



Bid Notice Abstract

Request for Expression of Interest

Reference Number 10593602
Procuring Entity DEPARTMENT OF TOURISM
Title Consulting Services for the NTDP 2023-2028 IEC Materials - Collaterals

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-02-035	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	0
Category:	Consulting Services	Date Published	24/02/2024
Approved Budget for the Contract:	PHP 998,585.00	Last Updated / Time	24/02/2024 00:00 AM
Delivery Period:		Closing Date / Time	27/02/2024 16:00 PM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

SCOPE OF WORK:

1. Design, Layout and Mechanicals
2. Graphic Illustrations
3. Photography (to supplement existing image bank of DOT and attached agencies)
4. Digital Imaging and Archiving of Camera Ready Artworks (CRA)
5. Color Separation
6. Printing Production and Supervision
7. Client Servicing/ Project Management
8. Regular conduct of meetings and consultations with key informants, resource persons, and project and approving officers.

DELIVERABLES

1. The NTDP 2023-2028 Plan- Abridged Edition (2,000 copies)
A concise edition or abstract of the comprehensive edition of the NTDP 2023-2028

- a. Secretary's Message
- b. Vision Statement
- c. NTDP Targets
- d. NTDP Executive Summary
- e. Tourism Development Areas
- f. Illustrative Map

PRINT SPECIFICATIONS:

- NTDP Brochure-Abridged Edition
 *Quantity: 2,000 copies
 *Size - 8.26" x 11.69" folded (tall) | 16.52" x 11.69" (spread)
 *Colors: 4x4
 *Paperstock: C2S 180lbs
 *Number of Pages: Maximum of 8 pages
 *Binding: Saddle Stitch

2. The NTDP 2023-2028 - Comprehensive Edition (295 copies)
A complete and thorough edition of the NTDP plus a body of data
 - a) NTDP Final Report
 - b) NTDP Annexes
 - c) Action Plan Priorities

PRINT SPECIFICATIONS

NTDP COMPREHENSIVE EDITION

- *Quantity: 295 copies
- *Size - 8.26" x 11.69" folded (tall) | 16.52" x 11.69" (spread)
- *Colors: 4x4
- *Paperstock: C2S 180lbs (cover) | C2S 100 lbs. (inside pages)
- *Number of Pages: Maximum of 200 pages
- *Binding: perfect binding
- Others: with matte lamination for cover only

3. PDF copies of the item one and item 2 that is saved in 2 separate USBs and 10 separate CDs
4. Editable copies of item 1 and item 2 that is saved in 2 separate USBs and 10 separate CDs.

PROJECT DURATION

Deliverables

- Presentation of initial version of design and layout
- First consultative meeting
- Presentation of revised versions of design and layout
- Second consultative meeting
- Presentation of final version of design and layout
- Production of sample copy of abridged and comprehensive NTDP using final versions of design and layout
- Final consultative meeting
- Delivery of final output

(please see attached TOR for the complete details - table might be distorted due to PhiGEPS format)

TARGET DELIVER DATES OF MASS PRODUCED NTDP

- 08 March 2024 - 1,000 abridged and 150 Comprehensive'
- 22 March 2024 - 1,000 abridged and 145 comprehensive

DATE OF IMPLEMENTATION: This project will be implemented on March 2024

ELIGIBILITY REQUIREMENTS

- Reputable consultancy services that specialized in layout, design, production and printing of IEC Materials. Production experience in production of tourism campaign materials is an advantage.
- Project Manager/ Team Leader and personnel must have worked on at least 3-5 tourism related consultancy services.
- Bidder must submit proposal indicating the program design, program delivery and deliverables must be manifested.
- Submission of 3-5 recent works (for presentation purposes only)
- Business permit for the current year

(please see attached TOR for the complete details - table might be distorted due to PhiGEPS format) -----

Other Information

Kindly submit your Proposal (with timeline, plan and methodology) and the following eligibility documents on or before 27 February 2024, 3p.m., to: nplucman@tourism.gov.ph, to wit:

- 1 Registration Certificate
- 2 Mayor's Permit
- 3 PhilGEPS Registration Number
- 4 Latest Income Tax Return (for ABC above PhP500,000.00)
- 5 List of Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.
- 6 Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff
- 7 Statement of the Prospective Bidder of all its going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid, within the relevant period as provided in the Terms of Reference
- 8 Omnibus Sworn Statement
- 9 Company Profile (with organizational structure)

Created by Norjannah P Lucman

Date Created 23/02/2024

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