



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12020352
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title Procurement of Collaterals, Enumerator's Uniform and Corporate Giveaways for the conduct of 2025 Simultaneous Tourism Product Market Survey (TPMS) in MIMAROPA Region
Area of Delivery Philippines

Solicitation Number:	2025-05-017	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Corporate Giveaways		
Approved Budget for the Contract:	PHP 955,545.00	Document Request List	0
Delivery Period:	7 Day/s		
Client Agency:		Date Published	08/05/2025
Contact Person:	Faye Angeli Argamosa Reyes Tourism Operations Officer II 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.119 tdd.mimaropa@gmail.com	Last Updated / Time	07/05/2025 19:26 PM
		Closing Date / Time	12/05/2025 10:00 AM

Description

Objectives:

1. To ensure that enumerators have the necessary materials to conduct the survey;
2. To standardize the survey materials and minimize errors and inconsistencies;
3. Enhance enumerators professional image and credibility among respondents;
4. To have proper identification of enumerators verifying their role and legitimacy;
5. Show appreciation for respondent's time and participation
6. Encourage respondents to engage and answer the survey

Scope of Service:

The service provider should be able to provide the enumerator's uniform, survey materials, courier and collaterals with the following specifications:

Minimum Requirements:

1. Must have been in the production business for at least 2 years;
2. Amenable to send-bill arrangement/government procedure
3. Must have experience providing services to the DOT and other government agencies;
4. Delivery date for the first batch must be on or before May 20, 2025 and June 30, 2025 for the Second Batch
5. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
6. Sample design must be submitted to this Regional Office subject for approval before production

Documentary Requirements:

- Mayor's/Business Permit
- Proof of PhilGEPS Registration
- Registration Certificate from SEC/ DTI Permit
- BIR Certification with updated Annual Income Tax Return (ITR)

Note: All documentary requirements and proposal shall be sent via e-mail at: dot4b.bacsecretariat@gmail.com

SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the activity that will be conducted, to wit:

A. Survey Materials and Uniforms

Survey Forms (TPMS Forms) with specifications as follows:

- 42,000 sets of forms for peak and off-peak season
 - Black color with back to back printing in A4 or legal size using risograph printing
- Note: Attached is the survey template with page number for reference

Customized Dri-Fit Long Sleeves with specifications as follows:

- 239 pcs. of customized dri-fit long sleeves uniform made with polyester material
- Color: White
- One size fits all

Customized Dri-Fit Polo Shirt with specifications as follows:

- 239 pcs. of customized dri-fit Polo shirt uniform made with polyester material
- Color: Navy Blue
- One size fits all

Customized Drawstring Bag with specifications as follows:

- Length: 19.6 "
- Width: 15.75 "
- Quantity: 240pcs.
- Must be made in Nylon or Katya cloth
- Color: Black

Customized ID with Lanyard with specifications as follows:

- Quantity: 240 pcs. customized Lanyard in RED
- Length: 15cm
- Width: 10cm
- ID must be made in special paper or vellum board type

Ballpoint Pens

- 717 pcs pens in Black ink
- 1 mm ballpoint with transparent barrel with secured fitting cap

Note: Please refer to Annex A for the detailed design of each collaterals and survey materials. Placing of pertinent logos must be followed.

B. Corporate Giveaways

Must be able to provide a total of 15,000 pieces of assorted giveaways with specifications as follows:

1. Micro fiber gadget cloth cleaner with logo- 5,000pcs.
2. Clear passport holder with logo - 5,000pcs.
3. Customized bookmarks – 5,000pcs.

Note: Please refer to Annex A for the detailed design, specifications of each promotional giveaway. Placing of pertinent logos must be followed.

C. Courier Fee

Must process the delivery of the survey materials and giveaways in the following areas:

1. Calapan City, Oriental Mindoro
2. Odiongan, Romblon
3. Romblon, Romblon
4. San Jose, Romblon
5. Puerto Princesa City
6. Coron, Palawan

Note: Exact delivery address will be provided upon entering into a contract of agreement.

DELIVERY SCHEDULE

- First Batch: Delivery to survey points is on or before May 19, 2025
 - 24, 000 survey forms
 - 9,000 pcs. Corporate giveaways (3,000 pcs for each item)
 - 135 pcs Dri- Fit Long Sleeves
 - 135 pcs Dri-Fit Polo Shirt
 - 135 pcs Drawstring Bag
 - 135 pcs ID with Lanyard

- 405 pcs. Black Ballpen

- Second Batch: Delivery to survey points in on or before June 30, 2025
- 18, 000 survey forms
- 6,000 pcs. Corporate giveaways (2,000 pcs for each item)
- 104 pcs Dri- Fit Long Sleeves
- 104 pcs Dri-Fit Polo Shirt
- 104 pcs Drawstring Bag
- 104 pcs ID with Lanyard
- 312 pcs. Black Ballpen

APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is Nine Hundred Fifty-Five Thousand Five Hundred Forty-Five Pesos Only (₱955,545.00) inclusive of taxes and fees.

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

PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

Contact Person:

Ms. Jay S. De Guzman
Tourism Development Division, DOT MIMAROPA
09171378529
tdd.mimaropa@gmail.com/ jsdeguzman@tourism.gov.ph

Kindly submit your quotation for the above requirement addressed to:

MR. ROBERTO P. ALABADO III
OIC – Regional Director
Department of Tourism MIMAROPA Region
Address: 5/F NEX 54 Building, 778 Barangka Ilaya,
Boni Avenue cor. EDSA, Mandaluyong City
Email: dot4b.bacsecretariat@gmail.com

For Land Bank Payment Purposes:

Bank Name:
Account Number:
Account Name:
Note: Other Bank has bank charges

Created by Faye Angeli Argamosa Reyes

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