



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6899048
Procuring Entity DEPARTMENT OF TOURISM
Title Production of Dry Bag
Area of Delivery Metro Manila

Solicitation Number: 2020-02-0037 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Corporate Giveaways Approved Budget for the Contract: PHP 75,000.00 Delivery Period: 1 Day/s Client Agency:	Status	Pending
	Associated Components	4
	Bid Supplements	0
	Document Request List	0
	Date Published	29/02/2020
	Last Updated / Time	28/02/2020 15:18 PM
	Closing Date / Time	03/03/2020 10:00 AM
	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

REQUEST FOR QUOTATION
 Date: 28 February 2020
 RFQ No: 2020 - 02 - 0037
 Name of Individual/Company:
 Address:
 Contact No:
 Email Address:
 TIN:
 PhilGEPS Registration No:

The Department of Tourism – Office of Tourism Regulation, Coordination and Resource Generation (TRCRG), thru its Bids and Awards Committee (BAC), intends to procure Dry Bags through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The details of the procurement project is indicated in the table below:
 Technical Specifications

Project Title: PHILIPPINE BLUE TOURISM FORUM

I. Purpose/Objective

To be used during the Philippine Blue Tourism Forum and other related events/programs

II. Minimum Requirement for Suppliers

- Must be able to produce high quality tokens using the proposed materials specified in the attached layout/description
- Must have experience in the production of tokens for big tourism events, e.g. ceremonies, awarding, summit, conferences or travel fairs, etc.

- Must be willing to provide services on a send bill arrangement
- Must submit at least two (2) similar sample works of each item.

III. Scope of Work

LOT I. PRODUCTION OF DRY BAGS

(For reference please see attached sample as Annex A)

- Quantity: 300 Pieces
- Specifications
 - Colors: Orange
 - Size: at least 2 liters capacity
 - Quality: Durable and Waterproof
 - Custom Printed: Design Provided by DOT

IV. Approved Budget of the Contract

SEVEN FIVE THOUSAND PESOS ONLY

(PHP 75,000.00 inclusive of all applicable taxes)

V. Submission of Sample for DOT Approval

- Within seven (7) working days upon receipt of Purchase Order.

VI. Delivery Period

- Within fifteen (15) working days after approved Actual Sample.

VII. Payment Procedure

- Full payment shall be processed after delivery and acceptance of the Blue Tourism Forum and Other Related Events / Programs tokens and upon receipt of billing statement based on the Government Payment Procedures.

VIII. 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 of 2020 Tourism Standards Awarding Ceremony and Other Related Events / Programs tokens.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the DOT-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 DOT-END USER.
- The WINNING BIDDER shall keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved 2020 Tourism Standards Awarding Ceremony and Other Related Events / Programs tokens except to those persons entrusted/authorized by the DOT-END USER.

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

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.

For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

After having carefully read and accepted the Technical Specifications herein attached, I/we submit our quotation/s for the item as follows:

Items Quantity Unit Price Total Offered Quotation
Dry Bag 300 pcs.

TERMS AND CONDITIONS

1. The bidders shall provide correct and accurate information required in this form.
2. The price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of bids.
3. The price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. The quotations exceeding the Approved Budget for the Contract (ABC) shall be disqualified.
5. The award of contract shall be made to the Lowest Calculated and Responsive Bid (LCRB) in case of Goods and Infrastructure Projects or Highest Rated and Responsive Bid (HRRB) in case of Consulting Services which complies with the minimum technical specification and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.
7. The services shall be delivered according to the requirements specified in the Technical Specifications.

8. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Bid (LCRB), the DOT-PMD shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.
10. Must be willing to provide services on a send-bill arrangement.

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any of the mandatory requirements will disqualify your quotations.
4. Failure to follow these instructions will disqualify your entire bid.
5. Kindly submit your eligibility requirements together with your quotations in a SEALED ENVELOPE and indicate the following at the back of it:

RFQ No:

Company Name:

Address to: Mr. John Paulo S. Francisco

Address: DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

6. Deadline for the submission of quotations is on or before March 03, 2020 at 10:00 am. Late bids shall not be accepted and unsigned quotation will be disqualified.

Note: This template is not mandatory. The bidders can create their own quotation.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address

Created by John Paulo Samonte Francisco

Date Created 28/02/2020

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