



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	9003452
Procuring Entity	DEPARTMENT OF TOURISM
Title	Procurement of Services of Printing Company for the Organization and Printing of Department of Tourism Newsletter
Area of Delivery	Metro Manila

Solicitation Number:	RFQ No. 2022 - 09 - 0093	Status	Pending
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	0
Category:	Printing Services	Date Published	10/09/2022
Approved Budget for the Contract:	PHP 305,200.00	Last Updated / Time	09/09/2022 15:00 PM
Delivery Period:	10 Day/s	Closing Date / Time	13/09/2022 10:00 AM
Client Agency:			
Contact Person:	John Paulo Samonte Francisco Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 jsfrancisco@tourism.gov.ph		

Description

TERMS OF REFERENCE

I. PROJECT TITLE: ORGANIZATION AND PRINTING OF DEPARTMENT OF TOURISM NEWSLETTER

II. PERIOD TO BE COVERED: JUNE – DECEMBER 2022 (7 issues)

III. PROJECT BACKGROUND

On the DOT (OTD) is the official newsletter publication of the employees of the Department as well as its attached agencies that was first published in October 2017.

It consist of articles, photos and infographics on project success reports, officials and employees profiles, new company policies and procedures, announcements, achievements and recognitions, contributions and other useful information for the employees.

IV. SCOPE AND DELIVERABLES

QUANTITY : 300 copies per issue
 SIZE : 8-1/4 inches x 11-3/4 inches (A4 paper size)
 MAXIMUM NO. OF PAGES : 25 pages (self cover)
 STOCK : Newsprint 52 GSM
 COLOR : Full color
 PROCESS : Offset
 BINDING : Saddle stitch
 DELIVERY DATE : 10 calendar days after the approval of sample copy or earlier

NOTE: Winning bidder to provide actual sample copy (size, color and paper) to be proofread and approved by the end-user.

DOT to provide soft copy of articles and hi-resolution photos with each page laid-out already to the winning bidder

The payment for the printing of each issue can be processed after the on-time delivery as required/agreed upon.

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 2022.

V. APPROVED BUDGET OF THE CONTRACT

Total printing package cost shall be P305,200.00 (inclusive of all applicable taxes and other charges), chargeable against A.2.a OPAA 2021 Funds

VI. PAYMENT PROCEDURE

Amenable to government procedures and send-bill arrangement.

VII. CONTACT PERSONS

OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA)
 Department of Tourism Bldg., 351 Sen. Gil Puyat Avenue, Makati City
 Telephone Numbers: 459-5200 to 30 local 306

1. PACMD Chief Edwin S. Martin – esmartin@tourism.gov.ph
2. Mr. Ramon T. Rebulado - rebramon@yahoo.com
3. Ma. Teresa C. Esguerra -mcesguerra@tourism.gov.ph

***NOTE: Awarding of monthly printing job 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.

Prepared by:

RAMON REBULADO
 Information Officer II
 Project Officer

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Printing Services	Procurement of Services of Printing Company for the Organization and Printing of Department of Tourism Newsletter	1	Lot	305,200.00

Other Information

Eligibility Requirements

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.

2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (For ABC above PhP500, 000.00)
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award)

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 13 September 2022 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by John Paulo Samonte Francisco

Date Created 09/09/2022

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