



PHILGEPs
Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4746574
Procuring Entity DEPARTMENT OF TOURISM
Title Purchase of Promotional Materials
Area of Delivery Metro Manila

Solicitation Number:	2017-08-0241	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Corporate Giveaways	Date Published	23-Aug-2017
Approved Budget for the Contract:	PHP 292,475.00	Last Updated / Time	23-Aug-2017 00:00 AM
Delivery Period:	10 Day/s	Closing Date / Time	29-Aug-2017 17:00 PM
Client Agency:			
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaaalmazan@yahoo.com.ph		

Description

TERMS OF REFERENCE

A. BIDDER

Supplier for International Dive and Lifestyle Exhibition (InterDive)2017 Giveaways

B. PROJECT TITLE

International Dive and Lifestyle Exhibition (InterDive) 2017

C. BACKGROUND

The InterDive 2017 is an international B2C travel fair catering to the needs of watersport enthusiasts from the area of Lake Constance. Lake Constance is situated in a highly lucrative border area of Switzerland, Austria, Germany, and Liechtenstein.

Nearly 15 million people live around Lake Constance, 2 million of which are active scuba divers.

D. OBJECTIVES

The DOT is in need of a well-experienced professional company engaged in the production of quality promotional giveaway items. The company must have previous experience in handling Department of Tourism giveaway requirements.

Attendance in the InterDive 2017 is aimed at attaining the following objectives:

- a. Meet and strengthen partnership with European dive tour operators and media to support Philippine tourism;
- b. Present and create awareness on the dive sites all over the Philippines;
- c. Direct sales of Philippine packages to consumers; and
- d. Analyze the market and generate information for the market development of the area and use the data to increase the visitor traffic to the Philippines especially the dive enthusiasts.

E. MINIMUM REQUIREMENTS

- Must be a Philippine-based organization capable of producing high quality promotional materials
- Electronic Procurement System (PhilGEPS)
- Must be willing to provide services on send-bill arrangement

F. SCOPE OF WORK

1. Tote Bag

Material : Condura-PU

Color : White

Design : Front – Thresher Shark, Back – Dive Philippines Logo

Handle - Blue

Sizes : 15.5" (L) x 14" (W)

Total : 300 pcs

Estimated Price: PHP 325 each

2. Bull Cap

Color : Black

Design : Front - Embroidered "Dive Philippines" logo (white) + Dive Flag

Back –Embroidered "Its more fun in the Philippines" text (white)

Total : 200 pcs

Estimated Price: PHP 325 each

3. Embroidered Key Chain

Material : Thick, woven, polyester / cotton

Color : Dark Blue

Design : Front and Back – Embroidered Dive Flag + "Dive Philippines" text (white)

With silver metal grommet and key ring (1 in in diameter)

Size : 5.5" x 1.25"

Total : 200 pcs

Estimated Price : PHP 120 each

4. Ballpen

Material : Plastic

Color : Off white

Ink Color : Black

Design : Full-Color print – "Dive Philippines" Logo black on the clip

Total : 1,000 pcs

Estimated Price : PHP 50 each

5. Dried Mango

Size : 20 g sachet

Total : 2 boxes (480 pcs/box)

Estimated Price : PHP 13,000per box

6. Sticker

Material : Waterproof, reflectorized sticker paper

Color : White

Design : Full Color "Dive Philippines" logo

Size : 1 pack contains 1 small, 1 medium, and 1 large sticker

Small – 3 inches (width)

Medium – 6 inches (width)

Large – 12 inches (width)

Total : 533 packs

Estimated Price : PHP 75 each pack

G. BUDGET

Item	Unit	Quantity	Price (PHP)	Total (Php)
Tote Bags	pcs	300	325	97,500
Dive Team Bull Cap	pcs	200	325	65,000
Key Chain	pcs	200	120	24,000
Ballpen	pcs	1000	40	40,000

Dried Mangoes (box) boxes 2 13,000 26,000
Sticker packs 533 75 39,975
292,475

H. OTHER INSTRUCTIONS

All goods are grouped in lots 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.

Sample not required but would greatly be appreciated for easier assessment.

I. PAYMENT PROCEDURE

Government procedure: send bill

J. CONTACT PERSON

Name : Ghienel Gustilo

Mobile : 0977 824 7019

Phone : 459 5200 loc 520 / 522

Email : ghienelgustilo@gmail.com / phdiveteam@gmail.com

Deadline for the submission of quotation: August 29, 2017 5:00 pm.

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 & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Maria Alma O Almazan

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