  
 Print : Full Color with End-User Lay-out

## TRAVEL ORGANIZER

Quantity : 160 pieces

Material/Type of Webbing : Canvas

Color : Black

Imprint Color : Full Color

Product Dimensions : Height: 4.53in / 11.5cm ; Width: 7.87in / 20cm ; Depth: 2.17in / 5.5cm

Design/Print : Full Color with End-User Lay-out

### III. BUDGET

The approved total budget is THREE HUNDRED SEVENTY-FIVE THOUSAND FIVE HUNDRED TWENTY-NINE AND 55/100 PESOS (Php 375,529.55) inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement. Project cost shall be charged against the CA FY 2022 of the Planning Service subject to existing accounting and auditing rules.

### IV. SCHEDULE OF DELIVERY

The goods must be delivered within a period of fifteen (15) working days from receipt of Notice of Award.

### V. TERMS AND CONDITIONS

a. All materials produced during the period of engagement shall be amenable to edits at no cost to the DOT for a maximum of five (5) revisions for each material.

b. All concepts and materials formulated and designed in conjunction with this project shall be owned by DOT with full and exclusive rights on future use thereof, both in the Philippines and internationally.

### VI. PAYMENT PROCEDURE

The procurement of the service provider shall be through Small Value Procurement pursuant to Republic Act (R.A.) No. 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR).

### VII. CONTACT PERSON:

Contact Person : KATHRYN NICOLE G. ZAMOSA

Office : Planning Service

Contact Number : 09950781410

Email Address : kgzamosa@tourism.gov.ph

Contact Person : JECERYNN JASMIN V. TALIGATOS

Office : Planning Service

Contact Number : 09754605058

Email Address : jvtaligatos@tourism.gov.ph

### APPROVED BY:

MILAGROS Y. SAY

Director, Planning Service

### Other Information

#### REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above Php500K)
- 4.Duly notarized Omnibus Sworn Statement.

**Created by** Kathleen Mae Escorial Bisares

**Date Created** 01/12/2023

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