



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5254294  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Training Uniforms (TISP)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2018-03-0101	<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>	0
<b>Category:</b> Corporate Giveaways	<b>Date Published</b>	28/03/2018
<b>Approved Budget for the Contract:</b> PHP 170,000.00	<b>Last Updated / Time</b>	28/03/2018 00:00 AM
<b>Delivery Period:</b> 15 Day/s	<b>Closing Date / Time</b>	04/04/2018 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE

Subject: PRODUCTION OF TRAINING UNIFORMS RELATIVE TO THE CONDUCT OF THE TOURISM INDUSTRY SKILLS PROGRAM 2018

#### I. ITEM

- 100 pieces of Training Facilitators' polo shirt
- 100 pieces of Training Facilitators' reversible jacket

#### II. PURPOSE/OBJECTIVES:

To be used for the facilitation and monitoring and evaluation of trainings under the Tourism Industry Skills Program by the DOT - Office of Industry Manpower Development and training coordinators of the Regional Offices.

#### III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must have been in the garment production business for not less than two (2) years.
- Has in-house capacity to enhance and/or develop the design and layout of the required materials.
- Can submit sample of previous similar work and actual material to be used.

#### IV. SCOPE OF WORK/SPECIFICATIONS

##### Lot 1: Production of Training Facilitators' Polo Shirt

- Quantity: 100 pieces
- Specifications:
  - a. Materials: 97% Cotton and 3% Lycra
  - b. Color: White with lining of navy blue
  - c. Design Sample: With embroidered Tourism Industry Skills Program text, Department of Tourism, Office of Industry Manpower Development (Enriching Knowledge, Upgrading Skills, and It's More Fun in the Philippines Logos. (Annex A attached)
  - d. External Features:
    1. Lycra pique
    2. Rubbed collar with dual-color trim
    3. Side slits at hem
    4. Longer hem in back

Comes in small, medium, large, extra large, and double extra large sizes

#### APPROVED BUDGET FOR THE CONTRACT:

Training Facilitators' Polo Shirt:

FORTY FIVE THOUSAND PESOS ONLY  
(PHP 45,000.00)

##### Lot 2: Production of Training Facilitators' Reversible Jacket

- Quantity: 100 pieces
- Specifications:
  - a. Material: Brushed cotton and plain repellent fabrics
  - b. Color: Navy blue (side A) and Grey (side B)
  - c. Design Sample: With embroidered Tourism Industry Skills Program text and logo, Department of Tourism, It's More Fun in the Philippines, and Office of Industry Manpower Development (Enriching Knowledge, Upgrading Skills) Logos (Annex B Attached)
  - d. Features: Reversible and lightweight comes with zipper, 2 pockets in front and hoods.

#### APPROVED BUDGET FOR THE CONTRACT:

Training Facilitators' Reversible Jacket:

ONE HUNDRED TWENTY FIVE THOUSAND PESOS ONLY  
(PHP 125,000.00)

#### I. DELIVERY PERIOD:

April 16, 2018 50 pieces of Training Facilitators' Polo Shirt  
April 16, 2018 50 pieces of Training Facilitators' Reversible Jacket  
April 27, 2018 50 pieces of Training Facilitators' Polo Shirt  
April 27, 2018 50 pieces of Training Facilitators' Reversible Jacket

## II. PAYMENT PROCEDURE

- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of Training Facilitators' polo shirt and reversible jacket.

## III. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- 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 of Training Facilitators' Polo shirt and Reversible Jacket.
- 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 confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved Training Facilitators' Polo shirt and Reversible Jacket except to those persons entrusted/authorized by the DOT-END USER.

## VIII. PROJECT OFFICER/CONTACT PERSON

MR. MARC RAMIRO R. ORTIZ LUIS  
Office of Industry Manpower Development  
Email: ortizluismarc@gmail.com  
Telephone no.: (632) 459 5200-30 loc 214

Partial bids are allowed. All goods are grouped in lots. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

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., 4th 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)

Deadline for the submission of Bid: April 4, 2018 10:00 am

**Created by** Maria Alma O Almazan  
**Date Created** 27/03/2018

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