



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8073639  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Courier Services for the Shipment of DOT Accreditation Stickers, Certificates, Tourism Codes to DOT Regional Offices

#### Area of Delivery

<b>Solicitation Number:</b>	RFQ No. 2021 - 10 - 0127	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Freight Forwarder Services	<b>Date Published</b>	12/10/2021
<b>Approved Budget for the Contract:</b>	PHP 283,000.00	<b>Last Updated / Time</b>	11/10/2021 16:48 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	15/10/2021 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION  
TECHNICAL SPECIFICATIONS

I. Project Title : SHIPMENT OF DOT ACCREDITATION STICKERS, CERTIFICATES, TOURISM CODES TO DOT REGIONAL OFFICES (DOOR-TO-DOOR DELIVERY)

II. Purpose/Objective

- For distribution of DOT Accreditation Stickers, Certificates, Farm Tourism Camp and Tour Guide Accreditation Codes procured by OTSR intended for the use of DOT-Regional Offices.
- To provide standard DOT Accreditation Stickers and Certificates to all DOT accredited establishments and frontliners in the Philippines.

III. Minimum Requirement for Suppliers

- Must be able to provide box for the supplies and materials to be delivered.
- Has the capability to deliver items on time.
- Has the capability to deliver the items to the specified addresses.
- Must be willing to provide services on a send-bill arrangement.
- Must be willing to facilitate complete and full delivery of materials, with follow-up and monitoring of delivery.

IV. Scope of Work/Deliverables

A. Specifications:

- Quantity and Measurement of the Box:

o Quantity: 70 pieces boxes (estimated five (5) boxes per region)

- o Box Size: 24 inches x 15 inches x 10 inches
- \*to be given in advance to DOT for packing of the items
- Estimated Weight:
  - o 50 kilos per box
- Declared Value per Box:
  - o P 250, 000.00
- B. Items to be delivered to the following DOT Regional Offices:
  - DOT Accreditation Stickers
    - > for Primary Tourism Enterprises including Tourist Transport Vehicles
    - > for Secondary Tourism Enterprises
  - DOT Accreditation Certificates
    - > for Tourism Enterprises and Frontliners
  - DOT Tourism Accreditation Codes
    - > Farm Tourism Camp
    - > Tour Guide and PTGQualEx
- C. Origin City:
  - Department of Tourism Main Office
    - > #351 The New DOT Building, Sen. Gil Puyat Avenue, Makati City, 1200
- D. Destination (DOT Regional Office addresses):  
 REGION ADDRESS REGIONAL DIRECTOR  
 CAR  
 Baguio Tourism Complex, Governor Pack Road, Baguio City 2600  
 Ms. Jovita A. Ganongan  
 REGION I  
 2nd Floor Nisce Business Center, National Highway, City of San Fernando  
 2500 La Union  
 Mr. Joseph Francisco R. Ortega  
 REGION II  
 #2 Dalan na Pav-vurulun, Regional Government Center, Carig Sur, Tuguegarao City,  
 3500 Cagayan  
 Ms. Fanibeth T. Domingo  
 REGION III  
 Unit K.L.M former Clark Hauz Holding Corp. McArthur Highway, Clark Freeport Zone  
 2009 Pampanga  
 Ms. Carolina D. Uy  
 REGION IV-A  
 Dencris Business Center, Halang, National Highway, Calamba City, 4027 Laguna  
 Ms. Marites De Castro  
 REGION V  
 Regional Center Site, Rawis, 4500 Legazpi City  
 Mr. Herbie B. Aguas  
 REGION VI  
 Ground Floor, Casa Real, General Luna Street, 5000 Iloilo City  
 Ms. Cristine C. Mansinares  
 REGION VII  
 Ground Floor, LDM Building, cor. Legaspi and MJ Cuenco Sts., 6000 Cebu City  
 Mr. Shahlimar H. Tamano  
 REGION VIII  
 Brgy. 25, Kanhuraw Hill, Magsaysay Blvd.,  
 6500 Tacloban City  
 Ms. Karina Rosa S. Tiopes  
 REGION IX  
 GF Samboangan Bayanihan, Cooperative Building Gov. Vicente Alvarez Street cor. Claveria Street, Zone IV, 7000  
 Zamboanga City  
 Mr. Wenceslao Z. Galeza Jr.  
 REGION X  
 DOT Building, Florentino Street, Limketkai Center, 9000 Cagayan de Oro City  
 Ms. Marie Elaine S. Unchuan  
 REGION XI  
 Rm. 512, LANDCO Corporate Center Bldg.,  
 J.P. Laurel Avenue, 8000 Davao City  
 Ms. Tanya Virginia P. Rabat-Tan  
 REGION XII  
 3F Sanle Building Aquino St. cor Lapu-Lapu St. Zone III, 9506 Koronadal City  
 Mr. Armin H. Hautea  
 REGION XIII  
 VPH Building, 2 T. Calo Street, Brgy. Limaha,  
 8600 Butuan City  
 Ms. Nelia R. Arina  
 V. Approved Budget for the Contract  
 TWO HUNDRED EIGHTY-THREE THOUSAND PESOS ONLY  
 (₱ 283,000.00 inclusive of all applicable taxes)  
 VI. Multiple Pick-up and Delivery Date
  - Start of the courier services shall be after the notarization of the contracts from both parties.

- Pick-up of the items mentioned above shall be within November–December 2021.
- VII. Payment Procedure
- Payment shall be processed after every completed delivery to DOT Regional Offices and upon receipt of the following:
    - Delivery Receipt (every delivery)
    - Statement of Account / Billing Statement
    - and other payment documents
  - Payment shall be based on actual expenses incurred but not to exceed Two Hundred Eighty-Three Thousand Pesos Only (₱ 283,000.00) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.
- VIII. Compliance to Specifications/Provisions
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR.
- IX. Project Officers/Contact Persons
- Mr. JC Jan O. Cueto / Ms. Sharlemagne S. Valdez  
Standards Development Division  
Office of Tourism Standards and Regulation  
otsr.standards@gmail.com  
(632) 459 5200-30 loc 224  
09054734304 / 09175900507
- Approved by:  
VIRGILIO M. MAGUIGAD, EnP  
Director  
Office of Tourism Standards and Regulation

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Courier Service	Procurement of Courier Services for the Shipment of DOT Accreditation Stickers, Certificates, Tourism Codes to DOT Regional Offices	1	Lot	283,000.00

**Other Information**

## Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to [jsfrancisco@tourism.gov.ph](mailto:jsfrancisco@tourism.gov.ph) on or before 15 October 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 11/10/2021

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