



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6734232
Procuring Entity DEPARTMENT OF TOURISM
Title RFQ - Supply and Delivery of 2020 ASEAN Tourism Standards PLAQUE
Area of Delivery

Solicitation Number:	2019-12-0360	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Corporate Giveaways	Date Published	06/12/2019
Approved Budget for the Contract:	PHP 110,000.00	Last Updated / Time	06/12/2019 00:00 AM
Delivery Period:	15 Day/s	Closing Date / Time	10/12/2019 10:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 norjannahlucman@gmail.com		

Description

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TECHNICAL SPECIFICATIONS

Project Title: PROCUREMENT OF ASEAN TOURISM STANDARDS PLAQUES FOR THE 2020 ASEAN TOURISM STANDARDS AWARDING CEREMONY

I. Purpose/Objective

- To be given to tourism related establishments and local government units who have complied with the minimum requirements of the ASEAN Tourism Standards during the annual recognition, " ASEAN Tourism Standards Awarding Ceremony" scheduled early next year

II. Minimum Requirement for Suppliers

- Must be able to produce high quality plaques using the proposed materials, color, size measurements and other requirements specified in the attached layout/description.
- Must have experience in the production of plaques for big tourism events, e.g. ceremonies, awarding, competitions, etc.
- Must submit one (1) mock-up sample of plaque.
- Must submit at least two (2) similar sample works.

- Must submit proposed materials to be used as specified in the layout/description.
- Must be able to propose alternative options for materials to be used for the plaques.
- Must be willing to provide product warranty/return and exchange of defective plaques.
- Must be willing to provide services in a send bill arrangement.

III. Scope of Work

I. PRODUCTION OF ASEAN TOURISM STANDARDS PLAQUES WITH BOX (For reference please see attached sample as Annex A)

*Note: List of awardees to be given to the winning bidder

- Quantity: 55 Pieces
- Size: 8" (L) x 10" (H)
- Orientation: Portrait
- Color: Full Colour
- Wood Frame: Beveled Edge Solid Wood with Keyhole Hanger and Stand - ½ inch thickness
- Packaging: Black Plaque Presentation/Black Mache Box
- Design:
 - Black Plate with Texts
 - Embossed Logos: ASEAN and Department of Tourism Logo
 - Logos: Full Color
 - Fonts: Times New Roman
 - Texts: Engraved and other category existing
 - Text Color: Gold
 - Lining: Brushed gold lining

IV. Approved Budget of the Contract

ONE HUNDRED TEN THOUSAND PESOS ONLY
(PHP 110,000.00 inclusive of all applicable taxes)

V. Submission of Sample for DOT Approval

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

VI. Delivery Period

- Within fifteen (15) working days after approved Actual Sample.

VII. Payment Procedure

- Full payment shall be processed after delivery and acceptance of the 2020 ASEAN Tourism Standards Plaques and upon receipt of billing statement based on the Government Payment Procedures.

VIII. 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 ASEAN Tourism Standards Plaques.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, 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 ASEAN Tourism Standards Plaques except to those persons entrusted/authorized by the DOT-END USER.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Plaque	2020 ASEAN Tourism Standards Plaques (8" L x 10" H)	55	Piece	110,000.00

Other Information

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 or Certificate of Platinum Membership in lieu of Mayor's Permit and 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)
5. Reply Slip

Created by Norjannah P Lucman

Date Created 05/12/2019

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