



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6489677  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Consumables Souvenir Food Items/Tokens of Appreciation for the Media Appreciation Reception 2019  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-09-0235	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Corporate Giveaways	<b>Date Published</b>	24/09/2019
<b>Approved Budget for the Contract:</b> PHP 300,000.00	<b>Last Updated / Time</b>	23/09/2019 11:48 AM
<b>Delivery Period:</b> 1 Day/s	<b>Closing Date / Time</b>	27/09/2019 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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 consumable souvenir food items/ tokens of appreciation for the Media Appreciation Reception 2019

##### 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 procedure or send-bill arrangement

##### III. SCOPE OF WORK/DELIVERABLES

1. Provide consumable souvenir food items/ Christmas giveaways for approximately two hundred (200) guests;

Date of delivery : 26 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 consumable souvenir food items packed in a basket w/ sinamay wrapper or bayong w/ sinamay wrapper or tampipi w/sinamay wrapper that will promote a culture of sustainable tourism with expiration date up to December

2020 such as the ff:

Proposed Basket of goodies

Selection should include:

1. White chocolate chip premium
2. Calamansi concentrate
3. Spanish style sardines
4. Gourmet bangus
5. Artisanal Tinapa
6. Pesto sauce
7. Blended rice
8. Tuyo in olive oil
9. Chili garlic
10. Pickled mango

#### 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 expenditures:

1. Consumable souvenir items/Christmas giveaways

#### VI. PAYMENT PROCEDURE

Government procedure and is subject to appropriate government taxes.

#### VII. APPROVED BUDGET FOR THE CONTRACT (ABC):

Three Hundred Thousand Pesos (Php300, 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 officers below at telephone numbers (02) 459-5200, loc. 315-316.

Project Officer - DEE A. MANDIGMA  
Information Officer IV

Media coordinators - TESS ESGUERRA  
Information Officer III

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 September 27, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 23/09/2019

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