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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5275846
Procuring Entity DEPARTMENT OF TOURISM
Title OTSR's Promotional Materials
Area of Delivery Metro Manila

| | | | |
|--|--|------------------------------|---------------------|
| Solicitation Number: | 2018-04-0120 | Status | Active |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 6 |
| Classification: | Goods | Bid Supplements | 0 |
| Category: | Corporate Giveaways | | |
| Approved Budget for the Contract: | PHP 964,500.00 | Document Request List | 4 |
| Delivery Period: | 20 Day/s | | |
| Client Agency: | | Date Published | 08/04/2018 |
| Contact Person: | Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph | Last Updated / Time | 08/04/2018 00:00 AM |
| | | Closing Date / Time | 12/04/2018 17:00 PM |

Description

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS MONITORING AND DEVELOPMENT DIVISION

TERMS OF REFERENCE

Project Title: PROCUREMENT OF PROMOTIONAL MATERIALS

I. Purpose/Objective

To be used during the conduct of OTSR's seminars/trainings and other related projects

II. Minimum Requirement for Suppliers

Submission of the following:

1. At least two (2) similar sample works of each item.
2. Proposed materials to be used as specified in the layout/description.

III. Scope of Work

Items# 1

PRINTING/PRODUCTION OF BUSINESS FOLDER

(For reference please see attached sample as Annex A)

Quantity: 600 pcs. - Matte Navy Blue 600 pcs. - Matte Black

a. Specifications: Dimensions: 9" x 13 1/2"

Colors: Matte Navy Blue and Matte Black

Inside: Left and Right Pocket Slits

Left Pocket Slit: Vertical pocket with three (3) additional H4 business card slot

Right Pocket Slit: V-split horizontal pocket with H4 Business Card Slot

Material: Paper

Stock: 10pt

Orientation: Portrait

Coating: Matte Aqueous with spot UV and embossed

b. Design:

i. Printed at the Front

Philippine Tourism Quality Seal

Gold lining

It's More Fun in the Philippines Logo

ii. Printed at the Back:

Department of Tourism Logo

Office of Tourism Standards and Regulation

accreditationonline.tourism.gov.ph

www.tourism.gov.ph

Anal Bold

Estimated Amount: 90.00/pc.

Item# 2

PRINTING/PRODUCTION OF NOTEBOOK

(For reference please see attached sample as Annex B)

Quantity: 600 pieces - Matte Navy Blue

600 pieces - Matte Black

a. Specifications:

Dimensions: 7"(L) x 4.5" (W)

Printing: Two (2) Side Print (Front and Back) ; Full Color

50 leaves / 100 pages (1/4 inch spacing line)

Lined/Ruled Pages

Spiral

b. Design

i. Printed at the Front

Philippine Tourism Quality Seal Logo

Gold Lining

It's More Fun in the Philippines Logo

ii. Printed at the Back

Department of Tourism Logo

Office of Tourism Standards and Regulation

accreditationonline.tourism.gov.ph

www.tourism.gov. ph

Arial Bold

Estimated Amount: 70.00/pc.

Item# 3

PRINTING/PRODUCTION OF BAMBOO FLASH DRIVE WITH CASING

(For reference please see attached sample as Annex C)

• Quantity: 500 pieces

Bamboo Flash drive

a. Specifications:

Texts: Engraved

Type: Bamboo Flash drive

Memory: 16 GB

b. Design

i. Printed at the Front

Department of Tourism Logo

Office of Tourism Standards and Regulation

ii. Printed at the Back

accreditaiononline.tourism.gov.ph

www.tourism.gov.ph

459-5200 to 5230

Bamboo Casing

a. Specifications:

Texts: Engraved

Type: Bamboo Casing

Magnetic Flip
b. Design
i. Printed at the Front
Department of Tourism Logo
Office of Tourism Standards and Regulation
Estimated Amount: 550.00/pc.

Item# 4
PRODUCTION OF AUDIT BAG
(For reference please see attached sample as Annex D)
Quantity: 850 pieces
a. Specifications:
Dimensions: 8.9 (L) in. x 4.7 in. (W) (14 in. x 11 in (H)
Color: Dark Brown
Texts: Debossed
Water Resistant
Adjustable shoulder strap
Convertible to shoulder bag and crossbody bag
Main Zipper Pocket
Suitable for ipad/Audit Booklet
With interior compartments
Second Zipper Pocket:
With interior compartments such as pen, cellphone and key holder
Back Exterior Zipper Pocket
b. Design
iii. Printed at the Front
Department of Tourism Logo
Office of Tourism Standards and Regulation
Estimated Amount: 550.00/pc.

Item# 5
PRODUCTION OF REVERSIBLE DOT ASSESSORS OUTFIT
(For reference please see attached sample as Annex E)
Quantity: 20 pieces
a. Specifications:
Color: Khaki and Dark blue and Dark Blue and Khaki
Logo and Texts: Embroidered
Collar: Turn-down collar
Cuff Style: Rib Sleeve
Type: Slim Fit
Material: Cotton, Polyester
Zipped Pockets
b. Design
iv. Printed at the Front
Department of Tourism Logo
Accreditation Officer
Estimated Amount: 1,500.00/pc.

IV. Approved Budget of the Contract
NINE HUNDRED SIXTY FOUR THOUSAND FIVE HUNDRED PESOS
(PHP 964,500.00 inclusive of all applicable taxes)

V. Delivery Period
Within twenty (20) working days after approval of final sample.

VI. Payment Procedure
Full payment shall be made within thirty (30) working days after complete delivery of all promotional materials.

VII. Compliance to Specifications/Provisions
Non-submission of required similar sample works and materials to be used in the promotional materials 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 promotional materials.
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 hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved promotional materials except to those persons

entrusted/authorized by the DOT-END USER.

VIII. Project Officer/Contact Person
MS. SHARLEMAGNE S. VALDEZ / MR. JC JAN O. CUETO
Office of Tourism Standards and Regulation
Standards Development Division
Email: otsr.standards@gmail.com
Telephone no.: (632) 459 5200-30 loc 224

Partial bids are allowed. All goods are grouped in lots listed below.
Bidders shall have the option of submitting a proposal on any or all lots and
evaluation and contract award will be undertaken on a per lot basis. Lots
shall not be divided further into sub-lots for the purpose of bidding,
evaluation, and contract award.

Deadline for the submission of Bid: April 12, 2018 5:00 pm.

Kindly submit your quotation for the purchase of the above requirement, indicating
our Solicitation Number & Company Name in a sealed envelope, addressed to
Ms. Maria Alma Almazan at DOT Bldg., Ground Floor, 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 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)

Created by Maria Alma O Almazan

Date Created 07/04/2018

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only displays information provided for by its clients, and any queries regarding the postings should be directed to the
contact person/s of the concerned party.