



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	10421506
Procuring Entity	DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title	PRODUCTION OF TRAINING CERTIFICATES FOR THE TOURISM INDUSTRY SKILLS PROGRAM
Area of Delivery	Metro Manila

Solicitation Number: 2023-12-06 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Paper Materials and Products Approved Budget for the Contract: PHP 82,992.00 Delivery Period: 30 Day/s Client Agency:	Status	Pending
	Associated Components	1
	Bid Supplements	0
	Document Request List	0
	Date Published	14/12/2023
	Last Updated / Time	13/12/2023 11:38 AM
	Closing Date / Time	18/12/2023 12:00 PM
Contact Person: Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot4b.bacsecretariat@gmail.com		

Description

DEPARTMENT OF TOURISM – MIMAROPA
INDUSTRY TRAINING UNIT

TERMS OF REFERENCE

PRODUCTION OF TRAINING CERTIFICATES FOR THE TOURISM INDUSTRY SKILLS PROGRAM

I. ITEM

- 2,128 pieces of Paper (130gsm) for Certificates of Training

II. PURPOSE/OBJECTIVES:

To be used as collaterals for the conduct of trainings under the Tourism Industry Skills Program of the Department of Tourism (DOT) – MIMAROPA Region.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- Must be PHILGEPS REGISTERED
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer
- Has in-house capacity to enhance and/or develop the design and layout of the required materials
- Submission of actual sample of the above-stated items must be three (3) days after closing of PHILGEPS posting

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (For ABC's above Php 500,000.00)

- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK / DELIVERABLES

PRODUCTION AND PRINTING OF CERTIFICATES OF TRAINING

- Specifications for Certificates of Training
- Paper Size : A4
- Paper Color : Pale Cream
- Grammage : 130 GSM
- Border Design: Gold Stamping, ¼ inch Thickness
- DOT Logo : 1" Diameter, Gold Stamping
- Paper must be printable with HP/Epson/Brother Printer
- Quantity : 2,128
- Estimated Unit Cost: P39.00
- Approved Budget for the Contract (ABC): P82,992
- *Inclusive of all government taxes and charges

VI. APPROVED BUDGET FOR THE CONTRACT :

The Approved Budget for the Contract is EIGHTY – TWO THOUSAND NINE HUNDRED NINETY – TWO PESOS (PHP 82,992.00), inclusive of all government taxes and charges.

The winning bid, however, 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.

VII. DELIVERY PERIOD

Winning bidders must deliver the item/s 30 days upon P.O confirmation.

VIII. PAYMENT PROCEDURE

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of the supplies.

IX. 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, 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.
- 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-MIMAROPA 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-MIMAROPA 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 design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

X. PROJECT OFFICER / CONTACT PERSON

Name : MA. EDNELLIZA C. BALAGTAS
 Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph
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Created by Monina Valdez Raneses

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