



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6058484  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Production of Information, Education and Communication Materials for the ISO 9001:2015 Certification of the DOT

#### Area of Delivery

<b>Solicitation Number:</b> 2019-02-0028	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	4
<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>	7
<b>Category:</b> Corporate Giveaways	<b>Date Published</b>	01/03/2019
<b>Approved Budget for the Contract:</b> PHP 984,000.00	<b>Last Updated / Time</b>	01/03/2019 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	04/03/2019 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  
 PRODUCTION OF INFORMATION, EDUCATION, AND COMMUNICATION  
 (IEC) MATERIALS FOR THE ISO 9001:2015 CERTIFICATION OF THE DEPARTMENT OF TOURISM

##### I. Purpose/Objective

To be used during the conduct of Quality Management System (QMS) Internal Audits and other trainings/workshops/activities to be conducted by the Department of Tourism in order to ensure the sustainability of QMS.

##### II. Minimum Requirements

- Must be willing to provide services on a send-bill arrangement / government procedure
- Must present an actual sample of the products
- Items are subject for approval before mass production

##### LOT 1: T-SHIRT

Quantity : 1,000 pieces  
 Material : Round Neck  
 Cotton  
 Color : Black  
 Print : Full Color  
 Rubberized Silkscreen print at the front: "DOT is now ISO 9001:2015 Certified"  
 Rubberized Silkscreen print at the back:  
 DOT Logo, 2 x 2 inches

End-user to provide lay-out print

Sizes : Each color shirt  
50 pcs. Extra Small  
150 pcs. Small  
300 pcs. Medium  
300 pcs. Large  
150 pcs. Extra Large  
25 pcs. 2 Extra Large  
25 pcs. 3 Extra Large

Estimated Amount per Piece : Php 300.00  
Estimated Total : Php 300,000.00

#### LOT 2: FLASHDRIVE

Quantity : 300 pieces  
Capacity : 16 GB  
Type : Leatherette USB Flash Drive with keyhook  
Interface : USB1.1/USB2.0 Hi-Speed Compatible  
Color : Black  
Dimensions : 61.9mm (L) x 20.6mm (W) x 10.0mm (H)  
Weight : 10g (main body)  
Stamp : DOT Logo UV printing on one side  
"DOT is now ISO 9001:2015 Certified"  
End-user to provide lay-out print

Estimated Amount per Piece : PhP 350.00  
Estimated Total : PhP 105,000.00

#### LOT 3: LANYARD

Quantity : 850 pieces  
Lanyard Size : Length – 760 mm  
Width – 20 mm  
Material/Type of Webbing : Polyester  
Color : Black  
Imprint Color : Full Color  
Attachment Type : Heavy Duty Bolt Snap and Cellphone Loop  
Design/Print : Sublimation Print "DOT is now ISO 9001:2015 Certified"  
Individually wrapped and sealed  
End-user to provide lay-out print  
Estimated Amount per Piece: PhP 100.00  
Estimated Total : PhP 85,000.00

#### LOT 4: ID HOLDER

Quantity : 850 pieces  
Size : Length – 3.6 inches  
Width – 2.4 inches  
Material/Type of Webbing : Plastic  
Color : Transparent  
Design/Print : Embossed "DOT Logo" Transparent  
End-user to provide lay-out print  
Estimated Amount per Piece: PhP 40.00  
Estimated Total : PhP 34,000.00

#### LOT 4: PVC CARD

Quantity : 850 pieces  
PVC Size : Length – 4 inches  
Width – 3 inches  
Material/Type of Webbing : Polyvinyl Chloride (PVC)  
Color : White  
Imprint Color : Full Color

Design/Print : Front: DOT Quality Policy  
Back: DOT Mission and Vision  
With ID slot punched hole  
End-user to provide lay-out print  
Individually wrapped and sealed  
Estimated Amount per Piece: PhP 50.00  
Estimated Total : PhP 42,500.00

LOT 5: TOTE BAG

Quantity : 850 pieces  
Size : Length – 410 mm  
Width – 380 mm  
Material/Type of Webbing : Canvas  
Color : Black  
Imprint Color : Full Color  
End-user to provide lay-out  
Estimated Amount per Piece : PhP 100.00  
Estimated Total : PhP 85,000.00

LOT 6: BACKPACK

Quantity : 100 pieces  
Material : PU Leather  
High quality zippers  
Color : Black and white  
Sizes : 27cm x 40cm x 17cm  
Pockets : Outer Pocket (2 Open Pockets, 1 front Zipper  
Pocket and 1 Back Zipper Pocket)  
Interior Pocket (2 Open Pockets)  
Shoulder Strap Length : 40 – 82 cm (must be adjustable)  
Design : Embroidered "DOT is now ISO  
9001:2015 Certified"  
Length – 1.75 Inches  
Width – 1.75 Inches  
End-user to provide lay-out print  
Estimated Amount per Piece : PhP 1, 200.00  
Estimated Total : PhP 120,000.00

LOT 7: BAG TAG

Quantity : 850 pieces  
Keychain Size : Length – 4 inches  
Width – 2.75 inches  
Material/Type of Webbing : Faux Leather  
Color : Black  
Imprint Color : 2 colors  
Design/Print : Photographic imprint  
Front: DOT is now ISO Certified  
Back: DOT Mission and Vision  
End-user to provide lay-out print  
Estimated Amount per Piece : PhP 250.00  
Estimated Total : PhP 212,500.00

CONTACT PERSON:

MS. ALYSSA COLINE MALABANAN  
Planning Service  
459-5200 loc. 416  
dot.qms@gmail.com

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

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 or Certificate of Platinum Membership in lieu of Mayor's Permit and 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 March 4, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 28/02/2019

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