

Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	15
Category:	Printing Services	Date Published	25/06/2024
Approved Budget for the Contract:	PHP 250,000.00	Last Updated / Time	25/06/2024 00:00 AM
Delivery Period:		Closing Date / Time	28/06/2024 14:00 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

ELIGIBILITY REQUIREMENTS

a) Must be registered with the PhilGEPS;
b) Must be a reputable agency/firm with printing capabilities and/or printing company specializing in tourism communication with at least 5 years' experience in the business;
c) Must have experience in layout and printing of an Annual Report of a government agency for the past 5 years;
d) Must be able to provide 3 to 5 samples of quality brochures/manual/annual report produced/printed within the last three (3) - for presentation purposes only.

SCOPE OF WORKS AND DELIVERABLES

The printing company shall print the 200 copies of the 2023 DOT Annual IReport in close coordination with the DOT Planning Service, including but not limited to the following tasks;

1. Revise the selected layout as discussed with DOT.
2. Submit press proof and obtain a final sign-off from DOT before submitting electronic files for printing/mass production
3. Submit a digital copy of the Accomplishment report to the DOT to be stored in 5 USB devices and should be in print-ready format compatible for commercial printing and e-book enabled copy.
4. Printing specifications are as follows:

SCHEDULE OF DELIVERY

The printing of the DOT Annual Report 2023 must be completed within a period of thirty (30) working days from receipt of the Notice of Award.

Other Information

In addition to the FINANCIAL PROPOSAL/BID, the following are the REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's/Business Permit/BIR Cert of Registration (Individual)
2. PhilGEPS' Registration Number
3. Latest annual Income Tax Return (For BAC's above PhP500K)
4. Original or certified true copy of signed & notarized Omnibus Sworn Statement.

*Please indicate breakdown in presenting your financial bid; stating the amount in words and in figures. In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; (c) stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.

Submission of the QUOTATION (or FINANCIAL BID) and the above-mentioned ELIGIBILITY REQUIREMENTS is due on or before 28 June 2024, 3:00 p.m. (to email address: nplucman@tourism.gov.ph)

Created by Norjannah P Lucman

Date Created 24/06/2024

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