



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11275718
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PRINTING / PRODUCTION OF DOT ACCREDITATION CERTIFICATES
Area of Delivery Metro Manila

Solicitation Number: 2024-09-054 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Printing Services Approved Budget for the Contract: PHP 200,000.00 Delivery Period: 15 Day/s Client Agency:	Status	Pending
	Associated Components	6
	Bid Supplements	0
	Document Request List	0
	Date Published	21/09/2024
	Last Updated / Time	20/09/2024 15:40 PM
	Closing Date / Time	24/09/2024 17:00 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 REGION

TECHNICAL SPECIFICATIONS

I. Project Title: PRINTING / PRODUCTION OF DOT ACCREDITATION CERTIFICATES

II. Minimum Requirement for Suppliers

- Submission of the following for the Certificate:
 1. Has been in the printing business for not less than 5 years
 2. Has the capability to repack the certificates per requested quantity
 3. Has previous experience with the printing of 3D/5D Tamper-Proof Security Hologram Sticker with protective overlay
 4. Submission of a sample certificate from other / previous projects
 5. Submission of sample materials and color palette to be used
 6. Submission of a matrix containing the unit cost per Certificate
 - Regular Certificate
 7. Must be willing to provide services on send bill arrangement

III. Scope of Work

A. Printing of Accreditation Certificate

- Specifications:
 - Size: 8.5" x 11"
 - Orientation: Landscape
 - Paper: Official Document Specialty Security Paper (inkjet compatible)
(Red Ribbon Authentication Certificate of DFA as reference (Please see attached as Annex A)
 - GSM: Range of 150-170 gsm (winning bidder shall provide a clipper/cutter/ testing machine to measure the GSM of the actual certificate)
 - Background: Wave (that forms like a shell)
 - Background Color: Ivory/Cream
 - Border: Guilloche Border (winning bidder shall request for approval of layout to be used)
 - Border Color: Blue/Light Blue
 - Security Features: (Please see attached samples as reference)
 - Fluorescent UV Ink:
 - Department of Tourism Logo
(Invisible Images are visible when viewed under black light)
 - Hidden Message "Pantograph" Technology –Text: OFFICIAL COPY

(appear on copy when document is photocopied or scanned)

-- Coin Activated Security Back Print:

Text: OFFICIAL DOCUMENT

(The Official Document words are hidden in a border on the back of the sheet)

• 3D/5D Tamper-Proof Security Hologram Sticker with protective overlay (Please see attached as Annex B, winning bidder shall be able to show the end-user this required security feature)

• Shall need to provide at least a one-year warranty or replacement for any defective certificates that have not complied with the given specifications.

• Certificate to follow the ff. specifications: (as stated in the attached Annex C, D and E)

• Total Quantity: 2,000 pieces

Front:

-- Tourism Quality Seal Logo (Size 1 x 1) – Embossed and Full Colour

-- Department of Tourism Logo - Fluorescent UV Ink

-- ISO 9001:2015

-- OFFICIAL COPY - Hidden Message Technology

-- WARNING: UNAUTHORIZED TRANSFER AND/OR REPRODUCTION OF THIS CERTIFICATE IS PUNISHABLE BY LAW.

Back:

-- OFFICIAL DOCUMENT – Coin Activated Security Back Print (Hidden in a border on the back of the sheet)

IV. Packaging and Delivery

• Accreditation Certificates for Tourism Enterprises and Frontliners must be packaged

• The Delivery Address for the Accreditation Certificates will be at the 5F DOT-MIMAROPA, NEX 54 BLDG., 778 Boni Ave. cor. EDSA, 1550 Mandaluyong City, Philippines

V. Implementation and Delivery Period

Activity Time Frame

Submission of Actual Sample Within three (3) days after Closing of PhilGEPS posting

Approval of Actual Sample Within two (2) days from Receipt of Actual Sample

Delivery Period Within Fifteen (15) days after the Receipt of Notice to Proceed

VI. Approved Budget for the Contract

TWO HUNDRED THOUSAND PESOS ONLY (₱ 200,000.00) inclusive of all applicable taxes

VII. Payment Procedure

• Payment shall be processed after full delivery and acceptance of DOT Accreditation Certificate and upon receipt of billing statement based on the Government Payment Procedures.

VIII. Compliance to Specifications/Provisions

• Non-submission of required materials to be used in the certificate and sample from the previous clients/companies 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 of DOT Accreditation Certificates.

• 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-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.

• The WINNING BIDDER shall keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved DOT Accreditation Certificate design, layout, etc. except to those persons entrusted/authorized by the DOT-END USER.

IX. Project Officer/Contact Person

JOCELLE Q. VALERA

DOT-MIMAROPA, Tourism Regulation Division

Email: dot4bonline@gmail.com

Contact no.: (63) 995 904 2717

Approved by:

ROBERTO P. ALABADO III

Officer-in-Charge, DOT-MIMAROPA

Created by Monina Valdez Ranases

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