



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6545824
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Travel Cubes
Area of Delivery

Solicitation Number: 2019-10-0261	Status	Active
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	8
Category: Corporate Giveaways	Date Published	12/10/2019
Approved Budget for the Contract: PHP 200,000.00	Last Updated / Time	12/10/2019 00:00 AM
Delivery Period:	Closing Date / Time	15/10/2019 10:00 AM
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

TERMS OF REFERENCE (TOR)

I. PROJECT

Project Title : Procurement of travel cubes for Giveaways to members of media.

II. MINIMUM REQUIREMENTS

1. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).
2. Must provide a breakdown of prices and services included in the quotation.
3. Quotation to include E-VAT and other government taxes.
4. Amenable to government procedures or send-bill arrangement.

III. SCOPE OF WORK/DELIVERABLES

1. Provide souvenir items giveaways for approximately two hundred fifty (250) guests;

Date of delivery : November 2019
 Venue of delivery : Department of Tourism
 Office of Public Affairs and Advocacy,
 3/F, New DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City
 Time : Office Hours

2. Provide souvenir items that will promote a culture of sustainable tourism:

1. Travel Cubes

Large: 32.4 cm H x 40.6 cm L x 7.6 cm

Medium: 27 cm H x 35.6 cm L x 7.6 cm

Small: 19.7 cm H x 25.4 cm L x 7.6 cm

Comes in a set of 3 packing cubes and 2 pcs drawstring pouch (color blue)

Made of rhombus materials and mesh polyester

Two way zippers

Tag with "It's More Fun in the Philippines" logo

250 pieces @ P800.00 = P200, 000.00

IV. LEGAL/TECHNICAL REQUIREMENTS

1. Current Mayor's/Business Permit

2. Philgeps Registration Number

3. Latest Income/Business Tax Return

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

V. CONTRACT OF SERVICE/FINANCIAL PROPOSAL

The financial proposal should cover the following expenditure:

1. Souvenir items

VI. PAYMENT PROCEDURE

Government procedure and is subject to appropriate government taxes.

VII. APPROVED BUDGET FOR THE CONTRACT (AB):

Two Hundred Thousand Pesos (P200, 000.00) inclusive of all applicable taxes.

Total budget shall be charged against the approved 2019 Work Program of OPAA (Media Relations).

VIII. PROJECT BY THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY

For further information, please refer to the following project officer below at telephone numbers (02) 459-5200, loc. 316.

Project Officer - DANIEL R. CRUZ

Assistant Information Office

Note: The winning bid shall be determined based on the best package suited to the market at the most advantageous financial cost, provided that the amount of 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 October 15, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 11/10/2019

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