



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7146128
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF COURIER SERVICE (Shipment of Accreditation Stickers, Certificates and Other Materials)

Area of Delivery

Solicitation Number:	2020-07-0070	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Cargo Forwarding and Hauling Services		
Approved Budget for the Contract:	PHP 200,000.00	Document Request List	0
Delivery Period:	3 Month/s		
Client Agency:		Date Published	31/07/2020
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com	Last Updated / Time	30/07/2020 14:33 PM
		Closing Date / Time	04/08/2020 11:00 AM

Description

TECHNICAL SPECIFICATIONS

I. Project Title : SHIPMENT OF DOT ACCREDITATION STICKERS, CERTIFICATES, MATERIALS (IDs, T-SHIRTS, JACKETS, LANYARDS, ETC.), PLAQUES AND DOCUMENTS TO DOT REGIONAL OFFICES (DOOR-TO-DOOR DELIVERY)

II. Purpose/Objective

1. For distribution of DOT Accreditation Stickers, Certificates, Materials, Plaques and Documents procured by OTSR intended for the use of DOT-Regional Offices.
2. To provide standard DOT Accreditation Stickers and Certificates to all DOT accredited establishments and frontliners in the Philippines.

III. Minimum Requirement for Suppliers

- Must be able to provide box for the supplies and materials to be delivered.
- Has the capability to deliver items on time.
- Has the capability to deliver the items to the specified addresses.
- Must be willing to provide services on a send-bill arrangement.
- Must be willing to facilitate complete and full delivery of materials, with follow-up and monitoring of delivery.

IV. Scope of Work/Deliverables

A. Specifications:

- Quantity and Measurement of the Box:
 - o Quantity: 65 pieces boxes (at least five (5) boxes per region)
 - o Box Size: 20 inches x 16 inches x 12 inches
- *** to be given in advance to DOT for packing of the items

- Estimated Weight: 30 kilos per box
- Declared Value per Box: PhP 150,000.00

B. Items to be delivered to the following DOT Regional Offices:

- DOT Accreditation Stickers for Primary Tourism Enterprises including Tourist Transport Vehicles
- DOT Accreditation Stickers for Secondary Tourism Enterprises
- DOT Accreditation Certificates for Tourism Enterprises and Frontliners
- DOT Accreditation Materials (IDs, T-shirts, Jackets, Lanyards, etc.)
- Plaques
- Documents

C. Origin City:

Department of Tourism - #351 Department of Tourism Building, Sen. Gil Puyat Avenue, Makati City

D. Destination (DOT Regional Office addresses):

REGION / ADDRESS / REGIONAL DIRECTOR:

- 1) CAR / Jesnor Building, Otek Street, 2600 Baguio City / Dir. Jovita A. Ganongan
- 2) REGION I / Oasis Country Resort, National Highway, Brgy. Sevilla, San Fernando City, 2500 La Union / Dir. Joseph Francisco R. Ortega
- 3) REGION II / #2 Dalan na Pav-vurulun, Regional Government Center, Carig Sur, Tuguegarao City, 3500, Cagayan / Dir. Fanibeth T. Domingo
- 4) REGION III / Unit K.L.M former Clark Hauz Holding Corp. McArthur Highway, Clark Freeport Zone 2009, Pampanga / Dir. Carolina D. Uy
- 5) REGION IV-A / Dencris Business Center, Halang, National Highway, Calamba City, 4027 Laguna / Dir. Michael A. Palispis
- 6) REGION V / Regional Center Site, Rawis, 4500 Legazpi City / Dir. Fe R. Buela
- 7) REGION VI / Ground Floor, Casa Real, General Luna Street, 5000 Iloilo City / Dir. Atty. Helen J. Catalbas
- 8) REGION VII / Ground Floor, LDM Building, cor. Legaspi and MJ Cuenco Sts., 6000 Cebu City / Dir. Shahlimar H. Tamano
- 9) REGION VIII / Brgy. 25, Kanhuraw Hill, Magsaysay Blvd., 6500 Tacloban City / Dir. Karina Rosa S. Tiopes
- 10) REGION IX / GF Samboangan Bayanihan, Cooperative Building Gov. Vicente Alvarez Street cor. Claveria Street, Zone IV, 7000 Zamboanga City / Asec. Myra Paz Valderrosa - Abubakar
- 11) REGION X / DOT Building, Florentino Street, Limketkai Center, 9000 Cagayan de Oro City / Dir. Marie Elaine S. Unchuan
- 12) REGION XI / Rm. 512, LANDCO Corporate Center Bldg., J.P. Laurel Avenue, 8000 Davao City / Dir. Tanya Virginia P. Rabat-Tan
- 13) REGION XII / 3F Sanle Building Aquino St. cor Lapu-Lapu St. Zone III, Koronadal City / Dir. Armin H. Hautea
- 14) REGION XIII / VPH Building, 2 T. Calo Street, Brgy. Limaha, 8600 Butuan City / Dir. Mary Jean A. Camarin

V. Approved Budget for the Contract:

TWO HUNDRED THOUSAND PESOS ONLY
(PhP 200,000.00 inclusive of all applicable taxes)

VI. Multiple Pick-up and Delivery Date

- Start of the courier services shall be after the notarization of the contracts from both parties.
- Pick-up of the items mentioned above shall be within August–December 2020.

VII. Payment Procedure:

Payments shall be based on Government Payment Procedure. Full payment shall be processed after every completed delivery to DOT Regional Offices and upon SDD receipt of the following:

- Delivery Receipt (every delivery)
- Statement of Account / Billing Statement

VIII. Compliance to Specifications/Provisions

- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR.

IX. Project Officers/Contact Persons:

- Mr. JC Jan O. Cueto / Ms. Angelica Paula S. Lapeña
- Standards Development Division
- Tel. # (632) 8459-5200 loc. 224
- 0905-4734304 / 0995-7668655

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Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Kindly submit your quotation via email to: femaximo@tourism.gov.ph or jsfrancisco@tourism.gov.ph or taromanes@tourism.gov.ph

Created by FELICISIMO EVANGELISTA MAXIMO

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