



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11982520  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** PROMOTIONAL WEAR FOR THE FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING PROGRAM  
**Area of Delivery** Metro Manila

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | DOT-NCR-2025-04-015   | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations  |                              |                     |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)  | <b>Associated Components</b> | 1                   |
| <b>Classification:</b>                   | Goods   | <b>Bid Supplements</b>       | 0                   |
| <b>Category:</b>                         | Garments  |                              |                     |
| <b>Approved Budget for the Contract:</b> | PHP 195,000.00  | <b>Document Request List</b> | 0                   |
| <b>Delivery Period:</b>                  | 1 Day/s   |                              |                     |
| <b>Client Agency:</b>                    |   | <b>Date Published</b>        | 24/04/2025          |
| <b>Contact Person:</b>                   | Lawrence Jacosalem<br>Alcantara<br>Supply Officer<br>7840 Makati Avenue, Brgy. Poblacion<br>Makati City<br>Metro Manila<br>Philippines<br>63-8-4595200 Ext.212<br>63-8-5533530<br>dotncr.bac@tourism.gov.ph | <b>Last Updated / Time</b>   | 23/04/2025 06:40 AM |
|  |   | <b>Closing Date / Time</b>   | 28/04/2025 08:00 AM |

#### Description

##### BACKGROUND AND PROJECT DESCRIPTION

In pursuit of transforming the Philippines as a tourism powerhouse of Asia, the Department of Tourism is conducting various efforts of strengthening the frontline services of the industry, particularly by harnessing and training its people through the Filipino Brand of Service Excellence (FBSE).

Under the leadership of Secretary Christina Garcia Frasco, the Filipino Brand of Service Excellence (FBSE) is one of the flagship programs of the Agency, with the goal of promoting the best and the positive hospitality traits of the Filipino people. It is envisioned to enhance and uplift the quality of tourism services in the country with a benchmark on how to render excellent service to our tourists – the Filipino way and make it our brand.

The Department of Tourism – National Capital Region (DOT-NCR), through its Industry Manpower Development Unit, will continuously support this program through the Filipino Brand of Service Excellence Train-the-Trainers Course Enterprise Level (FBSE T3). The FBSE T3 aims to capacitate managers and supervisors with the right skills and techniques to become an FBSE Enterprise Level Trainer.

With this, DOT-NCR envisions to establish a brand identity for its Enterprise Level Trainers and facilitators by providing standard branding wear. The proposed branding wear is set to establish identity during the conduct of the training across the region, as well as create uniformity where standard look can be easily noticed and can

immediately establish credibility every time a training is being conducted.

As such, the Industry Manpower Development Unit would like to seek the approval of the Assistant Secretary to procure the promotional wear of the FBSE Enterprise Level Trainers of the region in connection with the continuous conduct of the Filipino Brand of Service Excellence Training.

#### PROMOTIONAL WEAR FOR THE FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING PROGRAM

Given the need to provide a brand identity to the FBSE Enterprise Level Trainers and facilitators, the following is the intended promotional wear:

Promotional Wear with FBSE Logo and DOT-NCR Logo Php 1300 X 150 pcs

Material: Nylon Fabric

Size Quantity: Small (25pcs), Medium (55pcs), Large (50pcs), X-Large (15pcs), XX-Large(5pcs)

Color: #e9d3ae

Logo Size:

- FRONT (FBSE Logo): Height 3 cm x length 9 cm

- BACK (DOT Logo): 5.08 cm x 5.08 cm

#### OBJECTIVES

- To provide a symbolic promotional wear highlighting the Filipino Brand of Service Excellence branding in the National Capital Region;
- To create an identity for DOT-NCR trainers and facilitators through the promotional wear that would set them apart from other tourism stakeholders, partners, and relevant players in the industry; and
- To establish positive perception and image that would reinforce the credibility of the National Capital Region trainers and facilitators

#### LEGAL BASIS

Republic Act 9593 specifically Section 2-d, states that the DOT should create a favorable image of the Philippines within the international community, thereby strengthening the country's attraction as a tourism destination and eventually paving the way for other benefits that may result from a positive global view of the country;

Section 5-e of the same Republic Act states to "provide an integrated market development program to attract people to visit the Philippines and enhance the prestige of the country and the Filipino people in the international community"

#### BUDGETARY REQUIREMENTS

##### PARTICULARS AMOUNT

FBSE Promotional Wear (Jacket)

Reversible (Brown and Khaki)

Materials: All American Twill and Brushed Twill

Embroidered FBSE front logo and DOT Logo back logo Php 1,300/jacket x 150 pcs

Total (inclusive of taxes) Php 195,000.00

#### OTHER TERMS AND CONDITIONS

Willing to provide services on a "send-bill" arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

#### QUALIFICATION AND REQUIREMENTS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered enterprise company under Philippine laws;
2. Must provide previous similar works with the identified items.
3. Must have a previous engagement with the Department of Tourism with similar deliverables.
4. Must be PHILGEPS Red or Platinum Registered;
5. The winning supplier must produce one actual sample of each item for evaluation and approval.
6. The winning supplier must provide customized apparel/items based on the size provided by the DOT-NCR.

#### LEGAL DOCUMENTARY REQUIREMENTS

1. Valid Mayor's/Business Permit
2. PHILGEPS Platinum Certificate
3. Latest Income/Business Tax Return
4. Notarized or Certified True Copy of Omnibus Sworn Statement

#### TERMS OF PAYMENT

Please send the billing statement (through send bill arrangement) to the Department of Tourism – National Capital Region, 7480 DOT NCR Regional Office, Raya Regenerative bldg., Makati Avenue, Brgy. Poblacion, Makati City

#### APPROVED BUDGET FOR THE CONTRACT

One Hundred Ninety-Five Thousand Pesos only. (Php 195,000.00)

CONTACT PERSON

MARK RYAN J. ISIDRO  
TISP, Coordinator  
NCR Industry Manpower Development Unit  
Email: Mjisdidro@tourism.gov.ph

**Other Information**

Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:

DOT NCR BAC SECRETARIAT  
Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat  
7840 Makati Avenue, Poblacion, Makati City

Note: Deadline of submission is on April 28, 2025 @8am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 23/04/2025

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