



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8263903
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PRODUCTION OF TRAINING SUPPLIES AND MATERIALS RELATIVE FOR THE TOURISM INDUSTRY SKILLS PROGRAM
Area of Delivery Metro Manila

Solicitation Number:	2021-12-001	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Corporate Giveaways		
Approved Budget for the Contract:	PHP 105,804.00	Document Request List	0
Delivery Period:	10 Day/s		
Client Agency:		Date Published	04/12/2021
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com	Last Updated / Time	03/12/2021 09:47 AM
		Closing Date / Time	07/12/2021 13:00 PM

Description

Terms of Reference

I. ITEM

- 447 pieces of Ball pen
- 500 pieces of ID Lanyard with Plastic ID Holder
- 1,000 pieces of Paper (130gsm) for Certificate of Training
- 3,000 pieces of Paper (100gsm) for Certificate of Attendance

II. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPS REGISTERED
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer
- Has in-house capacity to enhance and/or develop the design and layout of the required materials

Submission of actual sample of the above-stated items must be three (3) days after closing of PHILGEPS posting

III. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (For ABC's above Php 500,000.00)

Registration Certificate from SEC or DTI
Original or certified true copy of duly notarized Omnibus Sworn

Statement

IV. SCOPE OF WORK/SPECIFICATIONS

Partial bids are allowed. All goods are grouped in lots listed 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.

LOT NO. 1 : BALL PEN

Specifications

Design: Print in full color

Direct printing

DOT MIMAROPA Logo and must explore on the message for Pandemic

Material: Semi-plastic

Quantity: 447 pieces

Estimated Unit Cost: P 32.00

Approved Budget for the Contract (ABC): P 14,304.00*

*inclusive of all government taxes and charges

LOT NO. 2 : ID LANYARD WITH PLASTIC ID HOLDER

Specifications (Lanyard)

Design: Print in full color

Royal Blue background color with DOT MIMAROPA

Logo and must explore on the message for

Pandemic

Swivel Hook

Material: Sublimated polyester lanyard

Dimension: 34 inches (L) x ¾ inch (W)

Quantity: 500 pieces

Specifications (Plastic ID Holder)

Size: 8 cm x 12 cm (landscape)

Material: clear plastic with hole for ID Lanyard

Quantity: 500 pieces

Estimated Unit Cost: P 63.00

Approved Budget for the Contract (ABC): P 31,500.00*

*inclusive of all government taxes and charges

LOT NO. 3 : PRODUCTION AND PRINTING OF CERTIFICATES

Specifications for Certificates of Training

Paper Size: A4

Paper Color: Pale Cream

Grammage: 130GSM

Border Design: Gold Stamping, ¼ inch Thickness

DOT Logo: 1" Diameter, Gold Stamping

Paper must be printable with HP/Epson/Brother Printer

Quantity: 1,000 pieces

Estimated Unit Cost: P18.00

Approved Budget for the Contract (ABC): P 18,000.00*

*inclusive of all government taxes and charges

Specifications for Certificates of Attendance

Paper Size: A4

Paper Color: Pale Cream

Grammage: 100GSM

Border Design: Gold Stamping, ¼ inch Thickness

DOT Logo: 1" Diameter, Gold Stamping

Paper must be printable with HP/Epson/Brother Printer

Quantity: 3,000 pieces

Estimated Unit Cost: P14.00

Approved Budget for the Contract (ABC): P 42,000.00*

*inclusive of all government taxes and charges

V. APPROVED BUDGET FOR THE CONTRACT (ALL LOTS):

The Approved Budget for the Contract is ONE HUNDRED FIVE THOUSAND AND EIGHT HUNDRED FOUR PESOS (PHP 105,804.00), inclusive of all government taxes and charges.

The winning bid, however, 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.

VI. DELIVERY PERIOD:

Winning bidders must deliver the item/s on or before 20 December 2021

VII. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of the supplies.

VIII. 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 as approved by the DOT-MIMAROPA 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 DOT-MIMAROPA END USER.

The WINNING BIDDER shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

Created by Monina Valdez Raneses

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