



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	8278181
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Corporate Giveaways
Area of Delivery	Metro Manila

Solicitation Number:	RFQ No. 2021 - 12 - 0203	Status	Pending
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	0
Category:	Corporate Giveaways	Date Published	08/12/2021
Approved Budget for the Contract:	PHP 350,000.00	Last Updated / Time	07/12/2021 13:52 PM
Delivery Period:	1 Day/s	Closing Date / Time	13/12/2021 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

The New DOT Building, 351 Sen. Gil Puyat Ave., 1200 Makati City, Philippines * P. O. Box 2682
Tel. Nos. (632) 459-5200 to 59-5230 * www.itsmorefuninthephilippines.com * www.tourism.gov.ph

TERMS OF REFERENCE

2021 STAKEHOLDER'S APPRECIATION

I. PROJECT DESCRIPTION

The Department of Tourism (DOT), through its office Legislative Liaison Unit, is looking for suppliers of promotional material for its various stakeholders in support of the Department's Legislative Agenda.

II. SPECIFICATIONS

LOT 1: WOODEN LAPTOP TABLE

Foldable and adjustable

Table extend length: approx.. 53-58cm- 20.87-22.83in.

Leg length: approx..17.5-25cm- 6.89-9.84in

Desk Panel length: approx.. 49.6cm- 19.53in

Suitable for at least a 14-inch laptop

Anti-slip bars/non-slip baffle

Cup slot design

Lift table le

Small drawer

Engraved with the official logos of the Department of Tourism and It's More Fun in the Philippines

Manufacturer of brand must be existing in the Philippine market for at least one year to ensure reliability and product quality assurance

200 units
 Php 1,000/unit including packaging cost
 Sample Image
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 LOT 1: GIFT BOX/PACKAGING

Rectangle brown cardboard box with black DOT logo printed at the center of the cover
 With or without handle

Sample image
 LOT 2: BAMBOO CHEESE BOARD WITH CUTLERY SET

Specifications:

Material: bamboo wood
 Round cheese board
 8 inches in diameter, 1.5 inch in thickness
 Food grade
 Comes with stainless steel cutlery set
 Engraved with the official logo of EATS. More Fun in the Philippines
 Manufacturer or brand must be existing in the Philippines market for at least one year to Ensure reliability and product quality assurance

150 units
 Php 1,000/unit including packaging cost
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 Sample Image

LOT 2: GIFT BOX/PACKAGING

Square brown cardboard with black DOT logo printed at the center of the cover

Sample Image

III. PROOFING STAGE AND DELIVERY DATE

PROOFING STAGE:

1st Stage: Supplier must provide a complete set sample within (7) days upon receipt of the approved Purchase Order.

2nd Stage: Supplier must provide a replacement within seven (7) days upon receipt of comments from the end-user, or if the items need to be replaced.

EXPECTED DELIVERY DATE:

To be delivered at the Department of Tourism at 351 Sen. Gil J. Puyat Ave. Makati, 1200 Metro Manila on or before December 22, 2021 (Wednesday), anytime from 8:00AM to 2:00 PM, upon receipt of final and approved proofs/samples.

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IV. LEGAL AND TECHNICAL REQUIREMENTS:

1. Current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Original of Certified True Copy of Duly Notarized Omnibus Sworn Statement
5. Must provide a breakdown of prices and/or services included in the quotation
6. Quotation must include taxes
7. Amenable to government procedure or send-bill arrangement.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

Three Hundred Fifty Thousand Pesos(Php350,000.00) inclusive of all applicable taxes.
 Total budget shall be charged against the approved 2021 Work and Financial Program of LLU.

VI. PAYMENT PROCEDURE AND OTHER DETAILS

Government procedure and taxes already deducted from the total contract price. Supplier shall be paid after the complete delivery of the goods and upon presentation of billing statements and certification by the end-user that the goods were received in good and working condition.
 Partial bids are allowed and bidders have the option to submit proposals on any or all of the lots mentioned in this TOR. Evaluation and contract award will be undertaken on a per lot basis.

VII. CONTACT PERSON:

LEADEL R. MENESES
 Project Officer
 E-mail: ayemie_16@yahoo.com
 Mobile no.:0966 230 0227
 Viber no.: same
 Prepared by:
 LEADEL R. MENESES
 Project Officer

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Corporate Giveaways	WOODEN LAPTOP TABLE	200	Piece	200,000.00
2	Corporate Giveaways	BAMBOO CHEESE BOARD WITH CUTLERY SET	150	Piece	150,000.00

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

Partial bids are allowed. All goods are grouped in lots listed above. Bidders shall have the option of submitting a quotation 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.

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 13 December 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 07/12/2021

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