



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5560744
Procuring Entity DEPARTMENT OF TOURISM
Title Courier Service Provider (Door to Door-PDOT-Frankfurt)

Area of Delivery

Solicitation Number:	2018-08-0202	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 - General Support Services	Document Request List	0
Category:	Freight Forwarder Services	Date Published	14/08/2018
Approved Budget for the Contract:	PHP 97,000.00	Last Updated / Time	14/08/2018 00:00 AM
Delivery Period:	1 Day/s	Closing Date / Time	17/08/2018 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:

Courier Service for delivery of Dive Philippines Supplement to Philippine Department of Tourism (PDOT) — Frankfurt (Door to Door)

II. BACKGROUND

Target Delivery Date On or before September 5, 2018
 Contents Dive Philippines Giveaways

III. PURPOSE/OBJECTIVES

Shipment of Dive Philippines Giveaways to PDOT Frankfurt to be used as promotional material for International Dive and Lifestyle Exhibition (interDive) from September 20-23, 2018 at the Messe, Friedrichshafen, Germany.

IV. MINIMUM REQUIREMENT FOR SUPPLIERS:

Has capability to deliver materials on time
 Has prior experience in delivering promotional materials overseas
 Must be willing to provide services on send-bill arrangement

Must be willing to process all the documents related to delivery
Must be willing to facilitate delivery of materials until completion, with follow-up and monitoring of delivery

V. SCOPE OF WORK/DELIVERIES:

- Sender Philippine Department of Tourism
- Address 351 Sen. Gil Puyat Avenue, Makati City
- Consignee Philippine Department of Tourism — Frankfurt
- Address Ms. Margarita Patricia R. Valdes, Tourism Attaché
Philippine Department of Tourism
Kaiserhof Strasse 7
D-60313, Frankfurt Am Main
Frankfurt, Germany

Details Box 1

Dimension in inches: 24" x 19" x 23" Contents: Dive Guide Books (200 pcs)
Dried Mangoes (480 pcs)
Mesh Bag (2 pcs)
Weight: 70 kg

Box 2

Dimension in inches: 22" x 20" x 22"
Contents: Blue Duffel Bag (10 pcs)
Caps (10 pcs)
Dive Philippines Shirts (30 pcs)
Dugong Tote Bags (10 pcs)
Pens (290 pcs)
Jacket (22 pcs)
Green Eco Bags (40 pcs)
Lanyard (15 pcs) Luggage Cover (20 pcs)
Weight: 32 kg

Box 3

Dimension in inches: 21" x 20" x 19" Contents: Green Eco Bags (260 pcs) Weight: 14 kg
Purpose To be used as promotional collaterals in Philippine
Department of Tourism — Frankfurt
Promotional Materials are of NO Commercial Value

VI. BUDGET ESTIMATE

Total budget estimate is PHP 97,000.00

(Note: Payment shall be made whenever the recipients already confirm completion of delivery)

VII. PROJECT OFFICERS/CONTACT PERSON

Project Officer: Ms. Jamine Concel Mobile number: 09064136642 Email add: phdiveteam@gmail.com

Note: The winning bid shall be based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget. The winning bid must be willing to wait at least 90 days for the government payment facilitation

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your 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 Quotation: on or before August 17, 2018 10:00 a.m.

Created by Maria Alma O Almazan

Date Created 13/08/2018

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