



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 11426596  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Production of the Filming Locations Portfolio  
**Area of Delivery**

<b>Solicitation Number:</b>	RFQ NP-SVP 2024-10-0350	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	1
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Consulting Services	<b>Date Published</b>	01/11/2024
<b>Approved Budget for the Contract:</b>	PHP 550,000.00	<b>Last Updated / Time</b>	04/11/2024 16:55 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	05/11/2024 15:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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

##### MINIMUM REQUIREMENT FOR SUPPLIERS

- bidder must be PhilGEPS
- Preferably a media company with at least 5 years of expertise in traditional and digital expertise in editorial and creative services;
- Bidder must have experience in full package services (writing, design, photography, supervision, and printing) for books, brochures, corporate profile, annual reports, flyers, posters, and other collateral materials related to Film and/or Tourism;
- Bidder must be willing to provide warranty/ return and exchange of defective items;
- Bidder must submit an actual sample upon receipt of Notice of Award for the approval of the end- user; and
- Must be willing to provide services on send-bill arrangement.

##### SCOPE OF WORK/SPECIFICATIONS

ITEM : Portfolio (hard copy)  
 DESCRIPTION:  
 Quantity: 60 pieces  
 Brochure Type: Accordion Type  
 Paper Stoc: C2S 220  
 Printing Process: Matte Type

ITEM: QR Code

DESCRIPTION:

Content: link to film location portfolio (soft copy)

BUDGET AND PAYMENT SCHEDULE

ABC: PhP550,000.00

Payment for remuneration shall be made following tranches:

- Initial Fee (50%) upon submission and approval of the mock-up designs
- Last Fee (50%) upon submission of the final product.

COMPLIANCE TO SPECIFICATIONS

- Non-submission of required samples and materials results in bid disqualification
- The winning bidder may propose changes to the design / materials to improve the quality provided. The bid amount stays and will not exceed the Total Budget. and changes must be approved by the end-user;
- The winning bidder must perform in accordance with the technical specifications and approved designs. Any defect or deviations must be corrected at the bidder's expense once notified by the end-user.
- The winning bidder must allow the DOT to use the materials, including film location photos, videos, and footage comply with copyright laws, with any unauthorized use, reproduction, or distribution strictly prohibited;
- The winning bidder shall keep in confidence all confidential information provided by the DOT End User and shall not use, reproduce, nor disclose to others the approved and bidding codes, except to those persons entrusted/ authorized by the DOT-end user.
- Submission of the draft copy of the e-brochure 2 days upon receiving the notice of award.
- Submission of the final product is 3 days upon receiving the approved sample by the end user to the deliver address at the DOT Central Office, 351 Sen. Gil Puyat Avenue, Makati City, (Office of Film and Sports Tourism)

please refer to the attached Terms of Reference for the complete details

**Other Information**

Kindly submit your Quotation (with timeline, plan and methodology) and the following eligibility documents on or before 04 November 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)

Remarks
New Deadline of Submission of Bids

**Created by** Norjannah P Lucman

**Date Created** 31/10/2024

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