



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4841278  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Purchase of Collaterals and Tokens (BHAFF)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-10-0300	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	2
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	3
<b>Category:</b>	Corporate Giveaways	<b>Date Published</b>	03-Oct-2017
<b>Approved Budget for the Contract:</b>	PHP 802,000.00	<b>Last Updated / Time</b>	03-Oct-2017 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	06-Oct-2017 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

I. Project Title: RELAUNCH OF THE "BRING HOME A FRIEND" PROGRAM

II. Purpose/Objective:

- Information collaterals and tokens for distribution for the duration of the program

III. Minimum Requirement for Suppliers:

- Submission of printed sample for flyer and tarpaulin upon submission of bid
- Submission of sample for travel set upon submission of bid

IV. Scope of Work/Deliverables

- All goods are grouped in lots listed 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.

**I. SPECIFICATIONS:****LOT NO. 1: FLYERS**

Size: SPREAD 8.5" x 6.5"  
FOLDED 8.5" x 3.25"  
Color: Full Color  
Material: C2s #70  
Process: Offset  
Back to Back Printing  
Quantity: 20,000 Pieces  
Layout to be supplied by DOT

Approved Budget for the Contract: PhP80,000.00

**LOT NO. 2: BANNERS**

Size: 3 ft. x 6 ft.  
Color: Full Color  
Material: Tarpaulin  
Process: Digital  
One-side Printing  
Quantity:  
Vertical - Ten (10) Pieces Pull-up  
Horizontal - One Hundred Twenty (120) Pieces  
Layout to be supplied by DOT

Approved Budget for the Contract: PhP72,000.00

**LOT NO. 3: 6-PIECE TRAVEL SET  
(3 Packing Cubes, 3 Drawstring Pouches)**

ITEM: Packing Cubes  
MATERIAL/DESIGN:  
Rhombus and mesh polyester  
With 2-way zipper  
All 3 cubes with debossed BHAF logo in leatherette  
SIZE:  
Large: H 32.4cm x L 40.6cm x 7.6cm  
Medium: H 27cm x L 35.6cm x 7.6cm  
Small: H 19.7cm x L 25.4cm x 7.6cm  
COLOR: Green

ITEM: Drawstring Pouch  
MATERIAL/DESIGN:  
Polyester  
Large pouch with debossed BHAF logo in leatherette  
SIZE::  
One (1) Large size to serve as main packaging for all the items  
Medium: 15" x 18"  
Small: 9" x 13"  
COLOR: Gray

Quantity: 1,000 Sets  
Approved Budget for the Contract: PhP650,000.00

**V. Budget:**

- Total budget allocation is PHILIPPINE PESOS: EIGHT HUNDRED TWO THOUSAND (PhP802,000.00) inclusive of taxes.

**VI. Terms of Payment:**

- Government Procedure

**VII. Schedule of Delivery:**

- Flyers and banners should be delivered at the DOT Central Office on or before 12 OCTOBER 2017

- 6-Piece Travel Set should be delivered at the DOT Central Office on the following schedule:

1st Delivery of 300 Pieces on or before 13 October 2017

Full delivery on or before 03 November 2017

VIII. Project Officer/Contact Person:

MR. CHARLES USI

Office of Public Affairs, Communications  
And Special Projects

Contact Nos.: (63 2) 459 5200 local 316

Email Address: usi.charles@gmail.com

\*The winning bid shall be determined based on bid with most responsive proposal to the criteria set forth by DOT and advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Deadline of Submission: October 6, 2017 10:00 am

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 (Annual)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

**Created by** Maria Alma O Almazan

**Date Created** 02-Oct-2017

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