



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 11589089  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Production of the Filming Locations Portfolio  
**Area of Delivery** (Independent City)

<b>Solicitation Number:</b>	RFQ NP-SVP No. 2024-12-403	<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>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	09/12/2024
<b>Approved Budget for the Contract:</b>	PHP 550,000.00	<b>Last Updated / Time</b>	10/12/2024 19:39 PM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	12/12/2024 14:00 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 REQUIREMENTS FOR SUPPLIERS

Bidder must be PhilGEPS (registered) ;  
 Preferably a media company with at least 8 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;  
 Bidders 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 amend-bill arrangement

##### SCOPE OF WORKS/SPECIFICATIONS

PORTFOLIO  
 - Hardcopy  
 - Quantity: 60 pieces

- Paper Stock: C2S 220
- Printing Process: Matte type

**QR CODE**

- soft copy
- content: link to film location portfolio

**COMPLIANCE TO SPECIFICATIONS:**

- Non-submission of required samples and materials result 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 Tora 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 defects or deviations must be corrected at the bidder's expense once notified by the end-user.  
 The winning bidder must allow the Department of Tourism (DOT) to use the materials, including film location photos, for future use and archival purposes. The Bidder must also ensure that all 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 in 3 days upon receiving the approved sample by the end-user to the delivery address at the DOT Central Office, 351 Sen. Gil Puyat Ave, Maka City. Office of Film and Sports Tourism.

----please see attached TOR for the complete details----

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Production of Filming Locations Portfolio	1	Lot	550,000.00

**Other Information**

Kindly submit your Quotation (with timeline, plan and methodology) and the following eligibility documents on or before 12 December 2024, 2 p.m., to: nplucman@tourism.gov.ph, to wit:

- 1 Registration Certificate (i.e. SEC Registration in case of corporation,.....)
2. Mayor's Permit
3. PhilGEPS Registration Number
4. Latest Income Tax Return (for ABC above PhP500,000.00)
5. List if 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** 08/12/2024

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