



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9680586
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Production and Printing of Certificates
Area of Delivery

Solicitation Number: NP-SVP 2023-04-0253	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Printing Services	Date Published	21/04/2023
Approved Budget for the Contract: PHP 142,500.00	Last Updated / Time	20/04/2023 10:30 AM
Delivery Period:	Closing Date / Time	25/04/2023 10:00 AM
Client Agency:		
Contact Person: Kathleen Mae Escorial Bisares Administrative Assistant III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 kebisares@tourism.gov.ph		

Description

TERMS OF REFERENCE

Office of Industry Manpower Development

I. Project Title: Production and Printing of Certificates

II. Purpose/Objective:

- To be used in the conduct of various trainings and workshops being conducted by the Department of Tourism - Office of Industry Manpower Development.

III. Minimum Requirements for Suppliers:

- Submission of sample item(s) similar to required specifications.
- Proposed materials to be used as specified in the layout/description.
- Non-submission of sample shall be ground for disqualification of bid.

IV. Scope of Works/Deliveries:

Production and Printing of Certificates

- Quantity: 5000 pcs
- Paper Size: A4
- Paper Color: Pale Cream
- Grammage: 120GSM
- Border Design: Gold Stamping, ¼ inch Thickness
- DOT Logo: 1" Diameter, Gold Stamping

- Paper must be printable with HP/Brother Printer
- Estimated Amount per piece: P28.50
- Estimated Total: P142,500.00

V. Schedule of Delivery:

- Lowest calculated bidder must submit sample item five (5) days after the opening of bids.
- Full Delivery of the items is seven (7) working days upon receipt of approved and funded P.O.
- Partial delivery is not allowed.

VI. Payment Procedure:

Government Procedures

VII. Approved Budget for the Contract:

ONE HUNDRED FORTY TWO THOUSAND FIVE HUNDRED PESOS
(142,500.00) INCLUSIVE OF APPLICABLE TAXES.

VIII. Compliance to Specifications/Provisions

- The WINNING BIDDER must submit actual sample as specified in the layout/description prior to mass production.
- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample certificates.
- The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/measurements 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.

IX. Project Officer/Contact Person(s)

FRANCISCO T. FRANCO
Manpower Planning and Monitoring Division
Office of Industry Manpower Development
Email: kasepdanmanis@gmail.com
Telephone: 459-5200 to 5230 loc 218

Prepared by: Approved by:

FRANCISCO T. FRANCO ARLENE A. ALIPIO
Project Officer, MPMD-OIMD OIC-Director, OIMD

Other Information

NOTE: The winning bid 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 total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

- 1.Current Mayor's/business Permit/BIR cert. of Registration (Individual)
- 2.PhilGEPS' Registration Number or Cert. of Platinum membership in lieu of Mayor's permit and PhilGEPS' registration number.
- 3.Latest annual Income Tax Return (for ABC's above PhP500K)
- 4.Duly notarized Omnibus Sworn Statement.

Created by Kathleen Mae Escorial Bisares

Date Created 20/04/2023

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