



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11480176  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Polo Shirts for the 18-Day VAW Campaign  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-11-0368	<b>Status</b>	<b>Active</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>	1
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	15/11/2024
<b>Approved Budget for the Contract:</b>	PHP 244,181.70	<b>Last Updated / Time</b>	15/11/2024 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	18/11/2024 13:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Val Raymund Cristobal Cervantes Administrative Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 vccervantes@tourism.gov.ph		

#### Description

##### TERMS OF REFERENCE

Polo Shirts

I. Title : Procurement of Polo Shirts for the 18-Day VAW Campaign

II. Scope and Deliverables

Particulars

Lot I

I. Polo Shirts (490 pieces)

Specification:

- Material: Cotton Elastane/Honeycomb
- Type of Print: Direct to Film Printing/Sublimation
- Color: White
- Layout Design: Please see attached Design
- Packaging: Single-Packed Plastic Per Shirt

Size Total

2XS 3

XS 41  
S 115  
M 140  
L 110  
XL 40  
2XL 25  
3XL 16  
TOTAL 490

### III. Project Cost

The total allocated budget for the abovementioned products is Two Hundred Forty-Four Thousand One Hundred Eighty-One and Seventy Cents Pesos Only (PhP 244,181.70) covering all products and services related expenses including taxes and fees.

### IV. Minimum Qualifications of Service Provider

1. Must have the latest PhilGEPS certification and Mayor's Permit;
2. Must be willing to provide services on a send-bill arrangement;

### V. Terms and Conditions of Delivery of Goods

1. Delivery of sample layout and sizes shall be made one (1) week upon receipt of approved Purchase Order;
2. Delivery date is on November 22, 2024 at the Department of Tourism Central Office, Makati City.

### VI. Contact Details:

Contact Person : John Stephen Ilao  
Office : DOT Office of Special Concerns  
Mobile : +63 975 881 5301  
Email Address : osc@tourism.gov.ph

### PREPARED BY:

RUTH T. ELEQUIN  
Chief, Project Coordination and Implementation Division

### APPROVED BY:

ATTY. GLENN ALBERT M. OCAMPO  
Director  
Office of Special Concerns

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

Note: Kindly submit your quotations together with your eligibility requirements to mbbuscano@tourism.gov.ph on or before 18 November 2024 at 1:00 PM. Late and unsigned quotations shall not be accepted.

**Created by** Val Raymund Cristobal Cervantes  
**Date Created** 14/11/2024

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