



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10737323
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Plaques of Recognition and Appreciation for Praise Awards
Area of Delivery

Solicitation Number: RFQ NP-SVP 2024-04-0109	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	2
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	10
Category: Tokens and Awards	Date Published	09/04/2024
Approved Budget for the Contract: PHP 124,028.88	Last Updated / Time	09/04/2024 00:00 AM
Delivery Period:	Closing Date / Time	12/04/2024 15:00 PM
Client Agency:		
Contact Person: TERESITA A. ROMANES Admin. Assistant V #351 Sen. Gil Puyat Avenue Makati Makati City Metro Manila Philippines 1200 63-2-4595200 Ext.425 taromanes@tourism.gov.ph		

Description

TECHNICAL SPECIFICATIONS

I. Project Title: PROCUREMENT OF PLAQUES OF RECOGNITION AND APPRECIATION FOR PRAISE AWARDS

II. Legal Basis:

- Pursuant to Department Order No. 2019-126: Adopting the Civil Service Commission approved Enhanced DOT Program on Awards and Incentives for Service Excellence (PRAISE).
- Pursuant to CSC Resolution No. 010112 and CSC memorandum Circular (MC) No. 01 s. 2001 on the Revised Policies on Employees Suggestions and Incentives Awards System (ESIAS) and CSC MC No. 3, s. 2012 on Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

III. Minimum Requirements:

- Supplier must be PhilGEPS Registered.
- Must have an experience of similar contract for the last two (2) years
- Contract awardee must have single largest completed contract similar to the contract to be bid amounting fifty percent (50%) of the Approved Budget for the Contract (ABC).
(Note: For purposes of this procurement, "similar contract" means experience in the supply and delivery of plaques)
- Must provide actual sample one (1) week after Notice of Award, before mass production.

IV. Schedule of Requirements:

1. Plaques of Recognition for Service Milestone Awardees

- Quantity: 67 pieces
- Material: Glass Plaque
- Height: Base: 1" x 5"
- Width: 5" x 5"
- Overall Height: 10"
- Thickness 0.5 cm
- Color: Colored Text and Logo
- Packaging: wrapped with plastic bubble and paper shred with individual box
- With name of awardee (Name of awardees to be provided to the awarded supplier)

ABC: Ninety Thousand Three Hundred Twenty-Five Pesos and Thirty-Eight Centavos (PhP90,325.38)

2. Plaques of Appreciation for Retirees

- Quantity: 25 pieces
- Material: Glass Plaque
- Base: 1" x 7"
- Height: 12"
- Width: 7"
- Thickness 0.5 cm
- Color: Colored Text and Logo
- Packaging: wrapped with plastic bubble and paper shred with individual box
- With name of awardee (Name of awardees to be provided to the awarded supplier)

ABC: Thirty-Three Thousand Seven Hundred Three Pesos and Fifty Centavos (PhP33,703.50)

V. Delivery Period: Complete delivery within fifteen (15) calendar days upon approval of sample plaque.

VI. Payment Terms: Government procedure/Send-bill arrangement. Full payment shall be processed upon complete delivery and acceptance of the goods.

VII. Approved Budget for the Contract (ABC):

The total approved budget for the contract (ABC) is One Hundred Twenty-Four Thousand Twenty-Eight Pesos and Eighty-Eight Centavos (PhP124,028.88) chargeable against the FY 2024 ASPM-GAE Work and Financial Plan (WFP). The total budget cost shall include the applicable taxes.

VIII. Project Officers/Contact Persons

Ms. Zennina C. Parinas
Administrative Officer III
(02) 8459 5200 loc. 408 / zcparinas@tourism.gov.ph

Prepared by:

SOFIA C. PAGSUYUIN
Chief, Human Resource Division

Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Duly notarized Omnibus Sworn Statement.

Created by TERESITA A. ROMANES

Date Created 08/04/2024

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