



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6508302
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Consumables Souvenir Food Items/Tokens of Appreciation for the Media Appreciation Reception 2019
Area of Delivery Metro Manila

Solicitation Number: 2019-09-0248	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Corporate Giveaways	Date Published	01/10/2019
Approved Budget for the Contract: PHP 300,000.00	Last Updated / Time	30/09/2019 14:11 PM
Delivery Period: 1 Day/s	Closing Date / Time	04/10/2019 10:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TERMS OF REFERENCE (TOR)

I. PROJECT

Project Title : Procurement of consumable souvenir food items/ tokens of appreciation for the Media Appreciation Reception 2019

II. MINIMUM REQUIREMENTS

1. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
2. Must provide a breakdown of prices and services included in the quotation
3. Quotation to include E-VAT and other government taxes
4. Amenable to government procedure or send-bill arrangement

III. SCOPE OF WORK/DELIVERABLES

1. Provide consumable souvenir food items/ giveaways for approximately two hundred (200) guests;

Date of delivery : 26 November 2019
 Venue of delivery : Department of Tourism-Office of Public Affairs and Advocacy, 3/F, New DOT Bldg, 351 Sen. Gil Puyat Ave., Makati City
 Time : Office Hours

2. Provide consumable souvenir food items packed in a basket w/ sinamay wrapper or bayong w/ sinamay wrapper or tampipi w/sinamay wrapper that will promote a culture of sustainable tourism with expiration date up to December

2020 such as the ff:

Proposed Basket of goodies

Selection may include but not limited to the following:

1. White chocolate chip premium
2. Calamansi concentrate
3. Spanish style sardines
4. Gourmet bangus
5. Artisanal Tinapa
6. Pesto sauce
7. Blended rice
8. Tuyo in olive oil
9. Chili garlic
10. Pickled mango

IV. LEGAL/TECHNICAL REQUIREMENTS

1. Current 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

V. CONTRACT OF SERVICE/FINANCIAL PROPOSAL

The financial proposal should cover the following expenditures:

1. Consumable souvenir items/Christmas giveaways

VI. PAYMENT PROCEDURE

Government procedure and is subject to appropriate government taxes.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC):

Three Hundred Thousand Pesos (Php300, 000.00) inclusive of all applicable taxes

Total budget shall be charged against the approved 2019 Work Program of OPAA (Media Relations)

VIII. PROJECT BY THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY

For further information, please refer to the following project officers below at telephone numbers (02) 459-5200, loc. 315-316.

Project Officer - DEE A. MANDIGMA
Information Officer IV

Media coordinators - TESS ESGUERRA
Information Officer III

Note: The winning bid shall be determined based on the best package suited to the market at the most advantageous financial cost, provided that the amount of bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 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
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before October 04, 2019 at 10:00 am

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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