



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4732779
Procuring Entity DEPARTMENT OF TOURISM
Title Purchase of Promotional Materials
Area of Delivery Metro Manila

Solicitation Number:	2017-08-0231	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	2
Category:	Corporate Giveaways	Date Published	16-Aug-2017
Approved Budget for the Contract:	PHP 819,975.00	Last Updated / Time	16-Aug-2017 00:00 AM
Delivery Period:		Closing Date / Time	22-Aug-2017 10:00 AM
Client Agency:			
Contact Person:	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

Description

TERMS OF REFERENCE

A. BIDDER
Supplier for Diving and Resort Travel (DRT) Show Philippines Giveaways

B. PROJECT TITLE
Diving and Resort Travel (DRT) Show Philippines

C. BACKGROUND
The DRT-Philippines is the country's biggest international dive event that will gather under one roof dive industry stakeholders (i.e., international and local dive tour operators, dive resorts, dive training schools, underwater photographers, and marine conservation organizations, among others), airlines, and international dive media especially in Asia and Oceania.

The event is unique from other international dive shows as it will incorporate in its program other travel trade activities such as business-to-business (B2B) meetings between foreign buyers and sellers, plus a 5-day post tour for buyers. A marine conservation aspect will be added to the line up of events distinct to the Philippines show.

With the overriding theme of "It's more fun to dive in the Philippines," elements of "fun" and "festivity" will be infused

into each component of the event, amidst a setting of the Philippines as the center of marine biodiversity in the world.

D. OBJECTIVES

The DOT is in need of a well-experienced professional company engaged in the production of quality promotional giveaway items. The company must have previous experience in handling Department of Tourism giveaway requirements.

The DRT Show Philippines is aimed at attaining the following objectives:

- a. To provide a venue for foreign buyers-of dive travel products to discuss business with Philippine dive tourism suppliers
- b. To position the Philippines as the premier diving and business hub in Asia
- c. To sustain global awareness of the Philippines as having the richest marine biodiversity in the world

E. MINIMUM REQUIREMENTS

- Must be a Philippine-based organization capable of producing high quality promotional materials
- Electronic Procurement System (PhilGEPS)
- Must be willing to provide services on send-bill arrangement

F. SCOPE OF WORK

1. Polo shirt

Material : Honeycomb Cotton / Polyester

Color : Dark Green

Design : Embroidered "Dive Philippines" logo (White)

Breast area and upper back

Sizes :

Unisex Quantity

S - 45

M - 30

L - 25

XL - 20

2XL - 20

3XL - 12

4XL - 3

Total : 150 pcs

Estimated Price: PHP 400 each

2. Windbreaker Jacket

Material : Waterproof Nylon / Polyester

Color : Gray / Dark Gray

Design : Embroidered "Dive Philippines" logo (white)

Left breast area and Back

Sizes :

Unisex Quantity

S - 43

M - 27

L - 25

XL - 20

2XL - 20

3XL - 12

4XL - 3

Total : 150 pcs

Estimated Price: PHP 1,400 each

3. Collapsible Duffel Bag

Material : Waterproof Nylon / Polyester

Color : Dark Blue

Strap - Gray or Black

Design : Printed "Dive Philippines" logo white on the side of the bag

Printed "Dive Philippines" logo white on top of the pouch

Size : Medium

Total : 150 pcs

Estimated Price : PHP 500 each

4. Luggage Cover

Material : Stretch fabric

Color : White

Design : Full-Color print (Kindly check attached design)

Size : Free size (Must fit medium and large luggage)

Total : 150 pcs
Estimated Price : PHP 900 each

5. Ballpen

Material : Plastic
Color : Off white
Ink Color : Black
Design : Full-Color print – "Dive Philippines" Logo black on the clip
Total : 1,000 pcs
Estimated Price : PHP 50 each

6. Lanyard Charger

Material : Polyester
Color : Front – Gray ; Back - Black
Design : Kindly see attached design
Dive Flag (white and red) "Dive Philippines" text (white)
Full color print
Concealed USB 2-in-1 android and i-phone charger
Cable – 1 meter (black) ; flat type
Automatic button Clip
Size : Must conceal 1 meter cable charger
Total : 200 pcs
Estimated Price : PHP 650 each

7. Sticker

Material : Waterproof, reflectorized sticker paper
Color : White
Design : Full Color "Dive Philippines" logo
Size : 1 pack contains 1 small, 1 medium, and 1 large sticker
Small – 3 inches (width)
Medium – 6 inches (width)
Large – 12 inches (width)
Total : 1,000 packs
Estimated Price : PHP 25 each pack

8. Travel Kit Bag

Material : Waterproof nylon / polyester
Color : Black
Design : White "Dive Philippines" logo print
Size : At least half A4 size when closed
Total : 450 pcs
Estimated Price : PHP 300 each

G. BUDGET

Unit	Quantity	Price per Unit	Total
Polo shirt	pcs 150	400.00	60,000.00
Windbreaker	pcs 150	1,400.00	210,000.00
Duffel Bag	pcs 150	500.00	75,000.00
Luggage Cover	packs 150	900.00	135,000.00
Ballpen	pcs 1,000	50.00	50,000.00
Lanyard Charger	pcs 200	650.00	130,000.00
Sticker	packs 1,000	25.00	25,000.00
Travel Kit Bag	pcs 450	300.00	135,000.00
			820,000.00

H. OTHER INSTRUCTIONS

[6] All goods are grouped in lots below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.

[7] Sample not required but would greatly be appreciated for easier assessment.

I. PAYMENT PROCEDURE

Government procedure: send bill

J. CONTACT PERSON

Name : Ghienel Gustilo / Jam Concel
Mobile : 0977 824 7019
Phone : 459 5200 loc 520 / 522
Email : ghienelgustilo@gmail.com / phdiveteam@gmail.com

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.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Maria Alma O Almazan

Date Created 15-Aug-2017

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