



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8182928
Procuring Entity DEPARTMENT OF TOURISM
Title PROCUREMENT OF CORPORATE GIVEAWAYS OF THE DEPARTMENT OF TOURISM OFFICE OF THE SECRETARY

Area of Delivery

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | 2021-11-0169 | Status | Pending |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 2 |
| Classification: | Goods | Bid Supplements | 0 |
| Category: | Corporate Giveaways | | |
| Approved Budget for the Contract: | PHP 618,400.00 | Document Request List | 0 |
| Delivery Period: | | | |
| Client Agency: | | Date Published | 12/11/2021 |
| Contact Person: | TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph | Last Updated / Time | 11/11/2021 17:29 PM |
| | | Closing Date / Time | 15/11/2021 15:00 PM |

Description

TERMS OF REFERENCE

Procurement of Corporate Giveaways of the Department of Tourism Office of the Secretary

I. BACKGROUND AND PROJECT DESCRIPTION

In line with the Department of Tourism's (DOT) objective of promoting and to showcase the culture and heritage of the Philippines local products and the Filipinos craftsmanship, the DOT Office of the Secretary is looking for a supplier of napkin rings and ceramic coaster, intended as corporate giveaways for various tourism stakeholders and partners, representatives of foreign governments, officials from different government offices, ambassadors and diplomat officers.

II. MINIMUM REQUIREMENTS:

1. Supplier must have a Certificate of PhilGEPS Registration Number or a PhilGEPS Platinum registration;
2. Supplier must have at least a year or two (2) years of experience in producing and supplying the items/products to ensure reliability and product quality assurance;
3. Supplier must be willing to transact on a send bill arrangement
4. The ABC shall cover the delivery charges, VAT, and other related expenses and applicable government taxes.

III. ITEM SPECIFICATIONS:

ITEM 1:

Napkin Rings set of four (4)

- Material : Zinc Alloy
- Design : Assorted Philippine traditional designs
- Color : Silver and Gold

ITEM 2:

A. Ceramic Coaster set of four (4)

- Material : Ceramic
- Design : Featuring Filipino traditional games

B. Ikat Coaster set of four (4)

- Material : Absorbent ceramic coaster
- Design : Fabric pattern Ikat design

C. Yakan Coaster set of four

- Material : Absorbent ceramic and cork
- Design : Yakan weaving design

Packaging for items 1 and 2

- Inclusive of customized black box with ribbon and DOT printed logo on top pane / cover

IV. PROJECT COST

| Item Description | Unit | Quantity | Unit Price | Amount |
|-----------------------------|------|-----------|---------------|--------|
| ITEM 1 | | | | |
| Napkin Rings Set of 4 | 248 | Php800.00 | Php198,400.00 | |
| ITEM 2 | | | | |
| A. Ceramic Coaster Set of 4 | 500 | Php600.00 | Php300,000.00 | |
| B. Ikat Coaster Set of 4 | 80 | Php500.00 | Php 40,000.00 | |
| C. Yakan Coaster Set of 4 | 160 | Php500.00 | Php 80,000.00 | |
| TOTAL | | | Php618,400.00 | |

ITEM 1

ITEM 2

V. PROOFING STAGE:

- 1st Stage: Supplier / service provider must provide complete set sample within seven (7) days upon receipt of the approved Purchase Order (P.O) for final approval of the end-user.
- 2nd Stage: Supplier / service provider must submit a replacement within seven (7) days upon receipt of comments from the end-user, or if the items need to be replaced.

VI. DELIVERY PERIOD:

The service provider must deliver all items on or before last week of November to first week of December 2021.

VII. TERMS OF PAYMENT:

Payment shall be made via send bill arrangements based on the actual items delivered not to exceed the total estimated budget. Payments shall be processed upon completion of the delivery, inspection of the items, final acceptance by the end-user, and receipt of the complete supporting documents.

VIII. BUDGET ESTIMATE:

The total budget estimate is Six Hundred Eighteen Thousand Four Hundred Pesos (Php618,400.00), inclusive of all cost for delivery, VAT and other applicable taxes, chargeable against the OSEC Funds.

IX. Project Officer / Contact Person:

BIVIANA SEVERA

Office of the Secretary

CP No. 0919-9131644

Email: thess.severa@tourism.gov.ph

Approved by:

MARIA ROSARIO LOURDES V. EM

Head Executive Assistant

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 Cert of Registration (Individual)
2. PhilGEPS'Registration Number or Cert of Platinum Membership in lieu of Mayor's Permit and PhilGEPS' registration number.

3. Latest annual Income Tax Return (For ABC's above PhP500K)
4. Original or certified true copy of duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 11/11/2021

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