



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11556729
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Printing of the Philippine Hotel Industry Strategic Action Plan (PHISAP) 2023-2028 Reports

Area of Delivery

Solicitation Number:	RFQ NP-SVP 2024-11-0391	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	4
Category:	Printing Services	Date Published	01/12/2024
Approved Budget for the Contract:	PHP 210,300.00	Last Updated / Time	01/12/2024 00:00 AM
Delivery Period:		Closing Date / Time	04/12/2024 10:00 AM
Client Agency:			
Contact Person:	NAZER NIÑO L ALLANIGUE Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nlallanigue@tourism.gov.ph		

Description

DEPARTMENT OF TOURISM
Office of Tourism Development Planning, Research, and Information Management
TECHNICAL SPECIFICATIONS
I. Project Name
Printing of the Philippine Hotel Industry Strategic Action Plan (PHISAP) 2023-2028 Reports
II. Eligibility
1. Proponent must be willing to provide a portfolio of sample works.
2. Must have experience in producing manuals in printing form and e-book design. Works related to tourism and/or statistics is desirable.
3. Must submit a list of ongoing contracts to indicate current workload
4. Proponent must be willing to provide services on a send bill arrangement as per standard government procedure.
III. Requirements/Description
The project requires the procurement of services of a publishing house that will perform the following activities and produce the following deliverables:
Deliverables
1. Submission of a press-proof copy in PDF and Adobe InDesign formats
2. Production of 200 sets composed of PHISAP Portfolio Folder, PHISAP Full Report, and PHISAP Executive Summary
3. E-book-enabled copy of PHISAP Full Report and Executive Summary
4. Compilation of related materials in a USB storage
Specifications of Printed Copy
A. Portfolio-Style Folder
Quantity 200 pieces
Size 9.5" x 12.5" (Folded)
19.0" x 0.5" x 12.5" (Spread)
Color Full color
Paper Stock C2S 220 lbs.

Others With matte lamination for the cover
 With scoring, folding, and die-cutting
 With metal eyelets and elastic straps
 B. PHISAP Full Report
 Quantity 200 pieces
 Size A4 size 8.27" x 11.69" (Folded)
 16.54" x 11.69" (Spread)
 Color Full color
 No. of Pages 90 pages
 Paper Stock C2S 180 lbs. (Cover); C2S 1000 tbs. (Inside Pages)
 Binding PUR Binding
 Others With matte lamination
 c. PHISAP Executive Summary
 Quantity 200 pieces
 A4 size 8.27" x 11.69" (Folded)
 16.54" x 11.69" (Spread)
 Color Full color
 No. of Pages 12 pages
 Paper Stock C2S 180 lbs. (Cover); C2S 1000 lbs. (Inside Pages)
 Binding Perfect Binding
 Others With matte lamination
 IV. Target Schedule of Activities
 Below is the target schedule of activities and proposed to completely deliver the items on or before 20 December 2024:
 PERIOD SCHEDULE ACTIVITY
 Week 1-2 December 2-13, 2024 Submission of the approved final versions and layout design of the PHISAP reports
 Week 3 December 16-20, 2024 Submission of press-proof copy in formats (2) formats: PDF and Adobe InDesign
 Enabling of e-book design
 Review and approval of the layout and ebook samples
 Print Production of 200 copies
 Delivery of printed copies and compiled materials in a USB storage
 V Approved Estimated Budget
 The project has an approved estimated budget amounting to Two Hundred Ten Thousand Three Hundred Pesos (PhP 210,300.00) chargeable against the OTDPRIM
 GAA Funds for FY 2024, subject to the usual accounting and auditing rules and regulations.
 VI. Project Officer
 Ryan R. Carlos
 Supervising Tourism Operations Officer
 Statistics, Economic Analysis and Information Management Division
 Office of Tourism Development Planning, Research, and Information Management
 Trunk Line: (02) 8459-5200 to 30 Local 512
 Mobile Number: 0917-3172380
 Email Address: rrcarlos@tourism.gov.ph

Other Information
 Eligibility Requirements
 1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,
 In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit.
 2. PhilGEPS Certification/ Registration Number.
 3. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement
 Note: Kind submit your proposals together with your eligibility requirements thru email and send it to nlallanigue@tourism.gov.ph on or before December 4, 2024 at 10:00 am. Late and unsigned quotations shall not be accepted.

Created by NAZER NIÑO L ALLANIGUE
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