



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5288084
Procuring Entity DEPARTMENT OF TOURISM
Title Flash Drive with Keychain (ASEAN MRA-TP AWARENESS BRIEFING SEMINARS)
Area of Delivery Metro Manila

Solicitation Number: 2018-04-0125	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	1
Category: Corporate Giveaways	Date Published	14/04/2018
Approved Budget for the Contract: PHP 164,000.00	Last Updated / Time	14/04/2018 00:00 AM
Delivery Period: 7 Day/s	Closing Date / Time	18/04/2018 10:00 AM
Client Agency:		
Contact Person: Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

Description

TERMS OF REFERENCE

I. Project Title: PROCUREMENT OF FLASHDRIVE WITH KEYCHAIN

II. Purpose/Objective:

- To be used in the conduct of ASEAN MRA-TP Awareness Briefing Seminars and Toolbox Immersion Workshops.
- For storing of download ASEAN Toolbox files (minimum 13GB) and presentations files and worksheet for use of participants during conduct of the ASEAN MRA-TP Seminars and Toolbox Immersion Workshop

III. Scope of Works/Deliveries:

Printing/Production of Flash drive with customized Key chain and Casing

- Quantity: 410 pcs
- Flash drive Specifications:
 1. Type : Cruzer Blade USB
 2. Memory : 16 GB

3. Color : Black
4. Capacity : Full

- Customized Key chain Specification:

1. Type : High Quality Soft PVC Rubberized w/ Metal Key Ring
2. Dimensions: 2" (L) x 1.5" (W)
3. Color : Red
4. Logo : Department of Tourism
5. Embossed : Office of Industry Manpower Development

- Casing

IV. Minimum Requirements for Suppliers:

- Submission of sample item(s) similar to required specifications.
- Non-submission of sample shall be ground for disqualification of bid.

V. Schedule of Delivery:

- Submission of actual sample three (3) days upon receipt of notice to proceed
- Full Delivery of the items is seven (7) days upon approval of actual sample.
- Partial delivery is not allowed.

VI. Payment Procedure:

Government Procedures

VII. Approved Budget for the Contract:

Total budget allocation is PHILIPPINE PESOS: ONE HUNDRED SIXTY FOUR THOUSAND PESOS (164,000.00) INCLUSIVE OF ALL APPLICABLE TAXES.

VIII. Compliance to Specifications/Provisions

- The WINNING BIDDER must submit actual sample as specified in the layout/description prior to mass production.
- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample flash drive with key chain.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, 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 hold in confidence all information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved flash drive with key chain except to those persons entrusted/authorized by DOT-END USER.

IX. Project Officer/Contact Person(s)

JENIFFER JACOBO
Manpower Planning and Monitoring Division
Office of Industry Manpower Development
Email: jengjacobo@yahoo.com
Telephone: 459-5200 to 5230 loc 218

Deadline for the submission of Bid: APRIL 18, 2018 10:00 AM

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., Ground Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.

2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Maria Alma O Almazan

Date Created 13/04/2018

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