



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4925511
Procuring Entity DEPARTMENT OF TOURISM
Title Plaques for Enterprises
Area of Delivery Metro Manila

Solicitation Number: 2017-11-0351 (2nd Posting)	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	1
Category: Tokens and Awards	Date Published	04-Nov-2017
Approved Budget for the Contract: PHP 750,000.00	Last Updated / Time	04-Nov-2017 00:00 AM
Delivery Period: 30 Day/s	Closing Date / Time	08-Nov-2017 17:00 PM
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

TERMS OF REFERENCE

I. Project Title : PRODUCTION OF PLAQUES FOR ENTERPRISES ISSUED "PREMIUM ACCREDITATION"

II. Purpose/Objective: To be awarded to DOT-Accredited Guest Accommodation which shall comply with the requirements for premium accreditation

III. Minimum Requirement for Suppliers

- Submission of one (1) mock-up sample of plaque
- Submission of materials to be used

IV. Scope of Work/Deliverables

A. Production of Plaque based on the attached design/layout

- Quantity: 300 pcs. @ PhP 2,500.00 per piece

Each piece shall contain unique name of entity for each plaque and accreditation validity

- Specifications:

Please see attached sample design (The bidder may also suggest other design/materials/text which may be deemed appropriate)

Plaque: Light weight black wood/metal with - ½ inch thickness

Design: Logo – Tourism Quality Seal, Full Color embossed using metallic alloys

Texts – “Name of Establishment”, “PREMIUM” and “Type of Establishment” engraved

“PREMIUM” text – Goldtone Finish, Text – Futura Heavy

Other Text Fonts – Libre Sans Serif SSI Bold

Other Texts – “ACCREDITED”, “validity”, “PHILIPPINES”

to be written on a metallic card

Packaging: Blue colored velvet box with gold lining at the center

V. Schedule of Delivery

- Initial delivery of at least 50 plaques shall be made within 20 working days upon receipt of Notice to Proceed.
- Subsequent delivery of DOT plaques shall be made within 10 working days upon receipt of the order or request.

VI. Duration of the Contract

- Contract will exist until after the production of 300 pieces of DOT Plaques.

VII. Payment Procedure

- Payment shall be made within thirty (30) days upon delivery of every batch of request order and acceptance of the DOT Plaques.

VIII. Approved Budget for the Contract

SEVEN HUNDRED FIFTY THOUSAND PESOS ONLY
(PHP 750,000.00 inclusive of all applicable taxes)

IX. Compliance to Specifications/Provisions

- Non-submission of mock-up sample of DOT Plaque shall be ground for disqualification of bid.
- 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 information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved DOT Plaque except to those persons entrusted/authorized by the DOT-END USER.

X. Project Officer/Contact Person

YOLANDA CABIGAO/ CHARMAINE DALISAY
Standards Monitoring and Enforcement Division
Office of Tourism Standards and Regulation
Email: dot.smed@gmail.com
Telephone no.: (632) 459 5200-30 loc 216

NOTE: The winning bid shall be determined not solely based on the amount of bid but shall also consider the over-all compliance to the design and quality of the submitted sample of DOT Plaque, provided that the amount of bid does not exceed the above total budget.

Deadline of Submission: November 8, 2017 10:00 am

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 (Annual)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Maria Alma O Almazan

Date Created 03-Nov-2017

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