



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11074360
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Tokens and Giveaways for Film and Sports Tourism 3rd Posting
Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-07-0246	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	4
Category:	Corporate Giveaways	Date Published	23/07/2024
Approved Budget for the Contract:	PHP 299,987.26	Last Updated / Time	23/07/2024 00:00 AM
Delivery Period:		Closing Date / Time	26/07/2024 13:00 PM
Client Agency:			
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		

Description

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE : PROCUREMENT OF TOKENS AND GIVEAWAYS FOR FILM AND SPORTS TOURISM

II. 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. Willing to provide services on a send bill arrangement
4. Must be willing to provide warranty/ return and exchange of defective items.
5. Submission of actual sample upon receipt of Notice of Award.
6. Submission of actual materials to the end-user within 20 working days after the receipt upon the approval of final sample.

III. SCOPE AND DELIVERABLES

ITEMS SPECIFICATIONS

- 1) Pen Holder (wood)
Quantity 81Pcs
Material Lightweight wood and Stainless
Size See attached design with size
Design See attached design
- 2) Pen Holder (Ball)
Quantity 80Pcs
Material Plastic
Size See attached design with size
- 3) Keyboard Mat Pad
Quantity 80 pcs
Material Anti-slip Rubber Base; soft, smooth
Size See attached image

Design See attached design

4) Travelling Pouch

Quantity 83 pcs

Material Spill proof Synthetic Leather with zipper and wrist strap

Size L-6.5in H- 3.5in W- 3.5in

Design See attached design

5) Hanging Travel Organizer

Quantity 81 pcs

Material Waterproof Cationic Fabric + Polyester

Size 10" x 2.56" x 6.5"

Design See attached design

6) Polo shirt

Quantity 101 pcs

(50pcs)- Sports Tourism

(50pcs)- Film Tourism

Material 100% Polyester fabric/

Size (10) Small (15) Medium (15) Large (10) X-Large- Sports

(10) Small (15) Medium (15) Large (10) X- Large - Film

Design See attached design

7) Corporate Jacket

Quantity 12pcs

(6pcs)- Sports Tourism (Dark Blue)

(6pcs)- Film Tourism (Black)

Material American Twill and Brushed Twill with logo embroidery

Size Sports Tourism (Dark Blue) (3 Medium), (2 Large)

Film Tourism (Black) (3 Medium), (2 Large)

Design See attached design

8) Diffuser with packaging

Quantity 80 pcs

Material Glass

Color (20) Charcoal Grey, (40) Black and (40)Clear

Size 100ml

Design See attached design

9) Diffuser Refill

Quantity 80pcs

Scent Three scent: sample to be approved after the presentation of five (5) proposed scents by the supplier

*the number of scents to be processed may vary on the approved scent of the end-user

Size/Weight 100ml

10) Abaca Tote bag

(for packaging)

Quantity 80 pcs

Material Abaca and Linen

Size 32x14x35cm

Color (16) Green, (16)Yellow,(16) Red, (16) Navy Blue and (16) Orange

Design See attached design

11) Scented Candles

Quantity 80pcs

Scent Three scent: sample to be approved after the presentation of five (5) proposed scents by the supplier

*the number of scents to be processed may vary on the approved scent of the end-user

Size 8.5*9.4cm - Wax 350g

Material Ceramic

Design See attached design

IV. BUDGET

The total allocated budget for the abovementioned products is Two Hundred Ninety- Nine Thousand Nine Hundred Eighty-Seven Pesos and 26/100 (Php 299,987.26) covering all products and services related expenses including taxes and other fees. Project expenses shall be charged to the attached 2024 OFST Work Financial Plan Program.

V. PAYMENT PROCEDURE

Payment shall be processed after completed delivery and acceptance of the tokens/giveaways to DOT Office, and upon receipt by the end user of the statement of account based on the government payment procedure.

VI. COMPLIANCE TO SPECIFICATIONS/PROVISION

- 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 be used which might improve the look and quality of the IC 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 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.

VII. PROJECT OFFICER / CONTACT PERSON

PAULA KATRINA TABORA
Office of Film and Sports Tourism
paulatabora@tourism.gov.ph
0948-767-1252, loc. 526

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 July 26, 2024 at 1:00 pm. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE

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