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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 4907318
Procuring Entity DEPARTMENT OF TOURISM
Title Printing of Flyers
Area of Delivery Metro Manila

Solicitation Number:	2017-10-0342	Status	Active
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	2
Category:	Printing Services	Date Published	27-Oct-2017
Approved Budget for the Contract:	PHP 65,000.00	Last Updated / Time	27-Oct-2017 00:00 AM
Delivery Period:	10 Day/s	Closing Date / Time	02-Nov-2017 17:00 PM
Client Agency:			
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		

Description

TERMS OF REFERENCE

I. Project Title: BRING HOME A FRIEND BROCHURES

II. Purpose/Objective:

Information collaterals for distribution for the duration of the Bring Home A Friend program

III. Minimum Requirement for Suppliers:

Submission of printed sample for flyer upon submission of bid

IV. Scope of Work/Deliverables

SPECIFICATIONS:

Size: SPREAD 8.5" x 6.5"
FOLDED 8.5" x 3.25"
Color: Full Color
Material: C2s #70
Process: Offset
Back to Back Printing
Quantity: 19,000 Pieces
Layout to be supplied by DOT

Approved Budget for the Contract: PhP65,000.00

V. Budget:

Total budget allocation is PHILIPPINE PESOS: SIXTY FIVE THOUSAND ONLY (PhP65,000.00) inclusive of taxes.

VI. Terms of Payment:

Government Procedure

VII. Schedule of Delivery:

Seven working days upon approval of sample

VIII. Project Officer/Contact Person:

MR. CHARLES USI
Office of Public Affairs and Communications
Contact Nos.: (63 2) 459 5200 local 316
Email Address: usi.charles0216@gmail.com

*The winning bid shall be determined based on bid with most responsive proposal to the criteria set forth by DOT and advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Deadline for the Submission of Quotation: November 2, 2017 5:00 pm.

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-Oct-2017

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