



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7602255
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Appreciation Tokens/Giveaways
Area of Delivery Metro Manila

Solicitation Number: 2021 - 04 - 0026 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Corporate Giveaways Approved Budget for the Contract: PHP 300,000.00 Delivery Period: Client Agency: <hr/> Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com	Status	Pending
	Associated Components	2
	Bid Supplements	0
	Document Request List	0
	Date Published	08/04/2021
	Last Updated / Time	07/04/2021 16:15 PM
	Closing Date / Time	12/04/2021 10:00 AM

Description

TERMS OF REFERENCE

- I. Project Title : Appreciation Tokens/ Giveaways
II. Purpose/ Objective : To procure corporate giveaways as tokens for VIPs and resource speakers during events/seminars and for industry partners' continuing support
III. Office : Office of the Assistant Secretary – Human Capital and Industry Development Programs (TRCRG)
IV. Minimum Requirements for Suppliers
 Must be able to produce the following:
- 300 pieces of 3 in 1 Leather Laptop Case/Riser with Leather Cable Organizer and Leather Power Bag
 Must be willing to provide services on send-bill arrangement.
 Must be willing to provide product warranty/return and exchange of defective items.
 Supplier must be able to produce manufacturing quality materials to be used thereto;
 Must be able to submit designs conforming with the specifications by the end-user;
 Must submit an actual sample with the quotation;
 Must be able to produce the materials within the period agreed upon by the parties.
V. Deliverables
 Specifications
- Size : 15.4 inches, 390mm x 280mm
- Weight : 515 g
- Color : Assorted Colors (Black, brown, Gray)
- Material : Faux/PU Leather
- Design : With DOT Logo embossed in the front cover

- Foldable
 - Waterproof and scratch resistant
 - With hand rest
 - With proper ventilation when used as laptop riser
 - Leather Cable organizer for phone charger or headset
 - Leather Power Bag that can fit laptop charger and cord
- VI. Approved Budget : P 1,000.00 per piece / Php 300,000.00
- VII. Terms of Payment : Government Procedures
- VIII. Schedule of Delivery
- Delivery shall be made within 30 working days upon receipt of the order or request.
- 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 approved by the 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 END USER.
- X. Contact Person
- Name : Matet Caringal
 Address : 2/F OTSR ,351 Department of Tourism Bldg.,
 Sen. Gil Puyat Avenue, Makati City
 Contact Nos. : 0917-5771209
 Email : oastrcrg.rcb@gmail.com
- Noted by:
 ATTY. JERILEE H. GRANTOZA
 Executive Assistant III
 OAS – Human Capital and Industry Development Programs (TRCRG)

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Corporate Giveaways	Procurement of Appreciation Tokens/Giveaways	300	Piece	300,000.00

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 on or before 12 April 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 07/04/2021

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