



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6212818
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Flash Drive
Area of Delivery Metro Manila

Solicitation Number: 2019-05-0105 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 120,000.00 Delivery Period: Client Agency:	Status	Active
	Associated Components	4
	Bid Supplements	0
	Document Request List	0
	Date Published	25/05/2019
	Last Updated / Time	25/05/2019 00:00 AM
	Closing Date / Time	28/05/2019 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

TERMS OF REFERENCE

I. Project Title: PROCUREMENT OF FLASHDRIVE

II. Purpose/Objective:

To be used:

- in the conduct of ASEAN MRA-TP Awareness Briefing Seminars and Toolbox Immersion Workshops.
- for the implementation, monitoring and evaluation of trainings under Tourism Industry Manpower Development and training coordinators of the Regional Offices.

III. Scope of Works/Deliveries:

Production of Flash Drive

- Quantity: 300 pcs
- Estimated Unit Cost : P400.00 / pc
- Specifications:
 1. USB Flash Drive (Wooden w/ laser engraved logo)
 2. 32 GB Memory Capacity
 3. Back to back design (Please refer to the attached sample)
 4. Hi-Speed USB 3.0 compliant
 5. Measurements, (refer to sample)
 6. With 6 months warranty

IV. Minimum Requirements for Suppliers:

- Submission of sample item(s) similar to required specifications.
- Non-submission of sample shall be ground for disqualification of bid

V. Schedule of Delivery:

- Lowest Calculated Bidder must submit sample item three (3) days after the opening of bids.
- Full Delivery of the items is seven (7) days upon approval of actual sample.
- Partial delivery is not allowed.

VI. Payment Procedure:

Government Procedures

VII. Approved Budget for the Contract:

Total budget allocation is PHILIPPINE PESOS: ONE HUNDRED TWENTY THOUSAND PESOS (120,000.00) INCLUSIVE OF ALL APPLICABLE TAXES.

VIII. Compliance to Specifications/Provisions

- The WINNING BIDDER must submit actual sample as specified in the layout/description prior to mass production.
- 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 flash drive.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/measurements 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 hold in confidence all information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved flash drive except to those persons entrusted/authorized by DOT-END USER.

IX. Project Officer/Contact Person(s)

FRANCISCO T. FRANCO
Manpower Planning and Monitoring Division
Office of Industry Manpower Development
Email: kasepdanmanis@gmail.com
Telephone: 459-5200 to 5230 loc 218

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before May 28, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 24/05/2019

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