



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6862313  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Production of the IEC Materials  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2020-02-0020 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Corporate Giveaways <b>Approved Budget for the Contract:</b> PHP 472,200.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>	<b>Pending</b>
	<b>Associated Components</b>	4
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	14/02/2020
	<b>Last Updated / Time</b>	13/02/2020 16:10 PM
	<b>Closing Date / Time</b>	17/02/2020 14:00 PM
	<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

REQUEST FOR QUOTATION  
 Date: 13 February 2020  
 RFQ No: 2020 - 02 - 0020  
 Name of Individual/Company:  
 Address:  
 Contact No:  
 Email Address:  
 TIN:  
 PhilGEPS Registration No:

The Department of Tourism – Standards Monitoring and Enforcement Division (SMED), thru its Bids and Awards Committee (BAC), intends to procure IEC Materials (Notebook Planner and Bag) through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the procurement project is indicated in the table below:  
 Technical Specifications

Production of the IEC Materials  
 (Notebook Planner and Bag)

#### Purpose/Objective:

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

Lot 1 – Journal Planner  
 ABC: PhP250, 000.00

Minimum Requirement for Suppliers

- Must be PhilGEPS registered
- Must have been in the production business for not less than three (3) years in providing IEC materials
- Must be willing to provide services through government procedure
- Must be able to provide product warranty/return and exchange of defective items

#### Documentary Requirements for Suppliers

- Current Mayor's Permit/Business Permit/BIR Certification (for individual)
- PhilGEPS Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement

#### Scope of Work

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

#### Deliverables

- a. Quantity: 500 pieces
- b. Features:

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

#### Delivery Period

- Schedule of Delivery: Fifteen (15) days approval of final design/material and mock sample.

Note: Bidder must submit one (1) actual sample upon awarding of contract

Lot 2 – Denim Tote Bag  
 ABC: PhP222, 200.00

#### Minimum Requirement for Suppliers

- Must be PhilGEPS registered
- Must have been in the production business for not less than three (3) years in providing IEC materials
- Must be willing to provide services through government procedure
- Must be able to provide product warranty/return and exchange of defective items

#### Documentary Requirements for Suppliers

- Current Mayor's Permit/Business Permit/BIR Certification (for individual)
- PhilGEPS Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement

#### Scope of Work

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

#### Deliverable

- a. Quantity: 505 pieces
- b. Features:

Material: Wax Canvass or Oxford (waterproof)  
 Size/Dimension: W 13 inches x H 12 inches x L 5 inches (can at least fit 13" laptop)  
 With ethnic weave design (5 ethnic weaves – design to be approved by DOT end user, 101 pcs. per design)  
 Internal: Mobile Phone pocket; document bag  
 Must have zipper enclosure  
 Must have mini bag chain/tag with DOT Logo  
 Must have IMFITP Logo silk screen printing  
 Photos attached for reference

## Delivery Period

- Schedule of Delivery: Fifteen (15) days after approval of final 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.

Payment shall be made within thirty (30) calendar days upon delivery and acceptance of delivery of said IEC Materials to 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.

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

After having carefully read and accepted the Terms of Reference (TOR) herein attached, I/we submit our proposal/s for the item as follows:

Services Quantity Total Offered Quotation

Lot 1 – Journal Planner

### Features:

Lightweight and handy

Personalized: with DOT Logo

Cover Material: Fine Faux Leather

Cover Size: 23 x 16 cm

Style: Business Meeting Notebook, 3-fold

Color: 5 colors (100 pieces per color, supplier to suggest color options)

Elastic Rubber band with metal button as enclosure

With multiple pockets, may include business card window, card pocket, etc.

Paper semi-insert inner core to insert notebook

Notebook insert with at least 120 leaves and of high quality paper (no ink leak at the back of the paper)

With pen clip/insert design inside

Transparent PVC bag/phone case, where phones, pens and other small items may be placed

Packaging: eco-friendly paper and Kraft box base and transparent lid with ribbon

500 pcs.

Lot 2 – Denim Tote Bag

### a. Features:

Material: Wax Canvass or Oxford (waterproof)

Size/Dimension: W 13 inches x H 12 inches x L 5 inches (can at least fit 13" laptop)

With ethnic weave design (5 ethnic weaves – design to be approved by DOT end user, 101 pcs. per design)

Internal: Mobile Phone pocket; document bag

Must have zipper enclosure

Must have mini bag chain/tag with DOT Logo

Must have IMFITP Logo silk screen printing

Photos attached for reference

505 pcs.

**TERMS AND CONDITIONS**

1. The bidders shall provide correct and accurate information required in this form.
2. The price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
3. The quotations exceeding the Approved Budget for the Contract (ABC) shall be disqualified.
4. 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.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.
6. The services shall be delivered according to the requirements specified in the Technical Specifications.
7. 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.
8. 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.
9. 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 February 17, 2020 at 2:00 pm. 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** 13/02/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.