



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7155286  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Shipment of DOT Accreditation Stickers, Certificates, Materials (IDs T-Shirts, Jackets, Lanyards, etc.), Plaques and Documents to DOT Regional Offices

#### Area of Delivery

<b>Solicitation Number:</b> 2020-08-0072 (2nd posting)	<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> Freight Forwarder Services	<b>Date Published</b>	06/08/2020
<b>Approved Budget for the Contract:</b> PHP 200,000.00	<b>Last Updated / Time</b>	05/08/2020 08:02 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	10/08/2020 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

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION  
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:

- o 30 kilos per box
- Declared Value per Box:
  - o P 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

CAR

Jesnor Building, Otek Street, 2600 Baguio City

Ms. Jovita A. Ganongan

REGION I

Oasis Country Resort, National Highway, Brgy. Sevilla, San Fernando City, 2500 La Union

Mr. Joseph Francisco R. Ortega

REGION II

#2 Dalan na Pav-vurulun, Regional Government Center, Carig Sur, Tuguegarao City, 3500 Cagayan

Ms. Fanibeth T. Domingo

REGION III

Unit K.L.M former Clark Hauz Holding Corp. McArthur Highway, Clark Freeport Zone 2009 Pampanga

Ms. Carolina D. Uy

REGION IV-A

Dencris Business Center, Halang, National Highway, Calamba City, 4027 Laguna

Mr. Michael A. Palispis

REGION V

Regional Center Site, Rawis, 4500 Legazpi City

Ms. Fe R. Buela

REGION VI

Ground Floor, Casa Real, General Luna Street, 5000 Iloilo City

Atty. Helen J. Catalbas

REGION VII

Ground Floor, LDM Building, cor. Legaspi and MJ Cuenco Sts., 6000 Cebu City

Mr. Shahlimar H. Tamano

REGION VIII

Brgy. 25, Kanhuraw Hill, Magsaysay Blvd., 6500 Tacloban City

Ms. Karina Rosa S. Tiopes

REGION IX

GF Samboangan Bayanihan, Cooperative Building Gov. Vicente Alvarez Street cor. Claveria Street, Zone IV, 7000

Zamboanga City

Ms. Myra Paz Valderrosa -Abubakar

REGION X

DOT Building, Florentino Street, Limketkai Center, 9000 Cagayan de Oro City

Ms. Marie Elaine S. Unchuan

REGION XI

Rm. 512, LANDCO Corporate Center Bldg.,

J.P. Laurel Avenue, 8000 Davao City

Ms. Tanya Virginia P. Rabat-Tan

REGION XII

3F Sanle Building Aquino St. cor Lapu-Lapu St. Zone III, Koronadal City

Mr. Armin H. Hautea

REGION XIII

VPH Building, 2 T. Calo Street, Brgy. Limaha,

8600 Butuan City

Ms. Mary Jean A. Camarin

V. Approved Budget for the Contract

TWO HUNDRED THOUSAND PESOS ONLY

(₱ 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

Office of Tourism Standards and Regulation

otsr.standards@gmail.com

(632) 459 5200-30 loc 224

09054734304 / 09957668655

**Other Information**

Eligibility Requirements:

1. Latest Mayor's/Business Permit
2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return for ABC's above PhP500, 000.00

4. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above PhP50, 000.00 (To be submitted prior to award)

Note:

In case of recently expired Mayor's/Business Permit, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government.

You may submit your quotations thru email on or before August 10, 2020 at 10:00 am. Late bids shall not be accepted and unsigned quotations will be disqualified.

Kindly send your quotation to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph)

**Created by** John Paulo Samonte Francisco

**Date Created** 05/08/2020

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