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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4764273
Procuring Entity DEPARTMENT OF TOURISM
Title Freight/Delivery of the DOT Newsletter
Area of Delivery

Solicitation Number:	2017-08-0258	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	2
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Mail and Cargo Transport Services		
Approved Budget for the Contract:	PHP 100,000.00	Document Request List	0
Delivery Period:	4 Month/s		
Client Agency:		Date Published	01-Sep-2017
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	Last Updated / Time	01-Sep-2017 00:00 AM
		Closing Date / Time	06-Sep-2017 10:00 AM

Description

TERMS OF REFERENCE

I. PROJECT TITLE: FREIGHT / DELIVERY OF THE DEPARTMENT OF TOURISM NEWSLETTER

II. PERIOD TO BE COVERED: SEPTEMBER – DECEMBER 2017

III. RATIONALE

The DOT had a newsletter in the mid-1980s but the publication was short-lived with only two issues. For unexplained reasons, attempts to revive the newsletter was not successful.

The Public Affairs, Communications, and Special Projects Sector (PACSPS) of the Department of Tourism (DOT) consists of new and veteran employees, who are well-versed in both theory and practice of communication and tourism.

PACSPS staff will conduct and/or supervise information-gathering, interviewing, writing, editing, typesetting, design, layout, graphics, photography, printing and distribution.

In addition, employees of other DOT offices can be actively involved with the newsletter as contributors of write-ups and photos as well as assistants in its production. Employee involvement with the newsletter will more likely result in more readership and reach as they will read what their peers have contributed.

IV. SCOPE OF WORK AND DELIVERABLES

- Amenable to government procedures and send-bill arrangement
- Delivery of 400 copies DOT newsletter equally divided among DOT offices in 16 regions nationwide and seven attached agencies in Metro Manila and one agency, Nayong Pilipino, in Mabalacat, Pampanga.
- Publication of the DOT newsletter will be on a monthly from September to December 2017, except for the July and August 2017 which will be printed and delivered at the same time in September.
- Size of each newsletter is 11.0" x 14.5" (folded) on white newsprint of environment-friendly (biodegradable) quality including ink used
- All eight (8) pages in full color per newsletter copy
- Non-compliance to agreements or unsettled disagreements between DOT and printer will terminate contract
- On time delivery of first and second issues of printed newsletters at DOT Makati before closing of office hours at 5 pm of 20 September 2017
- Other delivery dates will usually be on a monthly basis. Otherwise, the date of delivery will be specified with a lead time of at least two weeks upon submission of materials to be printed.

V. BUDGET ESTIMATE

Not more than Php100,000.00 (inclusive of all applicable taxes and others) for a maximum of 400 copies (eight full-color pages with size 11.0" x 14.5" folded per copy) per month until December 2017.

VI. CONTACT PERSONS

OFFICE OF PUBLIC AFFAIRS, COMMUNICATIONS, AND SPECIAL PROJECTS
Department of Tourism, 351 Gil Puyat Avenue, Makati City
Telephone Numbers: 459-5200 to 30 local 306

- i. Director Ina Zara-Loyola – inazara.loyola@gmail.com
- ii. Mr. Tito G. Umali – virgo.zachary@gmail.com
- iii. Ms. Josephine A. Mirafuentes - josh.aguilo@gmail.com

Awarding of monthly freight service for the D.O.T. newsletter 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-mentioned total project budget.

Since a new issue of the D.O.T. newsletter will be printed every month (issues for July and August to be delivered at the same time), the payment for the printing of each issue can be processed after the on-time delivery as required / agreed upon.

Although processing of payment for each issue will be facilitated as soon as complete newsletter delivery and documentation are received per issue per month until December 2017, the printing press must be willing to wait within 90 days for the government payment facilitation process to be completed before full payment will be made by D.O.T.

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.

Deadline for the submission of quotation: September 6, 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
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Created by Maria Alma O Almazan