



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6326233
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PRODUCTION OF TRAINING MATERIALS RELATIVE TO THE CONDUCT OF THE TOURISM INDUSTRY SKILLS PROGRAM FOR FY 2019
Area of Delivery Metro Manila

Solicitation Number:	2019-07-024	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Corporate Giveaways	Date Published	19/07/2019
Approved Budget for the Contract:	PHP 701,000.00	Last Updated / Time	18/07/2019 14:44 PM
Delivery Period:	15 Day/s	Closing Date / Time	22/07/2019 01:00 AM
Client Agency:			
Contact Person:	Keith Blanche Calso Soriano Administrative Officer IV 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 procurement.mimaropa@gmail.com		

Description

I. ITEM

- 1,300 pieces of Notebook
- 500 pieces of Memo Pad
- 1,300 pieces of Lanyard with Hard Plastic ID Holder
- 1,300 pieces of Ball pen
- 1,400 pieces of Drawstring Backpack
- 2,000 pieces of Parchment Paper for Certificate of Training

II. PURPOSE/OBJECTIVES:

To be used for the implementation of trainings under the Tourism Industry Skills Program of the Department of Tourism – MIMAROPA Region.

III. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPS REGISTERED
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer
- Has in-house capacity to enhance and/or develop the design and layout of the required materials
- Submission of actual sample and materials to be used subject for approval/revision of the DOT- MIMAROPA

IV. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (For ABC's above Php 500,000.00)
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

Partial bids are allowed. All goods are grouped in lots listed below. 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.

LOT NO. 1 NOTEBOOK

- Specifications

Design:

Front: MIMAROPA Region design layout
(End User will provide the design layout)

Back: MIMAROPA Region design layout
(End User will provide the design layout)
Top Spiral binding

Size: 5 inches (W) x 7 inches (H)

Material: Cover: C2S 160 matte finish

Leaves: plain white leaves, 40gsm, 35 leaves

Quantity: 1,300 pieces

Estimated Unit Cost: P 60.00

Approved Budget for the Contract (ABC): P 78,000.00*

*inclusive of all government taxes and charges

LOT NO. 2 MEMO PAD

- Specifications

Design: Front: MIMAROPA region design layout
(end user will provide the design layout)

Back: MIMAROPA region design layout
(end user will provide the design layout)

Side binding / Padded Type / Perforated

Size: 5.25 inches (W) x 5 inches (H)

Material: Cover: C2S 160 full color

Leaves: pale cream leaves, 40gsm, 35 leaves

Quantity: 500 pieces

Estimated Unit Cost: P 40.00

Approved Budget for the Contract (ABC): P 20,000.00*

*inclusive of all government taxes and charges

LOT NO. 3 ID LANYARD WITH HARD PLASTIC ID HOLDER**• Specifications (Lanyard)**

Design: Print in full color

Blue green background color with DOT logo and

MIMAROPA Naturally logo

Swivel Hook

Material: Sublimated polyester lanyard

Dimension: 20.5 inches (L) x ¾ inch (W)

Quantity: 1,300 pieces

• Specifications (Hard Plastic ID Holder)

Size: 8 cm x 12 cm (landscape)

Material: hard clear plastic with hole for ID Lanyard

Quantity: 1,300 pieces

Estimated Unit Cost: P 70.00

Approved Budget for the Contract (ABC): P 91,000.00*

*inclusive of all government taxes and charges

LOT NO. 4 BALL PEN**• Specifications**

Design: Print in full color

Direct printing

DOT Logo with Department of Tourism - MIMAROPA text

Material: Semi-plastic

Quantity: 1,300 pieces

Estimated Unit Cost: P 40.00

Approved Budget for the Contract (ABC): P 52,000.00*

*inclusive of all government taxes and charges

LOT NO. 5 DRAWSTRING BACKPACK**• Specifications**

Design: Print in full color

Front: DOT Logo and MIMAROPA Naturally Logo

Back: DOT MIMAROPA address and contact details

Material: Imported diagonal PU

Size: 14 inches x 19 inches

Bag Colors: Island Colors of Fun

Quantity: 1,400 pieces

Estimated Unit Cost: P300.00

Approved Budget for the Contract (ABC): P 420,000.00*

*inclusive of all government taxes and charges

LOT NO. 6 PARCHMENT PAPER FOR CERTIFICATES**• Specifications**

Design: Print in full color

DOT Gold Stamp with

MIMAROPA Region Text (upper center)

Its More Fun in the Philippines logo (lower left)

MIMAROPA Naturally logo (lower right)

Double line border, blue color

Size: 8 ½ inches x 12 inches (landscape)

Material: Parchment paper, 90gsm

Quantity: 2,000 pieces

Estimated Unit Cost: P20.00

Approved Budget for the Contract (ABC): P 40,000.00*

*inclusive of all government taxes and charges

VI. APPROVED BUDGET FOR THE CONTRACT (ALL LOTS):

The Approved Budget for the Contract is SEVEN HUNDRED ONE THOUSAND PESOS (PHP 701,000.00), inclusive of all government taxes and charges

The winning bid, however, 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.

VII. DELIVERY PERIOD:

15 calendar days upon approval of submitted sample 30% of LOT Bidded
20 calendar days after the first delivery Remaining 70% of LOT Bidded

VIII. PAYMENT PROCEDURE

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of the supplies.

IX. 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.
- 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-MIMAROPA 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-MIMAROPA END USER.
- The WINNING BIDDER shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

VIII. PROJECT OFFICER/CONTACT PERSON

Name: MS. DENISE ALYSSON P. VELUYA
Email: tisp.dot4b@gmail.com
Telephone no.: (02) 890-1014, (02) 890-0945, (02) 459-5200 loc 210

Created by Keith Blanche Calso Soriano
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