



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11342325  
**Procuring Entity** BASES CONVERSION AND DEVELOPMENT AUTHORITY - MAIN  
**Title** Procurement of Corporate Merchandise 2024 for Media  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BG2024-111-1538	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Tokens and Awards		
<b>Approved Budget for the Contract:</b>	PHP 988,500.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	Stefany A Mateo Sr. Administrative Assistant BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st St., 2nd Ave. Bonifacio Global City Taguig City Metro Manila Philippines 1634 63-2-5751782 63-2-5751785 samateo@bcda.gov.ph	<b>Date Published</b>	10/10/2024
		<b>Last Updated / Time</b>	09/10/2024 15:43 PM
		<b>Closing Date / Time</b>	16/10/2024 08:00 AM

#### Description

Procurement of Corporate Merchandise 2024 for Media

##### 11 SET CHRISTMAS TOKEN

Gift Basket with 12-15 premium products

Specifications:

- US/European brands

- With Packaging (basket, wooden box, etc. with Christmas ribbon/ accessories)

- Sample Gift Box/Basket Content may include but not limited to the following items:

Wine (R/W), Pate, Crackers/Pretzels, Pasta, Pasta Sauce, Wafers/biscuits, Tea, Chocolates/Candies, Cereals, Jams, Cheese, Chips, Premium canned goods

SUBMIT LIST OF CONTENT & SAMPLE PICTURE OF BOX/BASKET

Target Delivery: Last week of November 2024

(ABC) PHP 3,500.00 per Set

##### 25 SET GIFT BASKET

Gift Basket with 6-8 premium products

Specifications:

- US/European brands

- With Packaging (basket, wooden box, etc. with Christmas ribbon/ accessories)

- Sample Gift Box/Basket Content may include but not limited to the following items:

Wine (R/W), Pate, Crackers/Pretzels, Pasta, Pasta Sauce, Wafers, Tea, Chocolates/Candies, Cereals, Jams, Cheese

SUBMIT LIST OF CONTENT & SAMPLE PICTURE OF BOX/BASKET

Target Delivery: Last week of November 2024

(ABC) PHP 2,000.00 per Set

**500 PC BAG**

Local Vegan Leather Multi-Purpose Laptop Sleeve

Specifications:

- Made with vegan leather acts as a laptop sleeve and a work essentials organizer
- Can fit up to 13" Laptop
- With a collapsible laptop stand with pocket sleeves
- locally-made
- Branding - Engraved BCDA logo

Target Delivery: Last week of November 2024

(ABC) PHP 1,500.00 per Piece

**600 PC PAPER BAG**

Specifications:

- Color - Black
- Branding with BCDA Logo (full white) and/or New Clark City Logo (white and orange)
- Plain rope handle
- Thick kraft paper (120 to 150 gsm)
- Matte finish
- Large (25x37x11cm)

Target Delivery: First week of November 2024

(ABC) PHP 250.00 per Piece

Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
  - 2) PhilGEPS Registration No.
  - 3) BIR Certificate of Registration (BIR Form 2303)
  - 4) Income/Business Tax Return if the ABC is above 500k
  - 5) Omnibus Sworn Statement and Proof of Authorization
- (Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization  
e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

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**Other Information**

Please email the quotation together with your PhilGEPS Registration, BIR Registration, Mayor's Permit, and Omnibus Sworn Statement to [samateo@bcda.gov.ph](mailto:samateo@bcda.gov.ph) or submit it to BCDA Reception Area, 2/F Bonifacio Technology Center, 31st St. corner 2nd Ave. Bonifacio Global City, Taguig City.

Bids should be inclusive of all applicable taxes and any other fees.

Bids over the approved budget for the contract shall be automatically disqualified.

The contract shall be awarded to the supplier with the Lowest Calculated Bid during the evaluation procedure.

(You may use the attached Pro-forma RFQ-Request for Quotation and Omnibus Sworn Statement found in Associated Components)

BCDA reserves the right to accept and reject any or all of the quotations received formally, waive minor defects in forms and requirements, or to accept quotations/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.

**TERMS AND CONDITIONS:**

Payment: Thirty (30) working days

Delivery: \_\_\_\_\_ calendar days (please specify)

Validity of price: One (1) month

Look for Ms. Stefany Mateo for inquiries email at [samateo@bcda.gov.ph](mailto:samateo@bcda.gov.ph).

**Created by** Stefany A Mateo

**Date Created** 09/10/2024

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