



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6365239
Procuring Entity DEPARTMENT OF TOURISM
Title Production of IEC Materials
Area of Delivery

Solicitation Number: 2019-08-0170 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 722,200.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	4
	Bid Supplements	0
	Document Request List	0
	Date Published	02/08/2019
	Last Updated / Time	01/08/2019 16:18 PM
	Closing Date / Time	06/08/2019 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

TECHNICAL SPECIFICATIONS

PRODUCTION OF THE IEC MATERIALS
(NOTEBOOK PLANNER, USB and BAG)

Purpose/Objective:

1. To procure IEC materials that will used during OTSR-conducted events

LOT 1 – JOURNAL PLANNER
ABC: P250,000.00

Minimum Requirement for Suppliers

1. Must have at least three-years business experience in providing IEC materials
2. Must be willing to provide services on a send bill arrangement
3. Must be able to provide product warranty/return and exchange of defective items

Scope of Work

1. Submit sample of actual product prior to mass production
2. Production of 500 pieces customized Journal Planner, following the specifications below: (see attached photos for visual reference)

Deliverables

1. Quantity: 500 pieces

2. Features:

1. Lightweight and handy
2. Personalized; with DOT logo
3. Cover Material: Fine Faux Leather
4. Cover size: 23 x 16cm
1. Style: Business Meeting Notebook, 3-fold
2. Color: 5 colors (100 pieces per color, supplier to suggest color options)
3. Elastic Rubber band with magnetic button as enclosure
4. With multiple pockets, may include business card window, card pockets, etc .
6. Notebook insert with at least 120 leaves and of high quality paper (no ink leak at the back of the paper)
7. With pen clip/insert design inside
8. Transparent PVC bag/phone case, where phones, pens and other small items may be placed
9. Packaging: eco-friendly paper and kraft box base and transparent lid with ribbon

Delivery Period

1. Scheduled Delivery (250pcs / delivery): August 15 and October 20, 2019, subject to the approval of the design/material and mock sample.

LOT 2 – 32GB Dual Drive OTG USB Flash Drive 3.0
ABC: P250,000.00

Minimum Requirement for Suppliers

2. Must have at least three-years business experience
3. Must be willing to provide services on a send bill arrangement
4. Must be able to provide product warranty/return and exchange of defective items

Scope of Work

5. Submit sample of actual product prior to mass production
6. Production of 500 pieces customized 32G Dual Drive OTG USB Flash Drive 3.0, following the specifications below: (see attached photos for visual reference)

Deliverables

1. Quantity: 500 pieces
2. Minimum capacity: 32G Dual Drive OTG USB Flash Drive 3.0
3. Must be compatible with Android smartphones and tablets featuring OTG (On-The-Go) USB support.
4. Must be equipped with a single micro-USB connector on one end and a USB 3.0 connector on the other
5. Must be sleek, retractable design offers both micro-USB and USB 3.0 connectors
6. Must be USB 3.0 connector is high-performance and backward-compatible with USB 2.0 ports
7. High-Speed USB 3.0 for Super-Fast File Transfers of Up to 150 MB/s
8. Must be customized with Its More Fun in the Philippines (IMFIP) Logo in the body of the device
9. Must be handy, keychain design
10. Must be individually packed in a customized canvas drawstring bag cotton pouch
1. Material: Cotton Canvas
2. Small Pouch, Size: 7 x 10 cm
3. Color: Natural Cotton
4. Customized, with DOT logo
5. Style: Drawstring

Delivery Period

11. Scheduled Delivery (250pcs / delivery): August 31 and October 30, 2019, subject to the approval of the design/material and mock sample.

LOT 3 – DUFFLE BAG
ABC: P222,200.00

Minimum Requirement for Suppliers

12. Must have at least three-years business experience
13. Must be willing to provide services on a send bill arrangement
14. Must be able to provide product warranty/return and exchange of defective items

Scope of Work

15. Submit sample of actual product prior to mass production
16. Production of 505 pieces customized duffle bag, following the specifications below: (see attached photos for visual reference)

Deliverables

1. 505 pieces of Duffle Bag
2. Size/Dimension: 45 x 26 x 28
3. Must have polyester lining;
4. Striped fabric liner
5. Internal mesh storage sleeve

6. Two-way zipper
7. Reinforced and articulated carrying handles
8. At least one (1) Pocket, preferably shoe compartment
9. Removable shoulder strap length: 55"
10. Handle has a drop of 6.5" and a length of 19"
11. Interior multi-function pocket
12. Exterior zipper pocket
13. Two-toned; Preferred Colors: Navy Blue, Black and Khaki (with bronze accent)
14. Photos attached for reference

Delivery Period

15. Scheduled Delivery: August 20 and October 10, 2019, subject to the approval of the design/material and mock sample.

* NOTE: Bidders must submit one (1) actual sample upon awarding of contract.

Non-submission shall be ground for disqualification of bid. The winning bid shall be selected not solely on the amount of bid/quotation, but also the overall quality of the materials based on the submitted sample

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.

Payments shall be made within thirty (30 calendar) days upon delivery and acceptance of the every batch of delivery of suitcases to the DOT-END USER.

Budget Estimate

SEVEN HUNDRED TWENTY TWO THOUSAND TWO HUNDRED PESOS ONLY
(P 722,200.00)

LOT 1 – JOURNAL PLANNER.....	P250,000.00
LOT 2 – 32GB Dual Drive OTG USB Flash Drive 3.0	P250,000.00
LOT 3 – BLUE DENIM TOTE BAG.....	P222,200.00

Terms of Payment

Government Procedures

Project Officers/Contact Persons

Ms. Carolyn P. Gabriel / Ms. Charm Dalisay-Jimenez
Standards Monitoring and Enforcement Division
Office of Tourism Standards and Regulation
Email: smed@tourism.gov.ph
Telephone no.: (632) 459 5200-30 loc 216

Partial bids are allowed. All goods are grouped in lots. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

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 August 6, 2019 at 10:00 am

Created by John Paul Lamonte Francisco
Date Created 01/08/2019

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