



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6679272
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Accreditation Kits and Tokens for DOT Resource Speakers and Tourism Stakeholders

Area of Delivery

Solicitation Number: 2019-11-0334	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	4
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Corporate Giveaways	Date Published	21/11/2019
Approved Budget for the Contract: PHP 545,000.00	Last Updated / Time	20/11/2019 21:18 PM
Delivery Period:	Closing Date / Time	25/11/2019 15:00 PM
Client Agency:		
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		

Description

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TECHNICAL SPECIFICATIONS

Project Title: PROCUREMENT OF ACCREDITATION KITS AND TOKENS FOR DOT RESOURCE SPEAKERS, AND TOURISM STAKEHOLDERS

I. Purpose/Objective

- To be used during the conduct of OTSR's seminars/trainings and other related projects
- To be used by the DOT Regional Accreditation Officers during the performance of their official functions

II. Minimum Requirement for Suppliers

- Submission of the following:
 1. At least two (2) similar sample works of each item.
 2. Proposed materials to be used as specified in the layout/description.

III. Scope of Work

LOT I. PRODUCTION OF MEMO/NOTEPAD KIT WITH BALLPEN - ₱ 87,500
(For reference please see attached sample as Annex A)

*Note: Estimated measurements; winning bidder may recommend the coating

- ☐ Quantity: 350 Pieces
- ☐ Size: 21 cm (H) x 15.5 cm (W)
- ☐ Side Width 1: 21 cm (H) x 1.5 cm (W)
- ☐ Side Width 2: 21 cm (H) x 1.8 cm (W) – Closure Side Width
- ☐ Closure Width: 21 cm (H) x 4 cm (W)
- ☐ Closure Type: Magnetic
- ☐ Partition: 0.5 cm
- ☐ Orientation: Portrait
- ☐ Cover: Hardbound
- ☐ Color: Full Colour
- ☐ Design:

External

A. Front

- ☐ Colour: Mix of Matte Navy Blue and Matte Black
- ☐ Triangular Design: Matte Black
- ☐ Cover Finish: Matte Aqueous with spot UV and embossed
- ☐ Tourism Quality Seal Logo

B. Back

- ☐ Colour: Mix of Matte Navy Blue and Matte Black
- ☐ Triangular Design: Matte Black
- ☐ Cover Finish: Matte Aqueous with spot UV and embossed
- ☐ Department of Tourism Logo
- ☐ Texts: Arial
- ☐ Office of Tourism Standards and Regulation
- ☐ www.tourism.gov.ph
- ☐ (02) 459-5200 to 5230

C. Side Widths

C.1.1 Side Width 1

- ☐ Color: Matte Navy Blue
- ☐ Cover Finish: Matte Aqueous with spot UV and embossed
- ☐ Department of Tourism Logo
- ☐ With line
- ☐ Fonts and Texts:
- ☐ Barabara: Office of Tourism Standards and Regulation
- ☐ AceBinghamSH: "Maintaining International Standards of Excellence in All Tourism Facilities and Services"

C.1.2 Side Width 2

- ☐ Color: Matte Black
- ☐ Cover Finish: Matte Aqueous with spot UV and embossed
- ☐ Icons: telephone and Website
- ☐ Texts: Arial
- ☐ (02) 459 5200 to 5230
- ☐ www.tourism.gov.ph

Internal

A. Left Page

- ☐ With Refillable Pad Holder
- ☐ With Pen Holder
- ☐ With Three (3) Vertical Card Holder
- ☐ 40 leaves
- ☐ Design:
- ☐ Triangular Design: Light Gray (d7d7d7)
- ☐ New It's More Fun in the Philippines Logo
- A.1.1 Horizontal Sticky Note
 - Size: 5.08 cm (H) x 8.33 cm (W)
- A.1.2 Vertical Sticky Note (Earmarks)
 - Size: 5.08 cm (H) x 1.27 cm (W)
- A.1.3 Calendar Sticky Note
 - Size: 7.11 cm (H) x 12.63 cm (W)
- A.1.4 Cube Sticky Note
 - Size: 7.92 cm (H) x 6.86 cm (W)

B. Right Page

- ☐ With Refillable Pad Holder
- B.1.1 Notepad
 - ☐ Size: 20.6 cm (H) x 15.1 cm (W)
 - ☐ 40 leaves / 80 pages (¼ inch spacing line)
 - ☐ Design:
 - Triangular Design: Light Gray (d7d7d7)
 - New It's More Fun in the Philippines Logo
 - Footer: DOT Address, PO Box No., Telephone No. and Websites

- ☐ Quantity: 150 pieces
- ☐ Specifications:
- ☐ Sizes:

XS S M L XL 2XL 3XL
5 18 46 51 21 7 2

SIZE MATRIX

XS S M L XL 2XL 3XL

Shoulder 15 16 17 18 19 20 21

Chest 18 19 20 21 22 23 24

Sleeves 21 22 23 24 25 26 27

Body Length 25 26 27 28 29 30 31

- ☐ Color: Khaki and Dark blue; Dark Blue and Khaki
- ☐ Logo and Texts: Embroidered
- ☐ Collar: Turn-down collar
- ☐ Cuff Style: Rib Sleeve
- ☐ Type: Slim Fit
- ☐ Material: Cotton, Polyester
- ☐ Zipped Pockets

☐ Design

A. Embroidered at the Front

- ☐ Tourism Quality Seal Logo
- ☐ Tourism Quality Adviser

B. Embroidered at the Back

- ☐ New It's More Fun in the Philippines Logo

LOT III. PRODUCTION OF DOT ASSESSORS' UNIFORM – ₱ 75,000

(For reference please see attached sample as Annex C)

- ☐ Quantity: 150 pieces
- ☐ Colors: Mix of Midnight Blue, White and Black
- ☐ Design:
 - A. Front
 - ☐ Embroidered: Tourism Quality Seal Logo
 - B. Back
 - ☐ Embroidered Text: "Maintaining International Standards of Excellence in All Tourism Facilities and Services"
 - ☐ Font: AceBinghamSH
 - ☐ New It's More Fun in the Philippines Logo

LOT IV. PRODUCTION OF BUSINESS CARD HOLDER – ₱ 45,000

(For reference please see attached sample as Annex D)

*Note: Estimated measurements

- ☐ Quantity: 300 pieces
- ☐ Size: 9.5 cm (L) x 1 cm (W) x 6 cm (H)
- ☐ Color: Sapphire Blue
- ☐ Specifications:
 - ☐ Leather and Stainless Steel
 - ☐ It can hold 25 pieces business cards
 - ☐ Magnetic Closure
- ☐ Design:
 - ☐ Engraved: Department of Tourism Logo
 - ☐ Engraved: New It's More Fun in the Philippines Logo
 - ☐ Engraved Text: Office of Tourism Standards and Regulation

LOT V. PRODUCTION OF FOLDABLE/COLLAPSIBLE CUP – ₱ 105,000

(For reference please see attached sample as Annex E)

- ☐ Quantity: 300 pieces
- ☐ Size: 168 mm (approximately)
- ☐ Folded Height: 63 mm (approximately)
- ☐ Top Diameter: 100 mm (approximately)
- ☐ Color: Sky Blue/Blue
- ☐ Material: Silicone
- ☐ Specifications:

- ☐ Environment-friendly material
- ☐ High Temperature Resistance
- ☐ Antifouling and dishwasher safety
- ☐ Adjustable sizes
- ☐ Climbing buckle design to hang it on a backpack
- ☐ Thread seal design to prevent leakage
- ☐ Leak-proof
- ☐ With anti-heat holder
- ☐ Design:
- ☐ New It's More Fun in the Philippines Logo

LOT VI. PRODUCTION OF FOLDABLE DUFFEL BAG – ₱ 45,000

(For reference please see attached sample as Annex F)

- ☐ Quantity: 300 pieces
- ☐ Colors: Mint Green, Wine Red, Pink (100 pcs. each color)
- ☐ Size Folded: 21 cm x 18 cm / 8.3" x 7.1" x 1"(Width*Height*Depth)
- ☐ Size Unfolded: 48 cm x 32 cm x 16 cm / 18.90" x 12.60" x 6.30" (Width*Height*Depth)
- ☐ Material: High quality of Water-proof Nylon and tear resistant polyester material
- ☐ Specifications:
- ☐ Lightweight
- ☐ Great tenacity and comfortable hand feeling
- ☐ Strap that allows bag to slide over the luggage upright handle tube for easy transport

☐ Design:

A. When Opened

Front:

- ☐ New It's More Fun in the Philippines Logo

B. When Closed

Front:

- ☐ New It's More Fun in the Philippines Logo

Back:

- ☐ Department of Tourism Logo
- ☐ Office of Tourism Standards and Regulation
- ☐ www.tourism.gov.ph

IV. Approved Budget of the Contract

FIVE HUNDRED FORTY FIVE THOUSAND PESOS ONLY

(PHP 545,000.00 inclusive of all applicable taxes)

V. Submission of Sample for DOT Approval

- Within seven (7) working days upon receipt of Purchase Order.

VI. Delivery Period

- Within twenty (20) working days after approved Actual Sample.

VII. Payment Procedure

- Full payment shall be processed after delivery and acceptance of the Accreditation Kits and Tokens for DOT Resource Speakers, and Tourism Stakeholders and upon receipt of billing statement based on the Government Payment Procedures.

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 of Accreditation Kits and Tokens for DOT Resource Speakers, and Tourism Stakeholders.
- 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-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-END USER.
- The WINNING BIDDER shall keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved Accreditation Kits and Tokens for DOT Resource Speakers, and Tourism Stakeholders except to those persons entrusted/authorized by the DOT-END USER.

IX. Project Officer/Contact Person

PRECY-SALVACION T. AGUINALDO / SHARLEMAGNE S. VALDEZ / JC JAN O. CUETO
Standards Development Division
Office of Tourism Standards and Regulation

Email: otsrstandards@gmail.com
Telephone no.: (632) 459 5200-30 loc. 224

Note: The winning bid 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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before November 25, 2019 at 3:00 pm

Created by John Paulo Samonte Francisco
Date Created 20/11/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.