



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5564186  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Printing of Accreditation Sticker for Tourism Enterprises and Other Tourism-Related Enterprises  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2018-08-0205	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	7
<b>Category:</b>	Printing Services	<b>Date Published</b>	16/08/2018
<b>Approved Budget for the Contract:</b>	PHP 646,800.00	<b>Last Updated / Time</b>	16/08/2018 00:00 AM
<b>Delivery Period:</b>	15 Day/s	<b>Closing Date / Time</b>	21/08/2018 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Maria Alma O Almazan Administrative Officer III #351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 almaoalmazan@yahoo.com.ph		

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION  
TERMS OF REFERENCE

I. Project Title : PRINTING / PRODUCTION OF DOT ACCREDITATION STICKERS FOR TOURISM ENTERPRISES AND OTHER TOURISM-RELATED ENTERPRISES

#### II. Purpose/Objective

To standardize the issuance of DOT Accreditation Stickers across all DOT-Regional Offices.

#### III. Minimum Requirement for Suppliers

Has been in the printing business for not less than 5 years.

With specialization in hologram technology.

Submission of the following:

1. At least two (2) similar sample works of stickers.
2. At least two (2) sample of tamper-proof security hologram stickers.
3. Proposed materials to be used in the sticker as specified in the layout.

## IV. Scope of Work

## A. Printing of DOT Accreditation Stickers with Tamper-Proof Security Hologram Sticker

General Specifications

Reflectorized DOT Accreditation Sticker (See attached layout as Annex A and B)

3D/5D Tamper-Proof Security Hologram Sticker with protective overlay (See attached layout as C-2)

High Quality Vinyl Reflective Sticker

Waterproof, Scratch-free, Heat Sensitive

Full Colour

Writable and Non-Erasable portion in the sticker as shown in the attached layout

Two (2) years Outdoor Durability

## I. STICKER FOR TOURISM ENTERPRISES

Quantity: 5,390 pcs.

Size: 8.0 in (length) X 5.5 in (width)

ENTITY TYPE/QTY./PCS.

## TOURISM ENTERPRISES

## ACCOMMODATION ESTABLISHMENTS

HOTEL 579

RESORT 432

APARTMENT HOTEL 80

MABUHAY ACCOMMODATION 774

HOMESTAY 193

ECOLODGE 5

SUB-TOTAL 2,063

## TRAVEL AND TOURS SERVICES

TRAVEL AND TOUR AGENCY 1,678

TRAVEL AGENCY 80

TOUR OPERATOR 117

ONLINE TRAVEL AND TOUR AGENCY 80

TOURIST AIR TRANSPORT OPERATOR 80

TOURIST WATER TRANSPORT OPERATOR 80

## OTHER PRIMARY TOURISM ENTERPRISES

MICE FACILITY/VENUE 85

MICE ORGANIZER 84

## HEALTH AND WELLNESS FACILITIES

AMBULATORY CLINIC 80

SPA 83

TERTIARY HOSPITAL 77

## TOURISM RELATED ENTERPRISES

AGRI-TOURISM/FARM SITE 129

RESTAURANT 391

TOURISM TRAINING CENTER 91

SUB-TOTAL 3,135

STICKERS FOR OTHER TOURISM RELATED ENTERPRISES (GENERIC) 5,198

ADVENTURE AND ECOTOURISM FACILITY, DEPARTMENT STORE, GALLERY, MUSEUM,

MEDICAL CONCIERGE, REST AREA, SHOOTING RANGE SPECIALTY SHOP, SPORTS AND RECREATIONAL

CLUB/CENTER, TOURISM RECREATION CENTER, TOURISM ENTERTAINMENT COMPLEX, ZOO 192

GRAND TOTAL 5,390

## V. Approved Budget for the Contract

SIX HUNDRED FORTY SIX THOUSAND EIGHT HUNDRED PESOS

(P 646, 800.00) inclusive of all applicable taxes

## VI. Approval of Sample

Within seven (7) working days upon receipt of Purchase Order/Notice of Award.

**VII. Delivery Period**

Within Fifteen (15) working days after approved Actual Sample.

**VIII Payment Procedure**

Full payment shall be made within thirty (30) working days after delivery and acceptance of DOT Accreditation Stickers.

**IX. Compliance to Specifications/Provisions**

Non-submission of required sample works and materials to be used in the sticker 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 Stickers.

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 hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approve DOT Accreditation Stickers except to those persons entrusted/authorized by the DOT-END USER.

**X. Project Officer/Contact Person**

MR. JC JAN O. CUETO/ Ms. SHARLEMAGNE S. VALDEZ

Standards Development Division

Office of Tourism Standards and Regulation

Email: [otsr.standards@gmail.com](mailto:otsr.standards@gmail.com)

Telephone no.: (632) 459 5200-30 loc. 224

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Ms. Maria Alma Almazan at DOT Bldg., 4th Floor, 351 Sen. Gil Puyat Avenue, Makati City

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS:**

1. Current Mayor's/Business Permit/BIR Certification of Registration (Individual)  
(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the Official Receipt (renewal) shall be accepted.
2. Philgeps Registration Number or Certificate of Platinum Membership in lieu of Mayor's Permit and Philgeps Registration Number
3. Latest Income/Business Tax Return (For ABCs above Php500K)
4. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before August 21, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 14/08/2018

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