



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8759950  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Onboarding Kits for the Newly-Hired Personnel from February 2021 to December 2022  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	RFQ No. 2022 - 06 - 0065	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<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>	Corporate Giveaways	<b>Date Published</b>	16/06/2022
<b>Approved Budget for the Contract:</b>	PHP 118,500.00	<b>Last Updated / Time</b>	15/06/2022 14:38 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	20/06/2022 12:00 PM
<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

##### TECHNICAL SPECIFICATIONS

Procurement of Onboarding Kits for the Newly-Hired Personnel from February 2021 to December 2022

I. PROJECT TITLE : Comprehensive Onboarding of Regular Employees (CORE) Program

II. DATE : June to December 2022

##### III. BACKGROUND/RATIONALE

The DOT has hired a total of 79 new entrants in 1st and 2nd level positions under permanent and coterminous employment status since February 2021 up to January 7, 2022 and it continuously processes filling up of the existing 155 vacant plantilla positions through its Human Resource Division and Human Resource Merit Promotion and Selection Board (HRMPSB). Being relatively new employees of the department, it is important to ensure that they understand the processes, policies and procedures, performance expectations to increase latter's ability to make an impact and be productive within their role, both immediately and over time and likewise increase retention of top talent of the department.

In accordance with the Civil Service Rules (Section 30-31 of Chapter V, Executive Order 292), the development and retention of a competent and efficient work force in the public service is a primary concern of the government. It shall be the policy of the government that a continuing program of career and personnel development be established for all government employees at all levels. Each department or agency shall prepare a career and personnel development plan which shall be integrated into a national plan by the Commission. This shall include provisions on merit promotions, performance evaluation, in-service training, including overseas and local scholarships and training grants, incentive award system and such other provisions for employees' health, welfare, counseling, recreation and similar services.

The Department of Tourism (DOT), through the Human Resource Division, will be institutionalizing its Comprehensive Onboarding of Regular Employees (CORE) Onboarding Program which aim to enable new employees not just to understand their specific role, the functions and procedures of the department but also to provide them an engaging and comprehensive support as they take on new responsibilities and get them ready to be productive and committed.

The CORE Onboarding Program has the following objectives:

- Create a positive environment that welcomes, engages, and retains new hires in the department;
- Ensure that new employees understand the processes, policies and procedures;
- Explain performance expectations and provide regular feedback on progress, job performance and results as well as coaching and mentoring;
- Increase new employee's ability to make an impact and be productive within their role, both immediately and over time; and
- Increase retention of top talent of the department, thereby allowing the DOT to continue meet its mission.

#### IV. MINIMUM REQUIREMENTS

- Must be Philgeps registered;
- Must be willing to provide services through government procedure
- Must be able to provide product warranty/return and exchange of defective items

#### V. SCOPE OF WORK

- Submit sample of actual product prior to mass production
- Production of 250 kits consisting of customized Journal Planner and envelope bag

#### VI. ITEMS/ DELIVERABLES

The Human Resource Division is looking for a supplier for the following products intended for the newly hired DOT personnel who will undergo the said program:

##### LOT I. Journal Planner

Deliverables:

a. Quantity: 250 pieces

b. Features:

Lightweight and handy

Personalized: with printed "Its More Fun in the Phillippines"

Cover Material: Leather (Led Free) and Oxford Combination, with DOT logo (embossed)

Colors: 2-tone (supplier to suggest color options)

Cover size: 8 x 5 inches

Style: Business Meeting Notebook, with 4 compartments for business card window, card holder, cellphone pockets

and ballpen holder

Preferably with ballpen (blue or black)

With Garter to close

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)

Sample Photos attached for reference

##### LOT 2. ENVELOPE BAG

Deliverables:

a. Quantity: 250 pieces

b. Features:

Material: Special Oxford

Printing Process: Sublimation

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

Back to Back silk screen print (front: must have DOT Logo silk screen printing; back: Philippine destinations - design to be approved by DOT end user)

Must have zipper enclosure

Must have mini bag chain/tag with DOT logo

With inside pocket that could fit at least a 6 inches screen size cellular phone

Photos attached for reference

VII. APPROVED BUDGET FOR CONTRACT

One Hundred Eighteen Thousand Five Hundred Pesos (PhP118,500.00) inclusive of applicable taxes.

VIII. TERMS OF PAYMENT

Memorandum of Agreement /  
Procedure – Send Bill Arrangement

IX. CONTACT DETAILS

Name: Dinnah Mee B. Lunjas-Cruz  
E-mail: dmlunjas@tourism.gov.ph  
Contact No.: 09771330741

Submitted by:

SOFIA C PAGSUYUN  
Chief Administrative Officer  
Human Resource Division

LOT 1 – JOURNAL PLANNER

Cover Material: Leather (Led FREE)  
Cover size: 8 x 5 inches  
Garter to close  
Lightweight and handy  
For customization

With 4 compartments  
Style: Business Meeting Notebook, 2-fold

Provision for notebook holder/slip

Phone pocket Personalized; with DOT logo embossed in the cover

LOT 2 – ENVELOPE WITH ZIPPER

(See attached sample)

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Onboarding Kits	Journal Planner	250	Piece	78,000.00
2	Onboarding Kits	Envelope Bag	250	Piece	40,500.00

**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 (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 20 June 2022 at 12:00 pm. Late and unsigned quotations shall not be accepted.

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**Created by** John Paulo Samonte Francisco

**Date Created** 15/06/2022

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