



**SUPPLEMENTAL/BID BULLETIN NO. 1**

**SUPPLY AND DELIVERY OF VARIOUS MATERIALS  
AND CUSTOMIZED GIVEAWAYS  
(DOT-BAC-IB NO. 2024-026)**

This **Supplemental/Bid Bulletin No. 1** is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents, as discussed and agreed during the Pre-Bid Conference held on 27 August 2024 and request for clarification received from prospective bidders, for the aforementioned project. This shall form part of the Bidding Documents.

**I. REVISIONS ON THE BIDDING DOCUMENTS**

**A. SECTION III. 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 /<b>personalized</b> giveaways</li> <li>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>			
19.3	Item No.	Particulars	Qty	Amount (in Peso)
	1	Ref Magnet	1,000	36,666.67
	2	Note Cards	2,000	80,666.67
	3	Scented Candle	1,000	123,333.33
	4	Premium Notebook and Love the Philippines Die-cut Stickers	1,000	212,666.67
	5	Bamboo Coffee (French Press)	1,000	293,666.67
	6	Bamboo Tumbler	1,000	379,000.00
	7	Tote Bag	1,000	398,666.67
	8	Round Neck T-Shirt	2,000	832,666.67
	9	Luggage Cover	1,000	504,666.67
	10	Woven/Embroidered Laptop Sleeves	1,000	553,666.67
	11	Customized Satin Ribbons	200	115,333.33
	12	Plain Smoked Capiz Picture Frame	500	388,666.67
	13	Premium Coasters Set	500	574,833.33
	14	<del>Mutya</del> Serving Tray	700	1,516,666.67
	15	Mother of Pearl Tea Mat in White	700	1,804,833.31
	<b>Total ABC:PhP7,816,000.00</b>			

## B. SECTION VI. 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	Ref Magnet	1,000	1,000	<p>The winning bidder shall submit the sample material within 15 calendar days after the receipt of the Notice to Proceed</p> <p>The submitted sample shall be approved by the end-user within 5 calendar days.</p> <p>The winning bidder must deliver all items <b><u>within 80 calendar days after the final design or sample has been approved.</u></b></p> <p>Delivery is at the DOT-Central Office, 351 Sen. Gil Puyat Avenue, Makati City</p>
2	Note Cards	2,000	2,000	
3	Scented Candle	1,000	1,000	
4	Premium Notebook and Love the Philippines Die-cut Stickers	1,000	1,000	
5	Bamboo Coffee (French Press)	1,000	1,000	
6	Bamboo Tumbler	1,000	1,000	
7	Tote Bag	1,000	1,000	
8	Round neck T-Shirt	2,000	2,000	
9	Luggage Cover	1,000	1,000	
10	Woven / Embroidered Laptop Sleeves	1,000	1,000	
11	Customized Satin Ribbons	200	200	
12	Plain Smoked Capiz Picture Frame	500	500	
13	Premium Coasters Set	500	500	
14	<del>Mutya</del> Serving Tray	700	700	
15	Mother of Pearl Tea Mat in White	700	700	

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

**C. SECTION VII. TECHNICAL SPECIFICATIONS**

DESCRIPTION				Statement of Compliance <sup>1</sup>
<p>Project Name: <b>SUPPLY AND DELIVERY OF VARIOUS MATERIALS AND CUSTOMIZED GIVEAWAYS</b></p> <p><b>SCOPE OF WORK AND DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>The winning bidder shall coordinate the designs, lay-out, and quality of the product with the Branding &amp; Marketing Communications Office. All the designs, lay-out, and quality of the product shall be approved prior to mass production.</li> <li>To produce the official materials and customized giveaways of the Department of Tourism.</li> <li>To deliver the products to the new DOT Building, 351 Sen. Gil Puyat Avenue, Makati City.</li> </ol> <p><b>QUALIFICATIONS:</b></p> <ol style="list-style-type: none"> <li>The prospective bidder must be a PhilGEPS Platinum member.</li> <li>The prospective bidder must be an entity engaged in the business of customized giveaways for at least five (5) years.</li> <li>The prospective bidder must have similar and completed contract of supply and delivery of customized / <b>personalized</b> giveaways for the past five (5) 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> </ol>				
<b>TECHNICAL SPECIFICATIONS:</b>				
No.	Item	Qty.	Description	
1	Ref Magnet	1,000	Material: Soft PVC / Rubber / <b>Acrylic / Metal</b>  Design: Love the Philippines logo and icons	

<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 Bidder's 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.

			<p>Minimum Size: 3 inches x 3 inches</p> <p>Packaging: transparent plastic</p> <p>Reference Photo: <i>Please see the attached file.</i></p>
2	Note Cards	2,000	<p>Printed on 220gsm white cardstock</p> <p>Card size: 9.5x9.5cm Envelope size: 10x10cm</p> <p>Print type: Normal / Colored Inkjet</p> <p>Envelope: LTP Logo (back)</p> <p>Card: DOT logo + "Thank You for Loving the Philippines" text (front) LTP icons (back)</p> <p>Packaging: transparent plastic</p> <p>Reference Photo: <i>Please see the attached file.</i></p>
3	Scented Candle	1,000	<p>Material:</p> <ul style="list-style-type: none"> <li>- Soy-blended wax</li> <li>- One wick</li> <li>- Minimum size of 10oz</li> <li>- With a delightful scent</li> </ul> <p>(supplier will provide 3 scents for the approval of the end-user)</p> <p>Container:</p> <ul style="list-style-type: none"> <li>- Matte glass (black &amp; white) with wooden lid</li> </ul> <p>Label:</p> <ul style="list-style-type: none"> <li>- Sticker with a printed LTP logo &amp; item description (ex. Scented Wax Candle, 10oz)</li> </ul> <p>Packaging: Thick box with LTP logo</p> <p>500pcs – Design 1 (white) 500pcs – Design 2 (black)</p> <p>Reference Photo: <i>Please see the attached file.</i></p>

4	Premium Notebook and Love the Philippines Die-cut Stickers	1,000	<p>Notebook:</p> <ul style="list-style-type: none"> <li>- Cover: brown faux leather with card and documents slot</li> <li>- Binding style: Perfect bind</li> <li>- Quality: 80gsm</li> <li>- Paper count: 80 leaves</li> <li>- Size: A5</li> <li>- Print: inside (landing page) offset full color / LTP logo</li> </ul> <p>Die-cut Stickers inside the notebook:</p> <ul style="list-style-type: none"> <li>- Type: full color print / vinyl stickers / laminated</li> <li>- Quantity: 30 designs</li> <li>- Sizes: Ranges from 50mmx50mm to 150mmx150mm</li> </ul> <p>Pouch:</p> <ul style="list-style-type: none"> <li>- Material: off-white or cream-colored canvas with gold zipper</li> <li>- Print: colored LTP logo / full color silk-screen print</li> </ul> <p>Packaging: Transparent plastic</p> <p>Reference Photo: <i>Please see the attached file.</i></p>	
5	Bamboo Coffee (French press)	1,000	<p>Material:</p> <ul style="list-style-type: none"> <li>- Body: clear glass</li> <li>- Handle &amp; Lid: Natural Bamboo</li> <li>- Plunger: includes the mesh filter and metal rod, is made of stainless steel</li> <li>- Stand: Stainless Steel</li> </ul> <p>Label: Water proof sticker with colored LTP logo</p> <p>Packaging: Black box with LTP logo</p> <p>Reference Photo: <i>Please see the attached file.</i></p>	
6	Bamboo Tumbler	1,000	<p>Material: Bamboo and Metal Style</p> <p>Capacity: 450ml</p>	

			<p>Label: Water proof embossed sticker With laser engraved logo</p> <p>Packaging: Black box with Love the Philippines logo</p> <p>Reference Photo: <i>Please see the attached file.</i></p>
7	Tote Bag	1,000	<p>Material: dark blue Denim</p> <p>Print: full color silk-screen print of LTP logo and icons</p> <p>Size: H16in x W15in</p> <p>Handle Size: 12" minimum</p> <p><i>Reference Photo: Please see the attached file.</i></p>
8	Round Neck T-Shirt	2,000	<p>Material: 60% Combed Ring Spun Cotton / 40% Polyester</p> <p>Color: White &amp; Black</p> <p>Print: full color silk-screen print of LTP logo and icons</p> <p>Sizes: Standard Fit</p> <p>Design 1 (668pcs) (white) 94 – XL 120 – large 120 – medium (black) 94 – XL 120 – large 120 – medium</p> <p>Design 2 (666pcs) (white) 93– XL 120 – large 120 – medium (black) 93– XL 120 – large 120 – medium</p>

			<p>Design 3 (666pcs) (white) 93– XL 120 – large 120 – medium (black) 93– XL 120 – large 120 – medium</p> <p><i>Reference Photo: Please see the attached file.</i></p>	
9	Luggage Cover	1,000	<p>Material: Spandex</p> <p>Sizes: Design 1 (500pcs) 300 – Medium 200 – Large</p> <p>Design 2-6 (500pcs) 100pcs each</p> <p>Print: Sublimation/Digital Print Love the Philippines logo and icons</p> <p>Packaging: Transparent plastic</p> <p><i>Reference Photo: Please see the attached file.</i></p>	
10	Woven/Embroidered Laptop Sleeves	1,000	<p>Material: Woven <b>from tikog</b> leaves and inlaid with dyed buri strips (<b>front and back</b>), each case boasts of a colorful and eye-catching pattern, with a foam-lined interior to keep the laptop safe and snug. With Zipper.</p> <p>Sizes: 500 – 13.3 inches 500 – 15.6 inches</p> <p>Design: varies depends on the availability (for end-user's approval)</p> <p>Label: faux leather sewn on the</p>	

			<p>sleeve with LTP logo print</p> <p>Packaging: Transparent plastic</p> <p><i>Reference Photo: Please see the attached file.</i></p>	
11	Customized Satin Ribbons	200	<p>Material: Polyester Satin Ribbon</p> <p>Print: Digital print of LTP logos</p> <p>Width: 24mm - 100 rolls 38mm - 100 rolls Length: 3meters</p> <p><i>Reference Photo: Please see the attached file.</i></p>	
12	Plain Smoked Capiz Picture Frame	500	<p>Handcrafted Smoked Capiz picture frame with white LTP logo in front</p> <p>Inside Paper: DOT logo with "Thank You for Loving the Philippines" text</p> <p>Size: 5x7 Packaging: White box with colored LTP logo</p> <p><i>Reference Photo: Please see the attached file.</i></p>	
13	Premium Coasters Set	500	<p>Five (5) pieces coaster/set in a box</p> <p>Dimension: 10.8 cm</p> <p>Design 1: 250 sets Material: mother of pearl Print: white LTP logo Packaging: Black box with colored LTP Logo</p> <p>Design 2: 250 sets Material: cork board &amp; various textiles from Luzon, Visayas, Mindanao Print: none Packaging: Black box with</p>	



			colored LTP Logo  <i>Reference Photo: Please see the attached file.</i>
14	<del>Mutya</del> Serving Tray	700	Material: Wood-resin with acrylic top and velvet bottom  Print: white LTP logo in front  Dimension: Minimum of 45 cm x 45cm x 4cm Packaging: Hard brown box with LTP logo and icons  Packaging: Hard brown box with LTP logo and icons  <i>Reference Photo: Please see the attached file.</i>
15	Mother of Pearl Tea Mat in White	700	Material: Genuine Mother of Pearl  Size: Minimum of 9 x 12 inches Print: white LTP logo in front  Packaging: Hard brown box with LTP logo and icons  <i>Reference Photo: Please see the attached file.</i>

**PROJECT DURATION AND BUDGET:**

1. The total Approved Budget Contract for One (1) lot of various materials and customized giveaways is Seven Million Eight Hundred Sixteen Thousand Pesos (PhP 7,816,000.00)
2. The winning bidder shall submit the sample material within 15 calendar days after the Notice to Proceed (NTP) is released.
3. The submitted sample shall be approved by the end-user within 5 calendar days.
4. The winning bidder must deliver all items **within 80 calendar days** after the final design or sample has been approved.
5. The winning bidder shall provide the billing to the DOT once all items have been delivered and accepted.

## II. CLARIFICATIONS AND REMINDERS TO BIDDERS

- In view of the belated release of this bid bulletin, bids must be submitted on or before **12 September 2024 (until 9:00 A.M. only)** at the Procurement Management Division (PMD), 4<sup>th</sup> Floor, DOT-Central Office, 351 Sen. Gil Puyat Avenue, Makati City
- Opening of Bids is on **12 September 2024, 10:00 a.m.** to be held at the 4<sup>th</sup> Floor Conference Room, DOT Bldg. 351 Sen. Gil Puyat Avenue, Makati City

All unamended portions of the Bidding Documents shall remain the same.

For the guidance and information of all concerned.

05 September 2024

  
**USEC. FERDINAND C. JUMAPAO**  
BAC Chairperson