



HRAS - PROCUREMENT

REQUEST FOR QUOTATION

Sealed Bidding

PR No.: CB - 53531

Date: 11/16/2022

R.F.Q. No.: 202211-12311

Delivery 30 CD upon approval of sample

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
	1.0	LOT	Token/ Giveaways/ Souvenirs Provision of Promotional Material/Jacket Item: Corporate Jacket (Reversible) Material: Microfiber, Cotton Twill Zipper, corporate style Color: Black (Side A), White and Black (Side B) With Two (2) front inside pockets Design:Side A: 6-inch width embroidered RAPID logo (White) on the left chest 7-inch width embroidered text COMPETITIVENESS AND INNOVATION Side B: 6-inch width embroidered RAPID logo (Colored) on the left chest 7-inch width embroidered text COMPETITIVENESS AND INNOVATION		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 150,000.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE

Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:



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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			Quantity: 100 pcs (see attached layout for details)		

***** NOTHING FOLLOWS *****

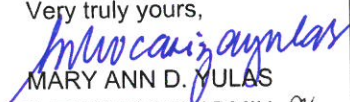
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POSITION: _____

COMPANY: _____

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HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

G/F, Trade and Industry Building, 361 Sen Gil J. Puyat Ave., City of Makati* 1200 Philippines
Tels. (632) 751-4997, 751-0384 loc. 2111, Fax (632) 751-3515, e-mail:procurement@dti.gov.ph

TERMS OF REFERENCE

PROCUREMENT OF PROMOTIONAL MATERIALS FOR THE ACTIVITIES OF RAPID GROWTH COMPETITIVENESS AND INNOVATION PROJECT

I. RATIONALE

Aligned with the Philippine Development Plan 2017-2022, the RAPID Growth Project envisions to improve the productivity and competitiveness of the micro, small, and medium enterprises (MSMEs) in the local and global markets. With a focus on the four priority commodities such as cacao, coffee, coconut, and processed fruits and nuts, the Project is currently being implemented in Regions 8, 9, 10, 11, 12, and 13.

Disruptions in the supply chain due to restrictions in travel and mobility caused by the COVID-19 pandemic have further pushed the need for the 4IR agriculture technology adoption. Hence, the Competitiveness and Innovation Project (CIP) was proposed and lodged under the RAPID Growth Project in a bid to address the challenges brought by the pandemic and unlock opportunities for the new normal.

To ensure the full-blown implementation of the CIP, it is vital to plan out the next steps based on the results derived from the innovation assessment studies and on the previous discussions through the following components:

- **RAPID Stocktaking and Assessment**
 - Regional Innovation Roadshows
 - Regional Innovation Training
 - Innovation Assessment Studies Phase II
- **RAPID Acceleration and Incubation through Digitalization (AID)**
 - RAPID AID Training Program
 - Training Proper
 - Technology Transfer
 - I4.0 Awareness Campaigns
- **RAPID Operations (Ops)**

In order to support and promote the advocacies of the RAPID Growth CIP, the CB intends to procure goods as marketing and promotional materials.

II. OBJECTIVES

The promotional materials are intended to:

1. Heighten awareness of the programs of RAPID Growth CIP; and
2. Promote the programs to widen audience/stakeholders.

III. SCOPE OF WORK

The RAPID Growth CIP is a DTI-CB-led program partnered with IFAD that is covered in this procurement activity.

RAPID Growth CIP Promotional Materials

Approved Budget for the Contract: Php 150,000.00

Source of Fund: RAPID Growth Loan Proceeds

No.	Item	Quantity
1	RAPID Growth Jacket	100 pcs.

(Note: See attached sample/layout/design for details)

IV. DUTIES AND RESPONSIBILITIES

The following are the duties and responsibilities of the supplier:

1. Submit samples of the promotional materials based on the specifications provided on or before seven (7) working days from the date of receipt of the Purchase Order (PO).
2. Produce and deliver all agreed promotional materials within thirty (30) working days from the date of receipt of Purchase Order (PO); and
3. Replace any printed materials deemed damaged or defective.

The following are the duties and responsibilities of the DTI-CB:

1. Provide soft copies of designs of the promotional materials for reference;
2. Inspect and approve sample promotional materials; and
3. Receive, inspect, and accept/reject the submitted promotional materials per design and specification.

The completion schedule provided shall be considered extended under the following:

1. Delays caused by force majeure or fortuitous events where the period or number of days of extension shall be agreed upon by DTI-CB in writing; and
2. Claims for time extension of the contract period due to force majeure or justifiable reason shall be subject to approval by DTI-CB.

V. MINIMUM REQUIREMENTS FOR SUPPLIES

1. Preferably a Philippine-based company capable of producing good quality promotional materials.
2. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).
3. Preferably possesses Domestic Bidders Certificate of Preference related to any sewn goods or products. Otherwise, if no bidder presents a DoBid Certificate nor a local manufacturer, other bid participants may already be considered.

VI. APPROVED BUDGET AND PAYMENT SCHEME

The Approved Budget for the Contract (ABC) allocated for the procurement of promotional materials is **ONE HUNDRED FIFTY THOUSAND PESOS ONLY (Php 150,000.00)**, inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs.

Full payment of the contract shall be paid upon receipt of billing and the issuance of the corresponding Certificate of Satisfactory Service by the end-user.

Item	Corporate Jacket (Reversible)
Material	Microfiber, Cotton Twill Zipper, corporate style With two front inside pockets (reversible)
Color	Black (Side A), White and Black (Side B)
Design	Side A: 6-inch width embroidered RAPID logo (White) on the left chest 7-inch width embroidered text "COMPETITIVENESS AND INNOVATION" Side B: 6-inch width embroidered RAPID logo (Colored) on the left chest 7-inch width embroidered text "COMPETITIVENESS AND INNOVATION"
Size and Quantity	100

Reference for Jacket Sizes

Size Specification							
Size	2XS	XS	S	M	L	XL	2XL
Quantity		10	25	35	15	10	5
Width		19"	20"	21"	22"	23"	24"
Length		24"	27"	28"	29"	30"	31"

