



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9587641  
**Procuring Entity** DEPARTMENT OF TOURISM - NCR  
**Title** SUPPLY and DELIVERY OF CERTIFICATE OF PARTICIPATION and CUSTOMIZED DRY SEAL  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	NCR-2023-03-017	<b>Status</b>	In-Preparation
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<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>	General Merchandise	<b>Date Published</b>	21/03/2023
<b>Approved Budget for the Contract:</b>	PHP 204,000.00	<b>Last Updated / Time</b>	20/03/2023 13:54 PM
<b>Delivery Period:</b>	1 Day/s	<b>Closing Date / Time</b>	24/03/2023 08:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Lawrence Jacosalem Alcantara Supply Officer 351 Sen. Gil Puyat Ave. Makati City Metro Manila Philippines 63-8-4595200 Ext.212 63-8-5533530 dotncr.bac@tourism.gov.ph		

#### Description

PRINTING, PRODUCTION, SUPPLY AND DELIVERY OF SPECIAL PAPER WITH LAYOUT(SEE ATTACHED RFQ FOR PHOTO)

) A4 special paper (Php 30.00/pc x 6533 pcs)

Total: P196,600.00

- A4 paper
- Logos are in full color and high resolution
- Type: Vellum Matte
- Paper Size: A4
- Paper Color: Cream
- Grammage : 120GSM
- Border Line Design: Gold Stamping
- DOT NCR Logo: 1" Diameter, Gold foil stamping embossed
- Production & Printing of Certificate of Participation

FABRICATION, SUPPLY AND DELIVERY OF CUSTOMIZED DRY SEAL FOR TISP(SEE ATTACHED RFQ FOR PHOTO)

2) Customized Engrave Dry Seal (Pocket seal)

PROPOSED BUDGET: Customized Dry Seal (Php 7,400.00 x 1 pc)

#### REQUIREMENTS FOR SUPPLIERS

Company/Enterprise legally operating within Metro Manila  
 Rates include all applicable taxes and delivery fee  
 Must be willing to provide services on a send-bill arrangement/government procedure

Qualified Bidder will be required to submit actual sample for evaluation and approval prior to mass production 1.0 (for special paper) 2.0 (for customized dry seal) lay-out shall be provided by the Project Officer

DELIVERY TERM: 15-20 working days upon receipt/signing of PO

PLACE OF DELIVERY: DOT Bldg., 351 Sen Gil Puyat Avenue, Makati City

APPROVED BUDGET FOR THE CONTRACT  
PHP 204,000.00.00  
Pesos: Two Hundred Four Thousand Only  
(inclusive of taxes and is subject to appropriate government taxes.)

Documentary Requirements to be submitted:  
1. Valid Mayor's/Business Permit  
2. PhilGEPS Registration Number  
3. One (1) original duly notarized and two (2) Certified True Copies of Omnibus Sworn Statement

TERMS OF PAYMENT  
100% billing after delivery of services and products on a send bill arrangement

Contact Persons:  
Precious Yvette S. San Miguel – 09270470985  
pssanmiguel@tourism.gov.ph  
Elaine S. Villanueva – 09178923084  
esvillanueva@tourism.gov.ph

**Other Information**  
Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:  
DOT NCR BAC SECRETARIAT  
Mr. Lawrence J. Alcantara – Head, NCR BAC Secretariat  
2nd Floor, DOT Building, 351 Sen. Gil Puyat Avenue, Makati City

Note: Deadline of submission is on March 24, 2023 @ 8:00 am

**Created by** Lawrence Jacosalem Alcantara

**Date Created** 20/03/2023

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