



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8023657
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Plaques of Recognition and Appreciation for PRAISE Awards
Area of Delivery Metro Manila

Solicitation Number:	RFQ No. 2021 - 09 - 0109	Status	Pending
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	0
Category:	Tokens and Awards	Date Published	24/09/2021
Approved Budget for the Contract:	PHP 91,200.00	Last Updated / Time	23/09/2021 09:27 AM
Delivery Period:	15 Day/s	Closing Date / Time	27/09/2021 14:00 PM
Client Agency:			
Contact Person:	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

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TECHNICAL SPECIFICATIONS

I. Project Title: PROCUREMENT OF PLAQUES OF RECOGNITION AND APPRECIATION FOR PRAISE AWARDS

II. Legal Basis:

Civil Service Commission (CSC)-Approved Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Tourism (DOT), pursuant to CSC Memorandum Circular No. 1, series of 2001 (MC 1 s.2001).

III. Minimum Requirements:

1. Supplier must PhilGEPS Registered 2. Must have an experience of similar contract for the last two (2) years 3. Contract awardee must have single largest completed contract similar to the contract to be bid amounting fifty percent (50%) of the Approved Budget for the Contract (ABC). (Note: For purposes of this procurement, "similar contract" means experience in the supply and delivery of plaques)

IV. Schedule of Requirements:

Lot No. 1: Plaques of Recognition for Service Milestone Awardees

Quantity: 42 pieces

Material: Glass Plaque

Height: Base: 1" x 5"

Width: 5" x 5"

Overall Height: 5.75"

Thickness 0.5 cm

Color: Colored Text and Logo

Packaging: wrapped with plastic bubble and paper shred with individual box
 With name of awardee
 (Name of awardees to be provided to the awarded supplier)
 ABC: Fifty Thousand Four Hundred Pesos (PhP50,400.00).
 Lot No. 2: Plaques of Appreciation for Retirees
 Quantity: 34 pieces
 Material: Glass Plaque
 Base: 1" x 7"
 Height: 12"
 Width: 7"
 Thickness 0.5 cm
 Color: Colored Text and Logo
 Packaging: wrapped with plastic bubble and paper shred with individual box
 With name of awardee

(Name of awardees to be provided to the awarded supplier)
 ABC: Forty Thousand Eight Hundred Pesos (PhP40,800.00).
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V. Delivery Period: Complete delivery within 15 calendar days upon receipt of the Notice to Proceed.
 VI. Payment Terms: Send-bill arrangement. Full payment shall be processed upon complete delivery and acceptance of the goods.
 VII. Approved Budget for the Contract (ABC):
 The total approved budget for the contract (ABC) is Ninety-One Thousand Two Hundred Pesos (PhP91,200.00) chargeable against the approve FY 2021 ASPM-GAE Revised Work and Financial Plan (RWFP), classified in accordance with the following lots:

Lot No.
 ABC per Lot
 Lot No. 1
 PhP50,400.00
 Lot No. 2
 PhP40,800.00

The total budget cost shall include the applicable taxes.

VIII. Project Officers/Contact Persons
 Ms. Sofia C. Pagsuyuin Mr. Kurt Russel S. Tanael
 Chief, Human Resource Division Administrative Officer IV
 scpagsuyuin@tourism.gov.ph
 Prepared by:
 SOFIA C. PAGSUYUIN
 Chief, Human Resource Division

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tokens and Awards	Plaques of Recognition for Service Milestone Awardees	42	Lot	50,400.00
2	Tokens and Awards	Plaques of Appreciation for Retirees	34	Lot	40,800.00

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

5. Bidder must have single largest completed contract similar to the contract to be bid amounting to fifty percent (50%) of the Approved Budget for the Contract (ABC).

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 27 September 2021 at 2:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 23/09/2021

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