



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6334618
Procuring Entity DEPARTMENT OF TOURISM
Title Production of DOT Accomplishment Report 2018
Area of Delivery

Solicitation Number: 2019-07-0153 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Services Approved Budget for the Contract: PHP 235,000.00 Delivery Period: Client Agency:	Status	Pending
	Associated Components	3
	Bid Supplements	0
	Document Request List	0
	Date Published	21/07/2019
	Last Updated / Time	20/07/2019 15:42 PM
	Closing Date / Time	24/07/2019 10:00 AM
Contact Person: 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

TERMS OF REFERENCE
 FOR THE PRODUCTION OF THE DEPARTMENT OF TOURISM'S ACCOMPLISHMENT REPORT FOR 2018

I. BACKGROUND

In the performance of its mandate, the Department of Tourism (DOT) together with its 16 regional offices and 8 attached agencies formulate tourism policies, programs, and projects in order to develop the tourism industry as a major contributor to the Philippine economy. Guided by its medium-term framework, the National Tourism Development Plan (NTDP), the DOT sets up targets each calendar year (CY) and carefully plan its Programs, Activities, and Projects (PAPs) in order to meet or surpass the said targets.

To give a clear picture of how the DOT has fared in attaining its targets for CY 2018, it is essential that an Accomplishment Report is prepared to show an overview 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 in our programs and to hold the agency accountable to its mandate as reflected in R.A. 9593 or the Tourism Act of 2009.

II. OBJECTIVES

Within the above premise, the DOT seeks the assistance of an Agency or Firm specializing in trade & travel communications and capable of providing necessary services for the production and printing of the DEPARTMENT OF TOURISM'S CY 2018 ACCOMPLISHMENT REPORT.

III. TARGET AUDIENCES

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

2. Local Government Units (LGUs);
3. The Academe; and
4. Private Sector (All DOT-accredited tourism establishments and other tourism stakeholders).

IV. SCOPE OF WORK

In line with the Background and Objectives, the Agency/Firm must design, layout, and print the DOT's CY 2018 Accomplishment Report in close coordination with the DOT, including but not limited to the following tasks:

1. Design, Layout and Mechanicals:

- 1.1. Conceptual graphics based on the comment and guidance from the DOT
- 1.2. Art Direction and Graphic Design
- 1.3. Illustration and Infographics
- 1.4. Print Layout and Final Art File

2. Printing Production and Supervision:

- 2.1. Submit the preliminary layouts for discussion with the DOT
- 2.2. Revise the selected layout as discussed with DOT
- 2.3. Design and layout the graphics for the publication
- 2.4. Submit the publication to DOT for proofreading
- 2.5. Revise the publication should the DOT deem it necessary and ensure all corrections have been inserted prior to finalization
- 2.6. Submit Press Proof and obtain a final sign-off from DOT before submitting electronic files for printing/mass production.

3. Others:

- 3.1. Submit a digital copy of the Accomplishment Report to the DOT to be stored in three (3) USB devices and should be in print-ready format compatible for commercial printing.
- 3.2. Conduct photo research and take photos as needed (to supplement existing image bank of DOT and attached agencies).

V. DELIVERABLES AND PRINT SPECIFICATIONS

THE 2018 DOT ACCOMPLISHMENT REPORT

QUANTITY : 1,000 copies

NO. OF PAGES : Minimum of 16, maximum of 20

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

33.08" x 11.69" (Spread)

COLORS : 4 x 4

PAPERSTOCK : C2S 180 lbs.

BINDING : Perfect Binding

OTHERS : 1.) With Matte Lamination

2.) Digital Copy saved in three (3) USB devices

NOTE: Deliverables also include service fees plus all other components that completes the production of the 1,000 copies of the DOT Accomplishment Report (Inclusive of Copy Manuscript, Design [Layout and Mechanicals], Graphic Illustrations, Supplemental Photographs, Digital Files [E-copy] stored in three (3) USB drives, Color Separation and Press Proofs and actual printed matter).

VI. ELIGIBILITY REQUIREMENTS:

1. Must be a reputable creative agency specializing in tourism communications with 5 years' experience in the business with printing capabilities.
2. Must have experience in designing, layouting and printing of an Annual Report of a government agency for the past 5 years.
3. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).
4. Must be able to provide 3 to 5 recent works (for presentation purposes only).

VII. APPROVED BUDGET:

The allotted budget for the Creative Agency/Firm is PHP 235,000.00 inclusive of all applicable Government taxes and charges.

The said amount is charged to the Planning Service FY 2019 Budget.

VIII. SCHEDULE OF DELIVERY

The target date for the delivery of the Accomplishment Report is two (2) weeks upon approval of the final creative design and layout of the Accomplishment Report.

IX. 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 delivery of the Accomplishment Report.

X. CONTACT PERSONS

Name: Ms. Laarni Jaraplasan / Mr. Emmanuel Oliveros

Contact Number: 459-5200 local 416

Email: dot.planningservice@gmail.com / lani.jaraplasan@yahoo.com emmanoliveros.tourism@gmail.com

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before July 24, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 20/07/2019

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