



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6228043  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Flash Drive  
**Area of Delivery**

<b>Solicitation Number:</b> 2019-05-0111	<b>Status</b>	<b>Active</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>	10
<b>Category:</b> Corporate Giveaways	<b>Date Published</b>	01/06/2019
<b>Approved Budget for the Contract:</b> PHP 250,000.00	<b>Last Updated / Time</b>	01/06/2019 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	04/06/2019 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

I. Project Title: PROCUREMENT OF FLASHDRIVE

II. Purpose/Objective:

- To be used in the conduct of various trainings and workshops being conducted by the Department of Tourism - Office of Industry Manpower Development.

III. Scope of Works/Deliveries:

Production of Flash Drive

- Quantity: 500 pcs
- Estimated Unit Cost : P500.00 / pc
- Estimated Total Cost : P250,000.00
- Specifications:
  1. TISP LOGO-SHAPED Flash Drive (with Wood Case)
  2. 32 GB Memory Capacity
  3. Design (Layout to be provided by the end user)
  4. Hi-Speed USB 3.0 compliant
  5. Measurements L-2 ½" x T-½"
  6. With 6 months warranty

IV. Minimum Requirements for Suppliers:

- Submission of sample of previous similar work/products
- Submission of actual material to be used

- Items are subject for approval before mass production
- Must be willing to provide service on a send bill arrangement.

V. Schedule of Delivery:

- Lowest calculated bidder must submit sample item three (3) days after the opening of bids.
- Full Delivery of the items is seven (7) days upon approval of actual sample.
- Partial delivery is not allowed.

VI. Payment Procedure:

Government Procedures

VII. Approved Budget for the Contract:

TWO HUNDRED FIFTY THOUSAND PESOS (250,000.00)  
INCLUSIVE OF ALL APPLICABLE TAXES

VIII. Compliance to Specifications/Provisions

- The WINNING BIDDER must submit actual sample as specified in the layout/description prior to mass production.
- 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.

IX. Project Officer/Contact Person(s)

FRANCISCO T. FRANCO  
Manpower Planning and Monitoring Division  
Office of Industry Manpower Development  
Email: kasepdanmanis@gmail.com  
Telephone: 459-5200 to 5230 loc 218

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 June 4, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 31/05/2019

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