



## Bid Notice Abstract

### Request for Quotation (RFQ)

<b>Reference Number</b>	7766234
<b>Procuring Entity</b>	DEPARTMENT OF TOURISM
<b>Title</b>	Printing of Accreditation Codes on the Rules and Regulations Governing the Accreditation of Tour Guides and Establishment of the Professional Tour Guides Qualification Examination (PTGQUALEX)
<b>Area of Delivery</b>	Metro Manila

<b>Solicitation Number:</b> 2021 - 06 - 0057	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b> Printing Services	<b>Date Published</b>	15/06/2021
<b>Approved Budget for the Contract:</b> PHP 255,000.00	<b>Last Updated / Time</b>	14/06/2021 11:49 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	18/06/2021 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION

#### TECHNICAL SPECIFICATIONS

I. Project Title: PRINTING / PRODUCTION OF TOURISM ACCREDITATION CODES ON THE RULES AND REGULATIONS GOVERNING THE ACCREDITATION OF TOUR GUIDES AND ESTABLISHMENT OF THE PROFESSIONAL TOUR GUIDES QUALIFICATION EXAMINATION (PTGQUALEX)

#### II. Purpose/Objective

- To be distributed to DOT Regional Offices and industry stakeholders.
- To disseminate information on the formulated Rules and Regulations Governing the Accreditation of Tour Guides as well as the Establishment of the Professional Tour Guides Qualification Examination (PTGQualEx) .

#### III. Minimum Requirement for Suppliers

- Has been in the printing business for not less than 3 years.
- Has the capability to repack the tourism codes per requested quantity.

- Has the capability to facilitate the delivery of the codes to the DOT office.
- Submission of sample materials to be used.
- Submission of sample works.
- Must be willing to provide services on send-bill arrangement.

#### IV. Scope of Work/Deliverables

##### A. Printing/Production of the Tour Guide and PTGQualEx Accreditation Code (Front and Back Cover attached as Annex A and B)

- Pages: 44 (including front and back cover)

##### • Specifications:

- Size: 8.5" (L) x 6" (W)
- Binding: Perfect Binding
- Process: Offset Printing
- Full Colour: Cover and Inside

##### Cover

- Stock: c2s 220
- Paper Finish: Matte Lamination
- Other: UV lamination

##### Inside

- Stock: c2s 120

##### Fonts Used

- Front: Bellerose and Bandoengsche Regular
- Inside: Arial
- Back: Arial

- Total Quantity: 1,700 pcs.

##### Region Allocated number

OTSR 100

CAR 100

NCR 100

R01 100

R02 100

R03 100

R4A 100

R4B 100

R05 100

R06 100

R07 100

R08 100

R09 100

R10 100

R11 100

R12 100

R13 100

Total 1,700

- Softcopy and fonts used to be given to the winning bidder

#### V. Approved Budget for the Contract

TWO HUNDRED FIFTY FIVE THOUSAND PESOS ONLY (₱255,000.00)  
inclusive of all applicable taxes and delivery charge

#### VI. Submission of Sample for DOT Approval

- Within seven (7) working days upon receipt of Purchase Order/Notice of Award.

#### VII. Delivery Period

- Within Fifteen (15) working days after the receipt of approved Actual Sample.

#### VIII. Payment Procedure

- Payments shall be based on Government Payment Procedure.
- Full payment shall be processed after completed delivery to DOT Office at #351 The New DOT Bldg., Sen. Gil Puyat Ave., Makati City and upon SDD receipt of the Statement of Account / Billing Statement.

#### IX. Compliance to Specifications/Provisions

- Non-submission of required sample works and materials to be used shall be ground for disqualification of bid.
- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample of Tour Guide and PTGQualEx Accreditation Code.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR and its annexes, and design/concepts as approved by the DOT-END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-END USER.
- The WINNING BIDDER shall keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved Tour Guide and PTGQualEx Accreditation Code except to those persons entrusted/authorized by the DOT-END USER.

#### X. Project Officer/Contact Person

MR. JC JAN O. CUETO/ MS. SHARLEMAGNE S. VALDEZ  
Standards Development Division  
Office of Tourism Standards and Regulation  
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Approved by:

VIRGILIO M. MAGUIGAD, EnP  
Director  
Office of Tourism Standards and Regulation

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Printing Services	Printing of Accreditation Codes on the Rules and Regulations Governing the Accreditation of Tour Guides and Establishment of the Professional Tour Guides Qualification Examination (PTGQALEX)	1	Lot	255,000.00

#### 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 18 June 2021 at 10:00 am. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco

**Date Created** 14/06/2021

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