



# **PHILIPPINE BIDDING DOCUMENTS**

## **Supply and Delivery of the Department of Tourism's Various Materials and Customized Giveaways (2<sup>nd</sup> Posting)**

**DOT-BAC IB No. 2023-003**

**Sixth Edition  
July 2020**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***



## **INVITATION TO BID FOR THE Supply and Delivery of the Department of Tourism's Various Materials and Customized Giveaways (2<sup>nd</sup> Posting)**

1. The *Department of Tourism (DOT)* through the *Government Appropriations Act (GAA) – Continuing Funds 2022* intends to apply the sum of *Seventeen Million Three Hundred Seventy-Two Thousand Two Hundred Eight Pesos (PhP17,372,208.00)* being the ABC to payments under the contract for the Supply and Delivery of the Department of Tourism's Various Materials and Customized Giveaways (DOT-BAC IB No. 2023-003). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The ***DOT*** now invites bids for the above Procurement Project. Delivery of the Goods is required within the dates provided in the Schedule of Requirements and Technical Specifications. Bidders should have completed, within ***two (2) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the DOT-Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***February 15 to March 6, 2023 (8:00 a.m. to 5:00 p.m.) and March 7, 2023 (up to 9:00 a.m. only)*** from the address below **and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP25,000.00.**

The payment of bidding documents fee shall be made to the DOT Cashier located at the Ground Floor, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City.

***Or deposited to:***

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

*(Note: Please send a copy of the proof of payment at the email address [mpsingzon@tourism.gov.ph](mailto:mpsingzon@tourism.gov.ph) / [dot.bac@tourism.gov.ph](mailto:dot.bac@tourism.gov.ph))*

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The *DOT* will hold a Pre-Bid Conference on ***February 22, 2023 (10:00 A.M.)*** at the DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before ***9:00 A.M. of March 7, 2023***. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on ***March 7, 2023 (10:00 A.M.)*** at the 4f Conference Room, DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit ***one (1) original and five (5) photocopies*** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The *DOT* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.



12. For further information, please refer to:

***Mr. Godofredo R. Maldonado, Jr.***  
***Head, BAC Secretariat***  
***Procurement Management Division***  
***4<sup>th</sup> Floor DOT Bldg., 351 Sen. Gil Puyat Avenue, Makati City***  
***Email Address: [grmaldonado@tourism.gov.ph](mailto:grmaldonado@tourism.gov.ph) /dot.bac@tourism.gov.ph***  
***Telephone No. 8459-5200 to 30, local 425***  
***Website Address: [www.tourism.gov.ph](http://www.tourism.gov.ph)***

13. You may visit the following websites:

For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) /[www.tourism.gov.ph](http://www.tourism.gov.ph)

February 14, 2023

(Sgd.)  
***ASEC. REYNALDO L. CHING***  
***BAC Chairperson***

## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, *DOT* wishes to receive Bids for the ***Supply and Delivery of the Department of Tourism's Various Materials and Customized Giveaways (2<sup>nd</sup> Posting)*** with identification number ***DOT-BAC IB No. 2023-003***.

The Procurement Project (referred to herein as "Project") is composed of **One (1) lot**, the details of which are described in Section VII (Technical Specifications).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for FY 2022 in the amount of Seventeen Million Three Hundred Seventy-Two Thousand Two Hundred Eight Pesos (PhP17,372,208.00).

2.2. The source of funding is the General Appropriations Act (GAA) - Continuing Funds for FY 2002.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on **February 22, 2023 at 10:00 A.M.** as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the

appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *July 5, 2023*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one (1) original copy and five (5) photocopies of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

**One Project having several items that shall be awarded as one contract.**

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



### ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause				
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Supply and delivery of customized giveaways</li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>			
7.1	Subcontracting is not allowed			
12	Not applicable			
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of P347,444.16 equivalent to not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of P868,610.40 equivalent to not less than <i>five percent (5%) of ABC</i>, if bid security is in Surety Bond.</li> </ul>			
19.3	Item No.	Particulars	Qty	Total Amount
	1	T-Shirt (Round Neck)	500	165,200.00
	2	Dri-Fit shirt	500	168,000.00
	3	Polo Shirt	500	341,600.00
	4	Cap	500	109,200.00
	5	Umbrella (foldable)	500	168,000.00
	6	Umbrella	500	210,000.00
	7	Canvas Bag	1,500	277,200.00
	8	Jute Tote Bag	1,000	380,800.00
	9	Jute Shopping Bag (small)	1,000	459,200.00
	10	Jute Shopping Bag (medium)	1,000	481,600.00
	11	Jute Shopping Bag (large)	1,000	504,000.00
	12	Bag Tag	1,000	207,200.00
	13	Passport Holder	500	217,840.00
	14	Wire Organizer	500	162,400.00
	15	Dry Bag	500	193,200.00
	16	Card Holder	500	96,320.00
	17	Foldable Duffle Bag	500	532,000.00
	18	Slim Wallet	1,000	246,400.00
	19	Document Folder	1,000	168,000.00
	20	Desk Workmat	500	315,840.00
	21	Neck Pillow	500	327,040.00
	22	Wrist Strap Cosmetic Pouch	500	195,440.00
	23	Premium Notebook Set	1,000	1,398,880.00

	24	Tumbler	500	308,000.00
	25	Ballpen	1,000	42,560.00
	26	Ballpen Bamboo	1,000	82,880.00
	27	USB Leather	500	145,600.00
	28	USB Bamboo Swivel	500	164,640.00
	29	Powerbank	500	332,640.00
	30	Powerbank Bamboo	500	445,200.00
	31	Lanyard	1,000	106,400.00
	32	Notebook	1,000	319,200.00
	33	Bamboo Speakers	500	315,840.00
	34	Portable Speakers	500	331,520.00
	35	Universal Travel Adapter	500	336,000.00
	36	Hygiene Kit	1,000	644,000.00
	37	Bamboo Swiss Knife	500	405,440.00
	38	Bamboo Notebook with Pen	500	105,840.00
	39	Bamboo Tumbler	450	252,000.00
	40	Glass Mug with Bamboo Lid	450	148,680.00
	41	Ceramic Mug with Woodle Handle, Lid, and Spoon	450	186,984.00
	42	Inabel Hand Towel	1,000	156,800.00
	43	Inabel Beach Towel	450	266,112.00
	44	Microfiber Travel Towel	450	225,792.00
	45	Filipino Wooden Doll Set	450	478,800.00
	46	Placemat Set (set of 4) with bayong	450	1,002,960.00
	47	Reed Diffuser	450	335,160.00
	48	Coaster Ceramic (set of 4 with design)	450	292,320.00
	49	Tampipi Box (small)	450	42,840.00
	50	Tampipi Box (medium)	450	75,600.00
	51	Tampipi Box (large)	450	100,800.00
	52	Hard Box (small)	500	439,600.00
	53	Hard Box (medium)	500	515,200.00
	54	Hard Box (large)	500	658,000.00
	55	Corrugated Box (small)	300	115,920.00
	56	Corrugated Box (medium)	400	168,000.00
	57	Corrugated box (large)	300	137,760.00
	58	Ribbon satin (50 yards; 1 inch)	50	69,160.00
	59	Ribbon Satin (50 yards; 1.5 inches)	50	94,696.00
	60	Paper Fillers	150 kg	197,904.00
20.1	No further instructions			
21.1	No further instructions			

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184. *{[Include if Framework Agreement will be used:]} In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:]} or Framework Agreement* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>at the DOT-Central Office, DOT Bldg. 351 Sen. Gil Puyat Avenue, Makati City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p>Name of End-user: Mr. Ken Mercado / Ms. Maristela Cruz  Office: Branding and Marketing Communications  Address: 3rd Floor, DOT Bldg., 351 Sen. Gil Puyat Ave., Makati City  Telephone No.: 8459-5200 to 5230 loc. 302  Email Address: <a href="mailto:kbmercado@tourism.gov.ph">kbmercado@tourism.gov.ph</a> / <a href="mailto:mdcruz@tourism.gov.ph">mdcruz@tourism.gov.ph</a></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>



	<p>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
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	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Partial payment is not allowed.
4	The deliverables shall be subject to the inspection and acceptance of the project officer.

## ***Section VI. Schedule of Requirements***

# *Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	T-Shirt (Round Neck)	500	500	<ul style="list-style-type: none"> <li>• Winning bidder shall have the approved design within 15 days after the Notice to Proceed is received.</li> <li>• Winning bidder shall be able to deliver all the items within 30 days after approval of final design.</li> </ul>
2	Dri-Fit shirt	500	500	
3	Polo Shirt	500	500	
4	Cap	500	500	
5	Umbrella (foldable)	500	500	
6	Umbrella	500	500	
7	Canvas Bag	1,500	1,500	
8	Jute Tote Bag	1,000	1,000	
9	Jute Shopping Bag (small)	1,000	1,000	
10	Jute Shopping Bag (medium)	1,000	1,000	
11	Jute Shopping Bag (large)	1,000	1,000	
12	Bag Tag	1,000	1,000	
13	Passport Holder	500	500	
14	Wire Organizer	500	500	
15	Dry Bag	500	500	
16	Card Holder	500	500	
17	Foldable Duffle Bag	500	500	
18	Slim Wallet	1,000	1,000	
19	Document Folder	1,000	1,000	
20	Desk Workmat	500	500	
21	Neck Pillow	500	500	
22	Wrist Strap Cosmetic Pouch	500	500	
23	Premium Notebook Set	1,000	1000	
24	Tumbler	500	500	
25	Ballpen	1,000	1,000	
26	Ballpen Bamboo	1,000	1,000	
27	USB Leather	500	500	
28	USB Bamboo Swivel	500	500	
29	Powerbank	500	500	
30	Powerbank Bamboo	500	500	
31	Lanyard	1,000	1,000	
32	Notebook	1,000	1,000	
33	Bamboo Speakers	500	500	
34	Portable Speakers	500	500	
35	Universal Travel Adapter	500	500	
36	Hygiene Kit	1,000	1,000	
37	Bamboo Swiss Knife	500	500	
38	Bamboo Notebook with Pen	500	500	
39	Bamboo Tumbler	450	450	
40	Glass Mug with Bamboo Lid	450	450	

41	Ceramic Mug with Woodle Handle, Lid, and Spoon	450	450	
42	Inabel Hand Towel	1,000	1,000	
43	Inabel Beach Towel	450	450	
44	Microfiber Travel Towel	450	450	
45	Filipino Wooden Doll Set	450	450	
46	Placemat Set (set of 4) with bayong	450	450	
47	Reed Diffuser	450	450	
48	Coaster Ceramic (set of 4 with design)	450	450	
49	Tampipi Box (small)	450	450	
50	Tampipi Box (medium)	450	450	
51	Tampipi Box (large)	450	450	
52	Hard Box (small)	500	500	
53	Hard Box (medium)	500	500	
54	Hard Box (large)	500	500	
55	Corrugated Box (small)	300	300	
56	Corrugated Box (medium)	400	400	
57	Corrugated box (large)	300	300	
58	Ribbon satin (50 yards; 1 inch)	50	50	
59	Ribbon Satin (50 yards; 1.5 inches)	50	50	
60	Paper Fillers	150 kg	150 kg	

\*More detailed service requirements and technical specifications are found under **Section VII. Technical Specifications.** \*

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature/Date

## ***Section VII. Technical Specifications***

# Technical Specifications

DESCRIPTION	Statement of Compliance <sup>1</sup>
<p><b>A. Objectives</b></p> <p>The Secretary is actively meeting and working with several tourism stakeholders, local government units, and parallel government organizations to lead the Philippine tourism industry towards becoming a tourism powerhouse in Asia. As a result, there is a necessity to produce various branding merchandise with Filipino influences to be distributed during events, trade shows, key, and major meetings in order to promote camaraderie and the Philippine Tourism Brand.</p> <p><b>B. Scope of Work and Deliverables</b></p> <ol style="list-style-type: none"> <li>1. To produce the official materials and customized giveaways of the Department of Tourism.</li> <li>2. To provide samples once the project is awarded.</li> <li>3. To deliver the products at the New DOT Building, 351 Sen. Gil Puyat Avenue, Makati City.</li> </ol> <p><b>C. Qualifications</b></p> <ol style="list-style-type: none"> <li>1. The prospective bidder must be a PhilGEPS Platinum member;</li> <li>2. The prospective bidder must be an entity engaged in the business of customized giveaways for at least eight (8) years;</li> <li>3. The prospective bidder must have similar and completed contract of supply and delivery of customized giveaways for the past Two (2) years from the time of the submission and opening of the bids with an aggregate amount of at-least Fifty percent (50%) of the Approved Budget of the Contract;</li> <li>4. The prospective bidder should also present a sample of the customized giveaways during the opening of the bids, preferably the Filipino Wooden Doll set, which shall be part of the evaluation process by the End – Users.</li> </ol>	

<sup>1</sup> Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.



Item No.	Item	Qty	Description	Statement of Compliance
1	T-Shirt (Round Neck)	M – 200 XL - 300	<p>Round neck</p> <p>Size: XL – 300 M – 200</p> <p>Material: CVC (60% Combed Ring Spun Cotton / 40% Polyester</p> <p>Color: White Print: Full color, A4 Max size, front or back</p> <p>DOT Logo, full color, 2 in. max diameter</p> <p>Reference Photo: please see attached file</p>	
2	Dri-Fit shirt	M – 200 XL - 300	<p>Round neck</p> <p>Size: XL – 300 M – 200</p> <p>Material: Microfiber polyester</p> <p>Color: White</p> <p>Print: Full color, A4 max size, front or back</p> <p>DOT logo, full color, 2in max diameter</p> <p><i>Reference photo: please see the attached file</i></p>	
3	Polo Shirt	M – 200 XL – 300	<p>Size: XL – 300 M – 200</p> <p>Material: Honeycomb</p> <p>Color: Black Medium – 100 pcs Black XL – 150 pcs</p>	

			<p>White Medium – 100 pcs White XL – 150 pcs</p> <p>Logo: Direct embroidery (2in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
4	Cap	500	<p>Standard size baseball cap (curved visor, low-crown, adjustable strap)</p> <p>Material: Twill</p> <p>Color: Black – 250 pcs White – 250 pcs</p> <p>Logo: Direct embroidery (2in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
5	Umbrella (foldable)	500	<p>Size: 12in long (folded; min size); 40in in diameter when open (min size)</p> <p>Fabric: Pongee</p> <p>Color: Black – 250 pcs White – 250 pcs</p> <p>Logo Print: Full color, vinyl print (2in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
6	Umbrella	500	<p>Size: 30in long (folded; min size); 40in in diameter when open (min size)</p>	

			<p>Fabric: Pongee</p> <p>Color: Black – 250 pcs White – 250 pcs</p> <p>Logo Print: Full color, vinyl print (2in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
7	Canvas Bag	1,500	<p>Size: H16in x W15in (minimum size; flattened)</p> <p>Fabric: Canvas</p> <p>Color: Natural</p> <p>Logo Print: Full color, silk-screen print (3in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
8	Jute Tote Bag	1,000	<p>Size: L37cm x H27cm x W17cm (minimum size) Handle size – 12” max</p> <p>Material: Jute</p> <p>Color: Natural</p> <p>Logo Print: Full color, silk screen print (3in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
9	Jute Shopping Bag (small)	1,000	<p>Size: L23cm x H16cm x W12cm (minimum size)</p>	

			<p>Handle size – 12” max</p> <p>Material: Jute</p> <p>Color: Natural</p> <p>Logo Print: Full color, silk screen print (3in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
10	Jute Shopping Bag (medium)	1,000	<p>Size: L25cm x H25cm x W16cm (minimum size) Handle size – 12” max</p> <p>Material: Jute</p> <p>Color: Natural</p> <p>Logo Print: Full color, silk screen print (3in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
11	Jute Shopping Bag (large)	1,000	<p>Size: L32cm x H21cm x W13cm (minimum size) Handle size – 12” max</p> <p>Material: Jute</p> <p>Color: Natural</p> <p>Logo Print: Full color, silk screen print (3in max diameter)</p> <p><i>Reference photo: please see the attached file</i></p>	
12	Bag Tag	1,000	<p>Size: H4.5” x W3.3/8”</p>	

			<p>Material: synthetic leather / with one side clear sleeve</p> <p>Color: Hazelnut Brown – 500 pcs Charcoal Black – 500 pcs</p> <p>Print: Debossed DOT logo (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
13	Passport Holder	500	<p>Size: W5.5in x H8.5in (folded)</p> <p>Material: synthetic leather</p> <p>With inside pockets and strap enclosure</p> <p>Color: Hazelnut Brown – 250 pcs Charcoal Black – 250 pcs</p> <p>Print: Debossed DOT logo (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
14	Wire Organizer	500	<p>Size: L16cm x H7.5cm x W4cm (minimum size)</p> <p>Material: synthetic leather With inside pockets and strap enclosure</p> <p>Color: Hazelnut Brown – 250 pcs Charcoal Black – 250 pcs</p>	

			Print: Debossed DOT logo (2" diameter max)  <i>Reference photo: please see the attached file</i>	
15	Dry Bag	500	Size: 5L Capacity  Material: 500D PVC Tarpaulin  Color: Black - 250 pcs White - 250 pcs  Print: Full color, vinyl print (2" diameter max) 7luetoo <i>Reference photo: please see the attached file</i>	
16	Card Holder	500	Size: W4in x H2.7in (minimum size) Can hold up to 20 credit card or 40 business cards  Material: synthetic leather  With metal snap button  Color: Hazelnut Brown – 250 pcs Charcoal Black – 250 pcs  Print: Debossed DOT logo (2" diameter max)  <i>Reference photo: please see the attached file</i>	
17	Foldable Duffle Bag	500	Size: L48cm x H32cm x W16cm (spread) H18cm x W 21cm (folded)	

			<p>Material: Waterproof Nylon with 2 handle strap and zippers</p> <p>Color: Black – 250 pcs White – 250 pcs</p> <p>Print: Full color, vinyl print (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
18	Slim Wallet	1,000	<p>Size: H8in x W5in (minimum size; folded)</p> <p>Material: synthetic leather with inside pockets and strap enclosure</p> <p>Color: Hazelnut Brown – 500 pcs Charcoal Black – 500 pcs</p> <p>Print: Debossed DOT logo (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
19	Document Folder	1,000	<p>Folder with inside pockets</p> <p>Size: H12in x W9in</p> <p>Material: Paper C2S #220</p> <p>Print: Full color, laminated offset printing (back and front)</p> <p><i>Reference photo: please see the attached file</i></p>	

20	Desk Workmat	500	<p>Size: H11.75cm x W23.75in (minimum size)</p> <p>Material: synthetic leather</p> <p>Color: Hazelnut Brown – 250 pcs Charcoal Black – 250 pcs</p> <p>Print: Debossed DOT logo (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
21	Neck Pillow	500	<p>Size: 30cm x 30cm</p> <p>Material: Plush fabric and memory foam with button strap</p> <p>Print: Pattern print on fabric</p> <p><i>Reference photo: please see the attached file</i></p>	
22	Wrist Strap Cosmetic Pouch	500	<p>Size: L6.5in x H3.5in x W3.5in (minimum size)</p> <p>Material: synthetic leather with zipper and wrist strap</p> <p><i>Reference photo: please see the attached file</i></p>	
23	Premium Notebook Set	1,000	<p>Customized notebook, with customized pen, customized leather sleeve and hard box</p> <p>NOTEBOOK SLEEVE Size: W6.5in x H8.75in (folded) With pockets inside and pen holder</p>	



			<p>Material: synthetic leather</p> <p>Print: debossed DOT logo (2" diameter max)</p> <p>NOTEBOOK</p> <p>Paper style (cover): fold coat 15 or cos 180 / (inside paper): at least book 70</p> <p>Binding style: perfect bind</p> <p>Quality GSM: 80gsm</p> <p>Paper color: #F5F5DC</p> <p>Paper count: 80 leaves</p> <p>Ruled paper</p> <p>Size: a5</p> <p>Print: outside and inside (landing page) offset full color</p> <p>PEN</p> <p>Body material: metal</p> <p>Print detail: UV direct print (DOT logo, 2" diameter max)</p> <p>Ink: black</p> <p>Size: 5.5 inches</p> <p>HARD BOX</p> <p>With DOT gold stamp (2" diameter max)</p> <p>Size: L9.5in x H4in x W7.5in</p> <p><i>Reference photo: please see the attached file</i></p>	
24	Tumbler	500	<p>Stainless steel, Insulated hot &amp; cold</p> <p>Capacity: 500ml</p> <p>Material: synthetic leather</p>	

			<p>With inside pockets and strap enclosure</p> <p>Color: Stainless (Metal) – 250 pcs Black – 250 pcs</p> <p>Print: Vinyl print (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
25	Ballpen	1,000	<p>Body material: metal and leather</p> <p>Print: UV direct print</p> <p>Ink: black</p> <p>Size: 5.5 inches</p> <p><i>Reference photo: please see the attached file</i></p>	
26	Ballpen Bamboo	1,000	<p>Material: Bamboo and Metal With clear case</p> <p>Ink: Black</p> <p>Print: Laser engraved logo and text</p> <p><i>Reference photo: please see the attached file</i></p>	
27	USB Leather	500	<p>Material : metal and leather</p> <p>Write speed: 8MB Read speed: 15MB Interface type: USB 2.0 Chip: grade A quality chipset</p> <p>Logo: debossed DOT logo (0.5in diameter min)</p>	

			Capacity: 4GB  <i>Reference photo: please see the attached file</i>	
28	USB Bamboo Swivel	500	Material : metal and wood  Write speed: 8MB Read speed: 15MB Interface type: USB 2.0 Chip: grade A quality chipset  Logo: debossed DOT logo (0.5in diameter min)  Capacity: 4GB  <i>Reference photo: please see the attached file</i>	
29	Powerbank	500	Charging input: micro 5V/2A  Discharge output: dual USB 5V/2A  Size: L91.5 x H62 x W12.5 mm  Color: white – 250 pcs Black – 250 pcs  MAH: 5000  Logo: full color print (2" diameter max)  <i>Reference photo: please see the attached file</i>	
30	Powerbank Bamboo	500	Material: bamboo coated  Charging input: micro 5V/2A  Discharge output: dual USB 5V/2A	

			<p>Size: L91.5 x H62 x W12.5 mm</p> <p>Color: Natural bamboo color</p> <p>MAH: 5000</p> <p>Logo: full color print (2" diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
31	Lanyard	1,000	<p>Size: L34" or 36" x W1"</p> <p>Print: Heat transfer</p> <p>1-side print</p> <p><i>Reference photo: please see the attached file</i></p>	
32	Notebook	1,000	<p>Paper Style: Fold coat 15 or cos 180 / (inside paper): book 60 or 70</p> <p>Cover: Custom cover</p> <p>Binding style: Perfect bind</p> <p>Quality GSM: 80gsm</p> <p>Paper color: #F5F5DC</p> <p>Ruled Paper</p> <p>Paper count: 80 leaves</p> <p>Size: A5</p> <p>Print: inside (landing page)</p>	

			offset full color  <i>Reference photo: please see the attached file</i>	
33	Bamboo Speakers	500	BT version: 5.0  RF Distance: 10m  Frequency: 20Hz-20Hz  Product size: 83x81x34mm  Battery capacity: 400mah  Speaker type: Portable  Wireless BT input, compatible with Android, Apple devices, and all mobiles with BT device  With built-in microphone and hands-free function  Color: Wood grains  With DOT logo (2" diameter max)  Charging port: Micro or USB type  <i>Reference photo: please see the attached file</i>	
34	Portable Speakers	500	Wireless Bluetooth input With microphone, hands-free function  Waterproof  Function: Bluetooth, USB,	

			<p>TF card, FM radio</p> <p>Bluetooth version: 5.0</p> <p>RF Distance: 10m</p> <p>Charging: DC 5V</p> <p>Playback time: 2-4 hrs</p> <p>Output power: 5W</p> <p>Product size: 108 x 108 x 43 mm</p> <p>Battery: 500mAh</p> <p>Product weight: 180g</p> <p>Color: Black</p> <p>With DOT logo (2” diameter max)</p> <p>Bluetooth</p> <p><i>Reference photo: please see the attached file</i></p>	
35	Universal Travel Adapter	500	<p>AC Power rating: 6A max 100-240vac</p> <p>USB power rating: Minimum of 5V/2.1A or 1A / dual USB charging</p> <p>Should have safety features</p> <p>Built-in safety shutters</p> <p>LED power indicator</p>	

			<p>Built-in 6A fuse</p> <p>With case</p> <p>Color: White</p> <p>Print: DOT logo at the case (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
36	Hygiene Kit	1,000	<p><b>ALCOHOL HOLDER WITH ALCOHOL BOTTLE AND ALCOHOL INSIDE</b> (Hazelnut Brown – 500 pcs Charcoal Black – 500 pcs)</p> <p><b>Alcohol Holder</b> Material: Synthetic leather</p> <p>Size: Minimum of 30ml</p> <p>Colors: Hazelnut Brown and Charcoal Black</p> <p>With DOT logo on synthetic leather (2” diameter max)</p> <p><b>KIT</b> Material: Polywash with transparent top and zipper</p> <p>With DOT logo on kit (2” diameter max)</p> <p><b>TISSUE HOLDER WITH TISSUE INSIDE</b> Material:</p>	

			<p>Synthetic leather</p> <p>Colors: Hazelnut Brown &amp; Charcoal Black</p> <p>With DOT logo on synthetic leather (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
37	Bamboo Swiss Knife	500	<p>Mini 11 in 1 function Swiss knife</p> <p>Material: Stainless steel and natural wood</p> <p>With DOT logo (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
38	Bamboo Notebook with Pen	500	<p>Bamboo spiral notebook with pen holder</p> <p>With bamboo coated pen</p> <p>Ruled paper</p> <p>With DOT logo engraving (2” diameter max)</p> <p>Size: 8.4 x 6 inches</p> <p><i>Reference photo: please see the attached file</i></p>	
39	Bamboo Tumbler	450	<p>Double wall insulated hot &amp; cold</p> <p>Material: Bamboo and metal style</p> <p>Capacity: 450ml</p> <p>Size:</p>	



			<p>8.4 x 2.8 inches</p> <p>With laser engraved logo (2" diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
40	Glass Mug with Bamboo Lid	450	<p>Thick glass mug with bamboo lid</p> <p>Capacity: 10 oz.</p> <p>Print: Logo engraving at the bamboo lid (2" diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
41	Ceramic Mug with Woodle Handle, Lid, and Spoon	450	<p>Material: Ceramic body, wooden handle, wooden lid, and wooden teaspoon</p> <p>Size: W4.2 x L4.3 inches</p> <p>Colors: Black – 225 pcs White – 225 pcs</p> <p>With DOT logo (2" diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
42	Inabel Hand Towel	1,000	<p>Size: W25 in x L15 in approx.</p> <p>Material: Inabel fabric – handwoven</p> <p>Colors: Black – 334 pcs Green – 333 pcs Red – 333 pcs</p>	

			<i>Reference photo: please see the attached file</i>	
43	Inabel Beach Towel	450	<p>Size: W60 in x L28 in approx.</p> <p>Material: Inabel fabric – handwoven</p> <p>Colors: Black – 150 pcs Green – 150 pcs Red – 150 pcs</p> <p><i>Reference photo: please see the attached file</i></p>	
44	Microfiber Travel Towel	450	<p>Quick-drying microfiber travel towel with mesh pouch</p> <p>Material: Microfiber</p> <p>Size: W50 cm x L100 cm</p> <p>Color: Black – 150 pcs Gray – 150 pcs Army Green – 150 pcs</p> <p>Print: Digital print of logo (2” diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
45	Filipino Wooden Doll Set	450	<p>Packaging: Drawstring pouch</p> <p><b>FILIPINIANA DOLL</b> Filipiniana designed doll</p> <p>Size: 5 to 5.5 inches</p> <p>Material: Natural wood and water-based paint</p>	

			<p>With DOT logo (2" diameter max)</p> <p><b>BARONG DOLL</b></p> <p>Barong designed doll</p> <p>Size: 5 to 5.5 inches</p> <p>Material: Natural wood and water-based paint</p> <p>With DOT logo (2" diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
46	Placemat Set (set of 4) with bayong	450	<p>Set of 4 (placemat, coaster, cutlery holder)</p> <p>With bayong packaging and product tag with DOT logo</p> <p><b>BAYONG</b></p> <p>Material: Karagumoy</p> <p>Size: W15.5 cm x L15.5 cm x H1 cm</p> <p><b>PLACEMAT</b></p> <p>Material: Raffia</p> <p>Size: 15" diameter</p> <p><b>CUTLERY HOLDER</b></p> <p>Material: Jute / Handmade</p> <p>Size: W11 cm x L22 cm</p> <p><b>COASTER</b></p> <p>Material:</p>	

			<p>Abaca / Handmade</p> <p>Size: 4" diameter</p> <p><i>Reference photo: please see the attached file</i></p>	
47	Reed Diffuser	450	<p>100 ml Diffuser oil</p> <p>5 pcs reed sticks Preferred scents – lavender, peppermint, lemon, rose, fresh bamboo)</p> <p>1 rattan iconic accent</p> <p>1 rattan coaster</p> <p>Packaging: With box and product tag with DOT logo (2" diameter max)</p> <p><i>Reference photo: please see the attached file</i></p>	
48	Coaster Ceramic (set of 4 with design)	450	<p>Material: Ceramic</p> <p>Size: 4 in x 4 in approx.</p> <p>With sublimation print</p> <p>Design: 4 different designs to be provided by DOT 1<sup>st</sup> design – 112 pcs 2<sup>nd</sup> design – 112 pcs 3<sup>rd</sup> design – 113 pcs 4<sup>th</sup> design – 113 pcs</p> <p><i>Reference photo: please see the attached file</i></p>	
49	Tampipi Box (small)	450	<p>Material: Karagumoy</p> <p>Size: W7" x L7" x H3"</p>	

			Color: Natural color  <i>Reference photo: please see the attached file</i>	
50	Tampipi Box (medium)	450	Material: Karagumoy  Size: W11" x L9" x H4"  Color: Natural color  <i>Reference photo: please see the attached file</i>	
51	Tampipi Box (large)	450	Material: Karagumoy  Size: W14" x L9" x H4"  Color: Natural color  <i>Reference photo: please see the attached file</i>	
52	Hard Box (small)	500	Collapsible hard box with full print, specialty paper  Gauge 30  Size: W7" x L7" x H4"  <i>Reference photo: please see the attached file</i>	
53	Hard Box (medium)	500	Collapsible hard box with full print, specialty paper  Gauge 30  Size: W10" x L8" x H4"  <i>Reference photo: please see the attached file</i>	

54	Hard Box (large)	500	<p>Collapsible hard box with full print, specialty paper</p> <p>Gauge 30</p> <p>Size: W12.5" x L8.4" x H3"</p> <p><i>Reference photo: please see the attached file</i></p>	
55	Corrugated Box (small)	300	<p>Size: W7" x L7" x H4"</p> <p>Full color print on fold cote pasted on board</p> <p>E flute</p> <p>Single wall</p> <p>Matte laminated</p> <p><i>Reference photo: please see the attached file</i></p>	
56	Corrugated Box (medium)	400	<p>Size: W10" x L8" x H3"</p> <p>Full color print on fold cote pasted on board</p> <p>E flute</p> <p>Single wall</p> <p>Matte laminated</p> <p><i>Reference photo: please see the attached file</i></p>	
57	Corrugated box (large)	300	<p>Size: W12.5" x L8.4" x H3"</p> <p>Full color print on fold cote pasted on board</p> <p>E flute</p> <p>Single wall</p> <p>Matte laminated</p>	

			<i>Reference photo: please see the attached file</i>	
58	Ribbon satin (50 yards; 1 inch)	50	Satin  Color: Gold  Size: 50 yards per roll; 1 inch  <i>Reference photo: please see the attached file</i>	
59	Ribbon Satin (50 yards; 1.5 inches)	50	Satin  Color: Gold  Size: 50 yards per roll; 1.5 inch  <i>Reference photo: please see the attached file</i>	
60	Paper Fillers	150 kg	Material: Specialty colored paper  Shredded  Color: White  1 kg per bag <i>Reference photo: please see the attached file</i>	

Conforme:

\_\_\_\_\_  
Name of Bidder's/Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ***Section VIII. Checklist of Technical and Financial Documents***



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (**Annex “A”**); **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid (**Annex “B”**), except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**  
*(Note: This statement shall be supported with certification of satisfactory performance or end-user’s acceptance or official receipt(s) or sales invoice issued for the contract; and*
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration (**Annex “C”**); **and**
- ☐ (e) Conformity with the Technical Specifications (**please refer to Section VII of the bidding documents**), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts (**please refer to Section VI of the bidding documents**); **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) (**Annex “D”**) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (**Annex “E”**) **or** a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

*Class “B” Documents*

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) (**Annex “JVA”**) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form (**Annex “F”**) **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s) (**Annex “G”**).  
**Note: Please indicate the unit cost and total amount of each item.**