



Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9015914  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Procurement of Printing Company for the Printing of the Revised Department of Tourism (DOT) Local Tourism Statistics Manual  
**Area of Delivery** Metro Manila

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | RFQ No. 2022 - 09 - 0105  | <b>Status</b>                | <b>Pending</b>      |
| <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> | 0                   |
| <b>Category:</b>                         | Printing Services   | <b>Date Published</b>        | 15/09/2022          |
| <b>Approved Budget for the Contract:</b> | PHP 900,000.00  | <b>Last Updated / Time</b>   | 14/09/2022 10:13 AM |
| <b>Delivery Period:</b>                  |   | <b>Closing Date / Time</b>   | 19/09/2022 14:00 PM |
| <b>Client Agency:</b>                    |   |                              |                     |
| <b>Contact Person:</b>                   | John Paulo Samonte<br>Francisco<br>Administrative Assistant III<br>351 Sen. Gil Puyat Avenue<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-02-4595200 Ext.425<br>63-02-4595200<br>jsfrancisco@tourism.gov.ph |                              |                     |

#### Description

DEPARTMENT OF TOURISM  
Office of Tourism Development Planning, Research  
And Information Management

#### TERMS OF REFERENCE

##### I. Project Name:

Printing of the Revised DOT Local Tourism Statistics Manual

##### II. Eligibility

1. Proponent must be willing to provide a portfolio of sample works.
2. Must have experience in producing manuals in printed form and in e-book design. Works related to tourism and/or statistics is desirable.
3. Must submit a list of ongoing contracts to indicate current workload.
4. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.

##### III. Requirements / Description

The project requires the procurement of services of a publishing house that will perform the following activities and produce the following deliverables:

Activities

1. Final Proofreading and copywriting
2. Final lay-out design
3. E-book enable design
4. ISBN Registration
5. Compilation of related materials in an optical disk or USB storage

**Deliverables**

1. Press-proof Copy in pdf, Word document and in Adobe InDesign formats
2. E-book Enabled Copy
3. Production of 2,000 copies with optical disk or USB storage included on the sleeve with the compiled materials.

**Specifications of Printed Copy:**

QUANTITY: 2,000 copies  
 SIZE: 148 x 210 mm (A5 paper size)  
 PAPER QUALITY: 115gsm Coated - matt / gloss  
 COLOR: Full colors back-to-back  
 BINDING: PUR binding  
 NO. OF PAGES: Approximately 350 pages

**Timeline of Activities**

**Period Schedule Activity**

- Week 1-2 October 17-28 Proofreading and copywriting
- Week 3 October 31-November 4 Review and approval of the final text
- Week 4-5 November 7-18 Final lay-out design
- Enabling of E-book design
- Week 6 November 21-25 Review and approval of the lay-out design and E-book design
- Registration of ISBN
- Week 7 November 28-December 2 Submission of press-proof copy in three (3) formats: pdf, MS Word docx, and Adobe InDesign
- Submission of E-book File
- Print Production of 2,000 copies
- Delivery of Manuals with the Materials in Optical Storage or USB storage

**IV. Approved Budget for this project**

Nine Hundred Thousand Pesos (Php 900,000.00) VAT – inclusive to be charged to the Office of Development Planning, Research, and Information Management (OTDPRIM) GAA Funds for FY 2022 subject to the usual accounting and auditing rules and regulations.

**V. Project Officer**

Sherwyn Renzo G. Ramirez  
 Tourism Operations Officer II  
 Statistics, Economic Analysis, and Information Management Division (SEAIMD)  
 Office of Tourism Development Planning, Research, and Information Management  
 Trunk Line: (02) 459 5200 to 30 Local 512  
 Mobile Numbers: 0995 454 5179  
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**Line Items**

| Item No. | Product/Service Name | Description   | Quantity | UOM   | Budget (PHP) |
|----------|----------------------|---|----------|-------|--------------|
| 1        | Printing Services    | Procurement of Printing Company for the Printing of the Revised Department of Tourism (DOT) Local Tourism Statistics Manual | 2,000    | Piece | 900,000.00   |

**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

Note: Kind submit your quotations together with your eligibility requirements thru email and sent it to jsfrancisco@tourism.gov.ph on or before 19 September 2022 at 2:00 pm. Late and unsigned quotations shall not be accepted.

**Created by** John Paulo Samonte Francisco  
**Date Created** 14/09/2022

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