



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: HRAS - 52576

Date: 10/18/2022

R.F.Q. No.: 202210-12134

Delivery See attached Terms of Reference

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.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 1.0, LOT, Provision of Goods DTI 2022 Christmas Gift Pack Bags, No. of Units: 1,578 pieces, Material: Quality Canvas Fabric, High Thickness (preferably 180gsm or higher); handle-nylon canvas, durable and strong enough to carry a Christmas Grocery Gift box, expandable with continuous strap handle or any similar material. To ensure durability, bag must be sewn double-stitched. Bag Specifications: Body Height: 16 in. Length: 14 in.

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 189,360.00

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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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Contains detailed specifications for an item including dimensions (Width: 9 in., Length: 24 in., Width: 1.5 in.), preferred colors, printing type, and terms and conditions.

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 189,360.00

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ADMIN. OFFICER II

Very truly yours,

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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. The ARTICLE column contains detailed instructions regarding item descriptions, quantities, and delivery terms.

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 189,360.00

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

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			<p>4>Returns: All defective items will be returned to the supplier and replaced within the day after receipt.</p> <p>5.Payment: Payment will only be made once all the conditions above are met.</p> <p>Budget and Payment Arrangement</p> <p>The approved budget is P189,360.00. Quotation should be inclusive of VAT. Payment is on a send bill arrangement. The payment will be processed after the complete delivery of the products and Statement of Account (SoA).</p> <p>Submission of Bids</p>		

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 189,360.00

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

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Signature over Printed Name
POSITION:
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Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. The ARTICLE column contains detailed instructions for bidders regarding proposal submission, disqualification criteria, and requirements for winning bidders.

Remarks All item should be treated as one lot. Please note on the delivery term indicated above. ABC: 189,360.00

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.

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NO	QUANTITY	UNIT	ARTICLE	UNIT PRICE	TOTAL PRICE
			Please find attached Terms of Reference (TOR) for further details.		

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

Remarks All item should be treated as one lot. Please note on the delivery term indicated above.
ABC: 189,360.00

Prepared by:

PAULA CAMILLE B. INCAPAS
ADMIN. OFFICER II

Very truly yours,

MARY ANN D. YULAS
SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE

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TERMS OF REFERENCE

2022 Year-End Gift Package

Gift Pack Bag

With more than two years of surviving and moving to thrive during the pandemic, the DTI community is gradually returning to the way it was. Although much has changed already over our previous Yuletide commemorations, we have firmly weathered and survived the storm, cherishing the simple joys and blessings which made it more meaningful to celebrate and spread cheer beyond the new year. As we continue to move forward and live with a spirit of faith, hope, and love; a simple year-end gift package will be shared to all DTI employees and their families.

Through this, it is hoped that the DTI workforce will feel the Department's sincerest appreciation for the work that they do and be reminded that they will always be valued for being part of the organization, even during this time of adversity.

I. Product

ITEM	DESCRIPTION	QTY.
DTI 2022 Christmas Gift Pack Bags	<p>Quality Canvas Fabric, High Thickness (preferably 180gsm or higher); handle-nylon canvas, durable and strong enough to carry a Christmas Grocery Gift box, expandable with continuous strap handle or any similar material.</p> <p>Dimension (<i>in inches</i>): Body: Height: 16 in., Length: 14 in., Width: 9 in. Handle: Length: 24 in., Width: 1.5 in.</p> <p>Preferred Color: Body: White, Red, Green, or Blue Handle: Red, Green, Blue, or Yellow</p> <p>Type of Printing: Silkscreen Printing preferably with at least 2-4 colors in the design. Please refer to the sample peg design. The design will be finalized based on the final sample bag of the winning bidder.</p>	1,578 Pieces

II. Terms and Conditions

- Specifications:** all products must meet the end-user's prescribed description and unit of measurement. All items must be locally manufactured in the Philippines.
- Quantity:** the quantity delivered should be the same as the quantity ordered. Otherwise the supplier will not be paid in full until they have completed full delivery of the order.

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

3. **Delivery:** deliveries should be made on the date and time agreed upon between the two parties. **The target full delivery period is to be scheduled within the period of November 21-29, 2022; time and location to be determined. Any changes on the agreed delivery date and time should have prior approval of DTI Procurement Management Division, through the Human Resource and Administrative Service.**
4. **Returns:** all defective items will be returned to the supplier and replaced within the day after receipt.
5. **Payment:** payment will only be made once all the conditions above are met.

III. Budget and Payment Arrangement

The approved budget is **P189,360.00**. Quotation should be inclusive of VAT. Payment is on a send bill arrangement. The payment will be processed after the complete delivery of the products and Statement of Account (SoA).

IV. Submission of Bids

Interested bidders are requested to submit their proposal with product details and specifications e.g. price, unit of measurement for dimension (cm, in etc.).

Incomplete submission of the above requirements is subject for disqualification.

- ✓ Winning bidders will be requested to meet the end-user to discuss the proposal and requirement details.
- ✓ A sample should be presented and approved before mass production.
- ✓ Further adjustments with the items/products' may be requested by the end-user from the winning bidder.

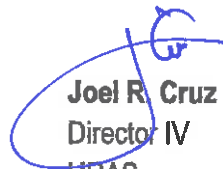
Prepared by:


Jeslie M. Cornelio
Administrative Officer V
HRAS – TDD

Reviewed by:


Hazel Joyce L. Doplito
Supervising Administrative Officer
HRAS – TDD

Approved by:


Joel R. Cruz
Director IV
HRAS

HUMAN RESOURCE AND ADMINISTRATIVE SERVICE





കളി മുതലായവ

KALUGURAN



കുടുംബശ്രീ

KAHINAHUNAN



കുടുംബശ്രീ

KARIWASAAN