



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10177728  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Tokens and Corporate giveaways for Health and Wellness Tourism Projects  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2023-09-631	<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>	30/09/2023
<b>Approved Budget for the Contract:</b>	PHP 500,000.00	<b>Last Updated / Time</b>	30/09/2023 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	05/10/2023 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425  nlallanigue@tourism.gov.ph		
<b>Description</b>  TECHNICAL SPECIFICATIONS BIDDER SUPPLIER OF TOKENS/CORPORATE GIVEAWAYS II. PROJECT TITLE PROCUREMENT OF TOKENS AND CORPORATE GIVEAWAYS FOR HEALTH & WELLNESS TOURISM PROJECTS III. MINIMUM REQUIREMENTS 1 . Must be PHILGEPS-registered 2. Must have been in the business for not less three years, preferably a producing company/manufacturer 3. Must be willing to provide services on a send-bill arrangement 4. Must be willing to provide product warranty/return and exchange of defective items 5. Submission of actual sample and materials to be used subject for approval/revision of the OPMD-Health and Wellness Tourism 6. Must not have a history of cancellation of award or non-compliance with the deliverables 7. Must have worked with DOT or affiliate agencies SCOPE OF WORK AND DELIVERABLES a) WORK 1. Submission of actual sample and materials to be used subject for approval/revision of the OPMD-Health and Wellness Tourism; 2. Submission of sample is 5 working days upon approved Purchase Order; 3. Delivery of goods/items is 10 working days upon approval of sample; 4. Packaging of the goods/items (key items - ceramic diffuser, oil refill, essential oils) in the bayong bag with the tied compliment card/gift tag. b) DELIVERABLES Items Specifications 1 Ceramic Diffuser Quantity 160 pieces			

Material Ceramic  
Desi n See attached desi n  
Color Three colors (Charcoal Grey, Peacock Green,  
2 Oil Refill for the Diffuser  
Quantit 160 bottles  
Wei ht 100ml/bottle  
Scent/herb • Three scents/herbs; to be determined and approved after presentation of five proposed scents/herbs by the supplier  
100% ure oil, natural and or anic  
3 Essential Oils  
Quantit 160 bottles  
Wei ht 10ml  
Scent/Herb Three scents/herbs - to be determined after presentation of the supplier;  
100% ure oil, natural and or anic  
4) Bayong Hand Bag (as packaging bag for items & 3  
Quantit 160  
Size Lar e; 12 inches hei ht x 16 inches len th  
Material Woven pandan with handle (with quality and durable)  
Color Natural (with or without striking border color as a desi n/accnt  
5 Com liment Card/ Gift Ta  
Quantit 160  
Size/Measurement 2 inches hei ht x 3.5 inches len th  
Design With the following logo on the card:  
"Love The Philippines"  
- DOT  
Slogan: Medical Travel and Wellness  
Tourism Philippines  
- proposed design to be prepared and presented by the winning supplier and be ap roved b the OPMD-Health Tourism Team  
Material and Color 150 minimum GSM; matte; double sided; full color  
6 Packa in Strin  
Quantit /Len th 300 meters; 3 1  
Material Jute; multi- ur ose strin  
Color Natural  
v. BUDGET

Total approved budget is FIVE HUNDRED THOUSAND PESOS (Php500,000.00) inclusive of all applicable taxes.  
The winning bidder shall be determined based on the proposal's responsiveness to the TechSpecs and with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.  
Project expenses shall be charged to the attached 2023 OPMD Revised Work and Financial Program.

#### VI. PAYMENT PROCEDURE

Payment shall be processed after completed delivery and acceptance of the tokens/corporate giveaways to DOT Office, and upon receipt by the OPMD-Health Tourism of the Statement of Account based on government payment procedures

#### COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required sample works and materials to be used shall be ground for disqualification of bid;
- The Winning Bidder may, however, suggest changes in the design and materials to used which might improve the look and quality of the IEC materials/tokens, provided that the amount of the bid will not exceed the Total Budget, and the suggested charges have been approved by the end-user;
- The Winning Bidder, however shall be determined not solely based on the amount of bid but shall be also consider the over-all compliance to the quality of the submitted sample of tokens, provided that the amount of bid does not exceed the Total Budget. They must be willing to wait at least 45 working days for the government payment facilitation process;
- The Winning Bidder shall warrant its performance in accordance with the specifications as stated in this Technical Specifications and its annexes, 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 by the DOT-End User;
- The Winning Bidder shall keep in confidence all confidential information provided by the DOT End User and shall not use, reproduce, nor disclose to others the approved and bidding codes, except to those persons entrusted/authorized by the DOT-End User.

#### PROJECT OFFICER/CONTACT PERSON

Regielyn C. Dayag  
Product Planning and Development Division-Health Tourism, OPMD  
Mobile Number: 0906-225-7537  
E-mail address • regiecarreon2015@gmail.com Office Telephone No. (632) 8459-5200 loc. No. 519

APPROVED BY:

ZI

AUL I OVR]GBANG,  
Direct  
Office of Product and Market Development

#### Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Certification/ Registration Number.

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

Note: Kind submit your proposals together with your eligibility requirements thru email and send it to [nlallanigue@tourism.gov.ph](mailto:nlallanigue@tourism.gov.ph) on or before 05 October 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** NAZER NIÑO L ALLANIGUE

**Date Created** 29/09/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.