



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7911088  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Wooden/ Bamboo Eco-Friendly French Press Coffee/ Tea Maker with Wooden/ Bamboo Mug  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2021 - 08 - 0082	<b>Status</b>	<b>Pending</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>	11/08/2021
<b>Approved Budget for the Contract:</b> PHP 300,000.00	<b>Last Updated / Time</b>	10/08/2021 15:59 PM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	16/08/2021 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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

- I. Project Title : Appreciation Tokens/ Giveaways  
 300 pieces Wooden/ Bamboo Eco-Friendly French Press Coffee/ Tea Maker with Wooden/ Bamboo Mug
- II. Purpose/ Objective : To procure corporate giveaways as tokens for VIPs and resource speakers' during events/ seminars and for industry partners' continuing support
- III. Office : Office of the Assistant Secretary – Human Capital and Industry Development Programs (TRCRG)
- IV. Minimum Requirements for Suppliers
- Must be able to produce 300 pieces Wooden/ Bamboo Eco-Friendly French Press Coffee/ Tea Maker with Wooden/ Bamboo Mug
  - Must be willing to provide services on send-bill arrangement.
  - Must be willing to provide product warranty/return and exchange of defective items.
  - Supplier must be able to produce manufacturing quality materials to be used thereto;
  - Must be able to submit designs conforming with the specifications by the end-user;
  - Must submit an actual sample with the quotation;

Must be able to produce the materials within the period agreed upon by the parties.

V. Deliverables

SPECIFICATIONS

COFFEE PRESS

Material: Bamboo + Glass Size (glass+cover):

Dimensions: 3.5 X 7 (600ML)

Made of wood/bamboo, glass and stainless steel

High-quality borosilicate crystal glass tube,

High transparency, wear resistance, smooth surface, easy cleaning.

Sustainable & eco-friendly.

Has strong adaptability to temperature changes, and not easy to break.

Food-grade standard, can hold 100 degrees high-temperature coffee, hot water, tea, carbonated, fruit acid and other beverages.

COFFEE MUG

Made of 100% 304 stainless steel

Capacity - 13.5 oz (400 ml).

BPA free, non-toxic, eco-friendly 100% natural wood/bamboo, twisting lid for spill prevention.

Double wall insulated mug provides an air seal which keeps your coffee or tea hot longer (up to 4 hours).

Smooth surfaces are pleasing to the hands and lips.

Mug comes with detachable lid.

PACKAGING

Ribbons

Paper Fillers

Thick and Sturdy Brown Paper Mache Kraft Box

VI. Approved Budget : P 1,000.00 per piece / Php 300,000.00

VII. Terms of Payment : Government Procedures

VIII. Schedule of Delivery

Delivery shall be made within 60 working days upon receipt of the order or request.

IX. Compliance to Specifications/ Provisions

Non submission of required sample works and materials to be used shall be ground for disqualification of bid.

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.

The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts approved by the 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 END USER.

X. Contact Person

Name : Matet Caringal

Address : 2/F OTSR ,351 Department of Tourism Bldg.,

Sen. Gil Puyat Avenue, Makati City

Contact Nos. : 0917-5771209

Email : oastrcrg.rcb@gmail.com

Noted by:

ATTY. JERILEE H. GRANTOZA

Executive Assistant III

OAS – Human Capital and Industry Development Programs (TRCRG)

Approved by:

ASEC. MARIA RICA C. BUENO

Human Capital and Industry Development Programs (TRCRG)

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Corporate Giveaways	Procurement of Wooden/ Bamboo Eco-Friendly French Press Coffee/ Tea Maker with Wooden/ Bamboo Mug	300	Piece	300,000.00

**Other Information**

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 (For ABC above PhP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph) on or before 16 August 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 10/08/2021

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