



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4982111  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Printing of Invitation (Appreciation Night for the Tourism Private Sector)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-11-0383	<b>Status</b>	<b>Active</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 - General Support Services	<b>Document Request List</b>	1
<b>Category:</b>	Printing Services	<b>Date Published</b>	22-Nov-2017
<b>Approved Budget for the Contract:</b>	PHP 140,000.00	<b>Last Updated / Time</b>	22-Nov-2017 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	27-Nov-2017 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 almaalmazan@yahoo.com.ph		

#### Description

Appreciation Luncheon for the Tourism Private Sector  
13 December 2017 | Manila, Philippines

#### TERMS OF REFERENCE FOR INVITATIONS

##### A. BACKGROUND

Pursuant to Sections 2 and 3 of Republic Act (R.A.) No. 9593 of the Tourism Act, the Department of Tourism (DOT) is mandated to engage the private sector participation in the development, implementation, and monitoring of tourism plans, policies and programs with the end view of increasing the industry's competitiveness, enhancing the continued viability of tourism enterprises, and safeguarding the interest of tourists. With the National Tourism Development Plan (NTDP) for 2016 - 2022 adopted by the Cabinet and the President last April 2017, and the continued rise in volume and revenues for international and domestic visitors, expansion of investments, and creation of job and livelihood opportunities during the year, it is but appropriate that the DOT should acknowledge and appreciate the role that the private sector has contributed towards the sustained growth in the industry.

Within this premise, the DOT as the host agency seeks the assistance of a company which shall provide the Invitations for the invitees of the Appreciation Luncheon for the Tourism Private Sector.

**B. ELIGIBILITY REQUIREMENTS**

1. Must be Filipino-owned, operated, and legally registered Printing Company under Philippine Laws;
2. Must submit a price quotation as specified in the Scope of Services under bullet C;
3. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS).

**C. SCOPE OF SERVICES**

The Printing Company shall:

1. Execute the following:
  - a. The layout, text, and design of the invitation as provided by the Department of Tourism;
  - b. Invites and Envelopes for 1,500 pax; and
  - c. A mock-up of the approved design with the specifications outlined in Bullet 2.
2. Print the invitation and envelope with the following specifications:
  - a. Invitation
    - Size: 8.5" x 5.5"
    - Stock – Invitation: Artemis Felt 235 GSM white
    - Full Colors
    - With gold stamping and embossing
    - With color separation
  - b. Envelope
    - Stardream Gold 120 GSM
    - Stardream Jupiter 120 GSM
    - With die-cutting & gluing
3. Should there be any corrections in the Invitations, the printing company should allow re-printing of the invites without charging additional costs to the DOT.

**D. APPROVED BUDGET OF CONTRACT**

The bid price ceiling is Php 140,000.00, inclusive of all applicable taxes. The said amount shall be charged against the Tokens and Promotional Materials as stated in the Approved Budget of Contract amounting to Php 17,000,000.00.

**F. TERMS OF PAYMENT**

- Government Procedure

**F. CONTACT PERSON**

- Noubert Emmanuel Oliveros / Olivert James Mendoza  
890-0544 / 459-5200 loc. 615  
emmanoliveros.tourism@gmail.com / olivertjames28@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 & 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
2. Philgeps Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of quotation: Nov. 27, 2017 10:00 am

**Created by** Maria Alma O Almazan  
**Date Created** 21-Nov-2017

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