



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5212821
Procuring Entity DEPARTMENT OF TOURISM
Title Printing of the DOT 2017 Accomplishment Report
Area of Delivery Metro Manila

Solicitation Number:	2018-03-0077	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	14
Category:	Printing Services	Date Published	09-Mar-2018
Approved Budget for the Contract:	PHP 225,000.00	Last Updated / Time	09-Mar-2018 00:00 AM
Delivery Period:	15 Day/s	Closing Date / Time	13-Mar-2018 10:00 AM
Client Agency:			
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		

Description

DEPARTMENT OF TOURISM
 PLANNING SERVICE
 TERMS OF REFERENCE / PROJECT BRIEF

I. Project Name

Conceptualization, Content Design, Layout, and Printing of the Department of Tourism (DOT) 2017 Accomplishment Report

II. Background

The Department of Tourism is the primary government agency in charge of tourism planning, programming, coordinating, implementing and regulating the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities. To adhere to the aforementioned, the DOT formulate tourism policies, plans and projects for the development of tourism. In order to communicate the accomplishments and update on the programs, activities and projects of the DOT, it generate accomplishment reports which will serve to inform and update the tourism stakeholders. It will provide a brief narrative report with corresponding pictures on how the DOT has fulfilled its goals and targets based on the directions outlined in the National Tourism Development Plan (NTDP) 2016-2022.

III. Legal Basis

Pursuant to the Tourism Act of 2009 and in line with the Administration's thrust to promote greater transparency and accountability, the DOT will publish a printed 2017 DOT Accomplishment Report which will be a narrative report to inform and update the various tourism stakeholders on the major accomplishments of the DOT in 2017.

IV. Objectives

To contract an agency which will provide the conceptualization, content design, lay out and printing of the 2017 Department of Tourism Accomplishment Report.

V. Requirements / Deliverables

Quantity 3,000 pieces

Stock C2S 180

Size Spread —11.69" x 16.54"

Folded —8.27" x 11.69" (A4)

Color Full colors both sides

No. of Pages 12 pages

Process: Offset

Finishing: Folded

Other Inclusions:

Conceptualization of lay-out and design With color separation and plastic lamination Submission of three (3) lay-out and design

E-copy of the final 2017 DOT

Accomplishment Report formatted for uploading in the DOT website

NOTE: Deliverables also include service fees plus all other components that completes the production of the accomplishment report materials (Inclusive of Copy Manuscript, Design (Layout and Mechanicals), Graphic Illustrations, Supplemental Photographs, Digital Files, Color Separation and Press Proofs and actual printed matter).

VI. Approved Budget for the Project

1. Two Hundred Twenty Five Thousand Pesos (Php 225,000.00)

2. Includes all applicable taxes

3. Must be willing to provide service on a send-bill arrangement (Government Procedure)

VII. Project Officers

Director Milagros Y. Say/Laarni Jaraplasan

Planning Service

(02) 459 — 5200 to 30 Local 620 mysay@tourism.gov.ph/dot.pianningservice@gmail.com

VIII. Requested Action

The Bids and Awards Committee's approval on the posting of the above requirement to PhilGEPS and the subsequent procurement process required.

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: March 13, 2018 10:00 am.

Created by Maria Alma O Almazan

Date Created 08-Mar-2018

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