



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5280555  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Printing of Office Supplies  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-04-0122	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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>	1
<b>Category:</b>	Printing Services	<b>Date Published</b>	12/04/2018
<b>Approved Budget for the Contract:</b>	PHP 263,400.00	<b>Last Updated / Time</b>	12/04/2018 00:00 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	16/04/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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		

#### Description

##### TERMS OF REFERENCE

##### Item# 1

Envelope, Brown, Long w/ DOT logo  
 Size: 10"x 15"  
 200 lbs., Offset, 1 color  
 500 pcs. /bx.  
 Qty.: 10 bxs.  
 Estimated Amount: 2,695.00/bx.

##### Item# 2

Envelope, Brown, A4 w/ DOT Logo  
 Size: 9"x 12"  
 200 lbs., Offset, 1 color  
 500 pcs. /bx.  
 Qty.: 10 bxs.  
 Estimated Amount: 1,985.00/bx.

##### Item# 3

Letter Envelope, Ordinary, Long w/ DOT Logo  
Size: 105mm x 241mm, 4 1/4" x 9 1/2"  
Trojan 3XXX, Offset, 2 colors  
500 pcs./bx.  
Qty.: 10 bxs.  
Estimated Amount: 1,475.00/bx.

Item# 4  
Letterhead, Legal w/ DOT Logo (center)  
Size: 8 1/2"x 13"  
Book 80, 110 gsm. Offset, 2 colors  
500 shts./rm.  
Qty.: 170 rms.  
Estimated Amount: 505.00/rm.

Item# 5  
Letterhead, A4 w/ DOT Logo (center)  
Size: 8 1/4"x 11 3/4"  
Book 80, 110 gsm. Offset, 2 colors  
500 shts./rm.  
Qty.: 200 rms.  
Estimated Amount: 490.00/rm.

Item# 6  
DOT Reference Slip  
Size: 4 1/2"x 6 1/2"  
Book 50, Offset, One color, One side printing  
100 pcs./pd.  
Qty.: 100 pds.  
Estimated Amount: 70.00/pd.

Item# 7  
DOT Memo Pad  
Size: 5.5"x 8 1/2"  
Book 50, Offset, Two color  
100 pcs./pd.  
Qty.: 100 pds.  
Estimated Amount: 110.00/pd.

Note: Submit sample of paper

Partial bids are allowed. All goods are grouped in lots. 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.

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 & Company Name in a sealed envelope, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th 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. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Bid: April 16, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 11/04/2018

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS 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.

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