



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5269744  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Printing/Production of DOT Accreditation Certificates for 2018  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2018-04-0116	<b>Status</b>	<b>Active</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>	5
<b>Category:</b> Printing Services	<b>Date Published</b>	06/04/2018
<b>Approved Budget for the Contract:</b> PHP 800,000.00	<b>Last Updated / Time</b>	06/04/2018 00:00 AM
<b>Delivery Period:</b> 20 Day/s	<b>Closing Date / Time</b>	11/04/2018 10:00 AM
<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

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION

#### TERMS OF REFERENCE

I. Project Title : DESIGN/LAYOUT AND PRINTING OF 2018 DOT ACCREDITATION CERTIFICATES

#### II. Purpose/Objective

- To enhance the existing design of Accreditation Certificates that are being issued to DOT-Accredited Tourism Enterprises and Frontliners.
- To prevent accurate duplication of document and to identify the original from the copy.

#### III. Minimum Requirement for Suppliers

Submission of at least two (2) sample design/layout of the Certificate  
Submission of sample works and materials to be used in the Certificate

#### IV. Scope of Work

A. Design and printing of Accreditation Certificate  
Total Quantity: 8,000 pcs.

**Specifications:**

Size: 8.5" x 11"

Orientation: Landscape

Paper: Official Document Specialty Security Paper (inkjet compatible) (Red Ribbon Authentication Certificate of DFA as reference - Please see attached as Annex A)

GSM: Range of 150-170 gsm (or may change depends on the thickness of the certificate of DFA as reference)

Background: Wave (that forms like a shell)

Background Color: Ivory/Cream

Border: Guilloche Border (winning bidder may recommend design)

Border Color: Blue/Light Blue

Security Features: (Please see attached sample as reference)

Fluorescent UV Ink:

Department of Tourism Logo

(Invisible Images are visible when viewed under black light)

Hidden Message Technology:

Text: OFFICIAL COPY

(appear on copy when document is photocopied or scanned)

Coin Activated Security Back Print:

Text: OFFICIAL DOCUMENT

(The Official Document Words are hidden in a border on the back of the sheet)

Design to include the ff.: (Please see attached Annex B and C as reference)

A.1 Accreditation Certificate for Hotels, Apartment Hotels and Resorts and Star-Rated Mabuhay Accommodations  
Front:

Tourism Quality Seal Logo (Size 1 x 1) - Embossed and Full Colour

Department of Tourism Logo - Fluorescent UV Ink

OFFICIAL COPY - Hidden Message Technology

WARNING: UNAUTHORIZED TRANSFER AND/OR REPRODUCTION OF THIS CERTIFICATE IS PUNISHABLE BY LAW.

Back:

OFFICIAL DOCUMENT - Coin Activated Security Back Print (Hidden in a border on the back of the sheet)

**V. Approved Budget for tile Contract**

EIGHT HUNDRED THOUSAND PESOS ONLY

(PHP 800,000.00 inclusive of all applicable taxes)

**VI. Delivery Period**

Within twenty (20) working days after receipt of funded Purchase Order.

**VII. Payment Procedure**

Full payment shall be made within thirty (30) working days after complete delivery.

**VIII. Compliance to Specifications/Provisions**

Non-submission of required sample works and materials to be used 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 confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved 2018 DOT Accreditation Certificate except to those persons entrusted/authorized by the DOT-END USER.

**IX. Project Officer/Contact Person**

SHARLEMAGNE S. VALDEZ/ JC JAN O. CUETO

Standards Development Division

Office of Tourism Standards and Regulation

dotstandardsdevt@gmail.com

Telephone no.: (632) 459 5200-30 loc 224

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 actual sample of DOT Accreditation Certificate, provided that the amount of bid does not exceed the above total budget.

**BREAKDOWN OF ACCREDITATION CERTIFICATES  
FOR DISTRIBUTION**

(Receiving Copy)

**REGION ALLOTTED NUMBER OF CERTIFICATES**

NCR 1515  
CAR 535  
REGION 1 585  
REGION 2 450  
REGION 3 635  
REGION 44 535  
REGION 4B . 715  
REGIONS 290  
REGION 6 485  
REGION 7 965  
REGION 8 230  
REGION 9 180  
REGION 10 255  
REGION 11 280  
REGION 12 195  
REGION 13 150  
GRAND TOTAL 8000

\*The total number accreditation certificates was based on the generated list as of October 2017 with 20% mark-up and rounded-off to nearest tens

Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

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/BIR Certification of Registration (Individual) (In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Bid: April 11, 2018 10:00 am

**Created by** Maria Alma O Almazan  
**Date Created** 05/04/2018

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