



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7451174
Procuring Entity DEPARTMENT OF TOURISM
Title PRINTING SERVICES FOR THE CY 2020 DEPARTMENT OF TOURISM ANNUAL REPORT
Area of Delivery Metro Manila

Solicitation Number: 2021 - 02 - 0010 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Printing Services Approved Budget for the Contract: PHP 120,000.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	2
	Bid Supplements	0
	Document Request List	0
	Date Published	05/02/2021
	Last Updated / Time	04/02/2021 10:37 AM
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Description

TERMS OF REFERENCE
 FOR THE PROVISION OF PRINTING SERVICES FOR THE CY 2020 DEPARTMENT OF TOURISM ANNUAL REPORT

1. BACKGROUND

Pursuant to its mandate, the Department of Tourism (DOT), together with its regional offices and attached agencies, developed its Programs, Activities, and Projects (PAPs) to promote responsible and sustainable tourism industry as a major contributor to the economy.

To give a clear picture of how the DOT has fared in attaining its targets for CY 2020, it is essential that an Accomplishment Report is prepared to provide an overview and highlights of its achievements for the year. The Accomplishment Report will serve as the Department's report card to be shared to the Office of the President, Congress, and especially to tourism stakeholders in order to show transparency of its programs and to hold the agency accountable to its mandate as reflected in R.A. 9593 or the Tourism Act of 2009.

2. OBJECTIVES

Within the above premise, the DOT seeks the service of an Agency or Firm capable of providing necessary services for the production and printing of the Department of Tourism's 2020 Annual Report to boost its information and advocacy campaign.

3. TARGET AUDIENCES

The materials shall be used primarily as presentation materials for multi-level and multi-sectoral stakeholders:

3.1. Government (Office of the President, the Congress, and other Government Agencies); and

3.2. Private Sector (All DOT-accredited tourism establishments and potential members, etc.)

4. SCOPE OF WORK

In line with the Background and Objectives, the Agency/Firm shall print the DOT's 2020 Annual Report in close coordination with the DOT, including but not limited to the following tasks:

4.1. Revise the selected layout as discussed with DOT

4.2. Submit Press Proof and obtain a final sign-off from DOT before submitting electronic files for printing/mass production.

4.3. Submit a digital copy of the Accomplishment Report to the DOT to be stored in five (5) USB devices and should be in print-ready format compatible for commercial printing.

5. PRINT SPECIFICATIONS

2020 Annual Report

QUANTITY : 500 copies

SIZE : (A4) 8.27" x 11.69" (Folded) (Tall)

16.54" x 11.69" (Spread)

COLORS : Full Color 4 x 4

PAPERSTOCK : Cover: C2S 180 lbs. + matte lamination (1 side)

Inside: Matte 100 lb

NO. OF PAGES : 30-34 pages

BINDING : Saddle Binding

LAMINATION : matte with spot UV

PROCESS : Offset printing; file supplied

OTHERS : 1. Submission of press proof

2. Digital copies saved in five (5) flash drives

6. ELIGIBILITY REQUIREMENTS

6.1. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS).

6.2. Must be a reputable agency/firm with printing capabilities and/or printing company specializing in tourism communications with at least 5 years' experience in the business

6.3. Must have experience in layouting and printing of an Annual Report of a government agency for the past 5 years.

6.4. Must be able to provide 3 to 5 samples of quality brochures/annual report produced/printed within the last three (3) years (for presentation purposes only)

7. APPROVED BUDGET:

The allotted budget is PHP 120,000.00 inclusive of all applicable Government taxes and charges. The said amount shall be charged to the Planning Service FY 2021 Budget.

8. SCHEDULE OF DELIVERY

The engagement must be completed within a period of twenty five (25) working days from receipt of Notice to Proceed.

9. TERMS AND CONDITIONS

9.1. All materials produced during the period of engagement shall be amenable to edits at no cost to the DOT for a maximum of five (5) revisions for each material.

9.2. All concepts and materials formulated and designed in conjunction with this project shall be owned by DOT with full and exclusive rights on future use thereof, both in the Philippines and internationally. The bidder must observe strict confidentiality of the information and data in the said materials.

10. PAYMENT PROCEDURE

The procurement of the service provider shall be through Small Value Procurement pursuant to Republic Act (R.A.) No. 9184, or the Government Procurement Reform Act (GPRA), and its Revised Implementing Rules and Regulations (IRR).

Payment shall be made upon complete delivery of the Annual Report.

11. CONTACT PERSONS

Name: Mr. Noubert Emmanuel Oliveros / Ms. Leslie Zaldua

Contact Number: 459-5200 local 416

Email: emmanoliveros.tourism@gmail.com / Lmszaldua@tourism.gov.ph

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)

4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 08 February 2021 at 12:00 pm. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 04/02/2021

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