



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 4826984  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Production of Plaques for Enterprises Issued "Premium Accreditation"  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2017-09-0295	<b>Status</b>	Active
<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	<b>Document Request List</b>	2
<b>Category:</b>	Tokens and Awards	<b>Date Published</b>	27-Sep-2017
<b>Approved Budget for the Contract:</b>	PHP 750,000.00	<b>Last Updated / Time</b>	27-Sep-2017 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	02-Oct-2017 17:00 PM
<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

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

Deadline for the submission of quotation: October 2, 2017 5:00 pm

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)

**Created by** Maria Alma O Almazan

**Date Created** 26-Sep-2017

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