



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10260723
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Courier Services for the Delivery of DOT Accreditation Stickers to DOT Regional Offices (Door-to-Door Delivery)

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2023-10-668	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Mail and Cargo Transport Services		
Approved Budget for the Contract:	PHP 488,000.00	Document Request List	0
Delivery Period:	2 Month/s		
Client Agency:		Date Published	26/10/2023
Contact Person:	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	Last Updated / Time	26/10/2023 00:00 AM
		Closing Date / Time	31/10/2023 10:00 AM

Description

TECHNICAL SPECIFICATIONS

I. Project Title: COURIER SERVICES FOR THE DELIVERY OF DOT ACCREDITATION STICKERS TO DOT REGIONAL OFFICES (DOOR-TO-DOOR DELIVERY)

II. Purpose/Objective

1. For distribution of DOT Accreditation Stickers procured by OTSR intended for the use of DOT-Regional Offices.
2. To provide standard DOT Accreditation Stickers to all DOT accredited establishments in the Philippines.

III. Minimum Requirement for Suppliers

- Must be able to provide box for the supplies and materials to be delivered.
- Has the capability to deliver items on time.
- Has the capability to deliver the items to the specified addresses.
- Must be willing to provide services on a send-bill arrangement.
- Must be willing to facilitate complete and full delivery of materials, with follow-up and monitoring of delivery.

IV. Scope of Work/Deliverables

A. Specifications:

- Quantity and Measurement of the Box:
 - o Quantity: 70 pieces boxes (estimated five (5) boxes per region)
 - o Box Size: 24 inches x 15 inches x 10 inches
- *to be given in advance to DOT for packing of the items
- Estimated Weight:
 - o 50 kilos per box
- Declared Value per Box:

Region Declared Value Region Declared Value
CAR 91,193.55 Region 7 315,535.95
Region 1 131,153.95 Region 8 42,506.30
Region 2 51,010.55 Region 9 59,164.90
Region 3 179,290.70 Region 10 98,394.05
Region 4A 213635.10 Region 11 39,917.85
Region 5 101,274.30 Region 12 45,483.20
Region 6 169,954.50 Region 13 81,506.10

B. Items to be delivered to the following DOT Regional Offices:

- DOT Accreditation Stickers
 - ☐ for Primary Tourism Enterprises including Tourist Transport Vehicles
 - ☐ for Secondary Tourism Enterprises

C. Origin City:

- Department of Tourism Main Office
 - ☐ #351 The New DOT Buidling, Sen. Gil Puyat Avenue, Makati City, 1200
 - ☐ Delivery Date of Stickers to DOT – October 31, 2023

D. Destination (DOT Regional Office addresses):

REGION ADDRESS REGIONAL DIRECTOR
CAR Baguio Tourism Complex, Governor Pack Road, Baguio City 2600 Ms. Jovita A. Ganongan
REGION I 2nd Floor Nisce Business Center, National Highway, City of San Fernando
2500 La Union Mr. Joseph Francisco R. Ortega
REGION II #2 Dalan na Pav-vurulun, Regional Government Center, Carig Sur, Tuguegarao City,
3500 Cagayan
Mr. Troy Alexander Miano
REGION III Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue, Clark Freeport Zone,
Pampanga
Mr. Richard Daenos
REGION IV-A Dencris Business Center, Halang, National Highway, Calamba City, 4027 Laguna
Ms. Marites De Castro
REGION V Regional Center Site, Rawis, 4500 Legazpi City Mr. Herbie B. Aguas
REGION VI Ground Floor, Casa Real, General Luna Street, 5000 Iloilo City
Ms. Crisanta Marlene Rodriguez
REGION VII Ground Floor, LDM Building, cor. Legaspi and MJ Cuenco Sts., 6000 Cebu City
Mr. Shahlimar H. Tamano
REGION VIII Brgy. 25, Kanhuraw Hill, Magsaysay Blvd., 6500 Tacloban City
Ms. Karina Rosa S. Tiopes

REGION IX GF Samboangan Bayanihan, Cooperative Building Gov. Vicente Alvarez Street cor. Claveria Street, Zone
IV, 7000 Zamboanga City
Ms. Dara May Cataluña
REGION X DOT Building, Florentino Street, Limketkai Center, 9000 Cagayan de Oro City
Ms. Marie Elaine S. Unchuan

REGION XI Rm. 512, LANDCO Corporate Center Bldg.,
J.P. Laurel Avenue, 8000 Davao City Ms. Tanya Virginia P. Rabat-Tan
REGION XII 3F Sanle Building Aquino St. cor Lapu-Lapu St. Zone III, 9506 Koronadal City
Ms. Nelia R. Arina
REGION XIII VPH Building, 2 T. Calo Street, Brgy. Limaha, 8600 Butuan City
Ms. Ivonnie Dumadag

V. Approved Budget for the Contract

FOUR HUNDRED EIGHTY EIGHT PESOS ONLY
(₱ 488,000.00 inclusive of all applicable taxes)
VI. Multiple Pick-up and Delivery Date

- Start of the courier services shall be after the notarization of the contracts from both parties.

- Pick-up of the items mentioned above shall be within October – November, 2023.

VII. Payment Procedure

- Payment shall be processed after every completed delivery to DOT Regional Offices and upon receipt of the following:

- ☐ Delivery Receipt (every delivery)
- ☐ Statement of Account / Billing Statement
- ☐ and other payment documents

- Payment shall be based on actual expenses incurred but not to exceed Four Hundred Eighty Eight Pesos Only (P 488,000.00) for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VIII. Compliance to Specifications/Provisions

- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR.

IX. Project Officers/Contact Persons

Ms. Lexie Day Flores
Standards Monitoring and Enforcement Division
Office of Tourism Standards and Regulation
smed@tourism.gov.ph
(632) 459 5200-30 loc 216

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 on or before 31 October 2023 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

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