



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11555461  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Corporate Giveaways for the DOT Annual Yearend Briefing 2024  
**Area of Delivery**

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | RFQ NP-SVP 2024-11-0392  | <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> | 2                   |
| <b>Category:</b>                         | Corporate Giveaways  | <b>Date Published</b>        | 30/11/2024          |
| <b>Approved Budget for the Contract:</b> | PHP 710,000.00   | <b>Last Updated / Time</b>   | 30/11/2024 00:00 AM |
| <b>Delivery Period:</b>                  |  | <b>Closing Date / Time</b>   | 03/12/2024 13:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | Val Raymund Cristobal Cervantes<br>Administrative Officer II<br>351 Sen. Gil Puyat Avenue<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-02-4595200 Ext.425<br>63-02-4595200<br>vccervantes@tourism.gov.ph |                              |                     |

#### Description

TERMS OF REFERENCE  
CORPORATE GIVEWAYS  
I. Project Title DOT Annual Yearend Briefing 2024  
Procurement Corporate Giveaways  
Estimated Cost • PI-IP 710,000.00  
Delivery Date On demand until supply lasts  
Source of Funds : OPM Augmented WFP 2024  
Attachments Cost Basis  
BACKGROUND

Tourism's role in economic resurgence and sustained recovery could not be overemphasized. No less than our President Ferdinand "Bongbong" Marcos, Jr. highlighted tourism's resilient and reliable contribution to sustained growth in his recent State of the Nation Address. According to him, tourism has historically provided livelihood and employment opportunities to Filipinos.

Given the importance placed by our President to tourism, we see the high value and critical importance of striving for success in promoting tourism to establish it as a hallmark of the current administration, and most importantly, a source of national pride for our people.

Philippine economic managers have identified tourism as the second top driver of the Philippine economy in the first half of the current year. This, despite global tourism recovery to pre-pandemic levels remains unrealized according to the United Nations World Tourism Organization.

Our President's vision for the Philippine tourism industry is clear: to establish a sector anchored in the richness of

Filipino culture, heritage, and identity, making it competitive on the global stage. Together, through meaningful collaboration and innovation, we can transform the Philippines into a tourism powerhouse in Asia, ensuring lasting economic and social benefits for all that will give more reasons to Love The Philippines!

#### PROJECT DESCRIPTION

To maximize the DOT's media exposure and ensure that its public image remains positive, the OPAA has been organizing a Yearend Briefing. Held annually for the past three years prior to the pandemic. This gathering of invited members of the national media and stakeholders is part of its extensive information and awareness drive program to position the Department's works in various media platforms.

The DOT Annual Yearend Media Briefing and Appreciation Reception aims to give, first and foremost, the Tourism Secretary, as well as other key Officials of the Department the opportunity to engage our media partners and influencers for their sustained efforts in the promotion of Philippine tourism, while addressing some of the pressing issues related to policy directions, targets and accomplishments of the Department for the concluding year.

Sought to attend are the DOT-accredited members of the national media and influencers/ tourismbeat reporters, lifestyle, travel editors, columnists, and news-beat journalists from broadsheets, travel magazines, radio, TV and social media. Top officials of the Department and heads of the communications department of allied agencies and stakeholders are also enjoined to attend the event for networking purposes.

#### PROJECT OBJECTIVES

Enlist commitment and support from the members of the national media in all Department initiatives, programs and directions;

Contribute to advancing the vision of President Bongbong Marcos for a revitalized tourism sector that heralds the Filipino brand and contributes greatly to the Philippines' economic resurgence. Engage members of media to continuously generate favorable publicity for the Department.

Forge an eloquent relationship between and among media platforms.

Engage public and private partnership in tourism development and propagation of the culture of tourism.

#### GENDER AND DEVELOPMENT OBJECTIVES

Promote equal opportunities for men and women to receive recognition as indispensable players in the tourism industry.

#### VI. LEGAL BASIS

Republic Act 9593 or the Tourism Act of 2009 mandates the Department of Tourism (DOT) to encourage activities and programs which promote tourism awareness, preserve the country's diverse cultures and heritage, and instill a sense of history and a culture of tourism among the youth and the populace;

#### VII. REQUIREMENTS FOR SUPPLIER

##### A. CORPORATE GIVEAWAYS

Provision of Corporate Giveaways for the 395 Guests

OPAA will approve the composition and inclusion of the gift hampers

Sample of each item should be submitted to OPAA for approval

Sample delivery instructions: winning bidder must submit sample basket & contents to DOT-OPAA 1 3F, Department of Tourism 351 Sen. Gil Puyat Ave., Makati City, 3 days after NOA issuance, for approval by end-user.

Once approved all content, end-user will send feedback 2 days after to be finalized by Supplier and to be partially delivered no more than 5 days upon receipt, while the rest to be delivered as instructed by End-User.

Should include canvassing, packing, storage, and delivery/shipment/transportation on demand of the holiday hampers within Metro Manila

##### ELIGIBILITY REQUIREMENTS for the SERVICE PROVIDER

Duly registered Philippine-based company with appropriate government agency;

Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);

Must provide a breakdown of prices and services included in the quotation complete with E-VAT and other government taxes;

Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;

With I-GU-registered physical office in Metro Manila.

#### 'X. SCOPE OF WORK/DELIVERABLES & BUDGETARY REQUIREMENTS

##### DESCRIPTION PARTICULARS ESTIMATED UNIT COST ESTIMATED

##### TOTAL UNIT

##### COST

Corporate Gift Hamper for A3 Private Sector

Middle Managers

Wooden Picnic Basket

Red wine bottle (750ml)

Chocolate Drink (1 Opcs/box)

Potato Chips (102g)

Large Canned Fruit Cocktail

(850g)

Canned Luncheon meat (340g)

Large sachet Spaghetti Sauce

(500g)

One pack of Spaghetti Pasta

(500g)

Medium Canned Corned Beef

(326g) 250 pax

• 70 Print (Broadsheet) Media

Partners

• 40 Print (Magazine) Media

Partners

• 40 Broadcast (Television)

Media Partners

- 30 Broadcast (Radio) Media

Partners

- 20 New Media (Influencers)
- 25 Allied Agencies

Communication Office

- 25 Tourism Stakeholders

Communication Office PHPI ,500.00 PHP375,000.00

Corporate Gift Hamper for AI VIPs

Large Wooden Basket

White wine bottle (750ml) Bottle of hazelnut chocolate spread (200g)

Canned Corned Beef (326g)

Box of Raisins (250g)

Coffee granules jar (1 00g)

Canned luncheon meat (340g)

Chopped Ham (325g)

Bolognese sauce jar (500g) Canned Peach Halves(825g) box of hazelnut chocolate (16pcs/box) (200g)

Large cheese flavored canned otato chi s 135 45 pax

- 33 Cabinet Secretaries

- 12 Dignitaries/Members of the

Diplomatic Corps PHP3,000.00 PHPI 35,000.00

Corporate Gift Hamper for A2 Public Officials

Gift box with String

Red wine bottle (750ml) Large pack of creamer (400g)

Coffee granules jar (100g)

Canned Fruit Cocktail (850g)

Large Sachet Spaghetti sauce  
(500g)

Box of Strawberry Cream

Biscuits 263 100 pax

- 16 Undersecretaries

- 16 Assistant Secretary

- 32 Directors

- 16 Assistant Regional Director

- 3 coo

- 3 DCOO

- 3ED

- 3 DED

- 1 GM

- 1 DGM

- 6 Chiefs PHP2,000.00 PHP200,000.00

Canned Luncheon Meat (340g)

Canned Condensed Milk (390g) Canned Vienna Sausage (130g) box of cocoa mix (31g x 8) Spaghetti pasta (500g)

Large plain flavoured canned otato chi s 170

ABC Approved Budged for

Contract is inclusive of all applicable taxes

x. LEGAL/TECHNICAL REQUIREMENTS

1. Valid Mayor's/Business Permit

2. Philgeps Registration Number

3. Latest Income/Business Tax Return

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

PAYMENT PROCEDURE

Government procedure and subject to appropriate government taxes

XII. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract (ABC) is Seven Hundred Ten Thousand Pesos Only (Php710,000.00) inclusive of all applicable taxes and fees.

SUBMISSION OF PROPOSAL

4F I Procurement Management Division

Department of Tourism Bldg., 351 Sen. Gil Puyat Avenue, Makati City

For inquiries:

Contact: Mr. Dee A. Mandigma +9664758757 damandigma@tourism.gov.ph,

3F I OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA)

Telephone Numbers: 8459-5200 local 306

### **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

4. 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](mailto:mbbuscano@tourism.gov.ph) on or before 03 December 2024 at 1:00PM. Late and unsigned quotations shall not be accepted.

**Created by** Val Raymund Cristobal Cervantes

**Date Created** 29/11/2024

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