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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5209640  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Printing/Production of DOT AD Stickers for 2018  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2018-03-0074	<b>Status</b>	<b>Active</b>
<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>	3
<b>Category:</b> Printing Services	<b>Date Published</b>	08-Mar-2018
<b>Approved Budget for the Contract:</b> PHP 987,500.00	<b>Last Updated / Time</b>	08-Mar-2018 00:00 AM
<b>Delivery Period:</b> 20 Day/s	<b>Closing Date / Time</b>	12-Mar-2018 17:00 PM
<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 almaalmazan@yahoo.com.ph		

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT AND MONITORING DIVISION

#### TERMS OF REFERENCE

I. Project Title : PRODUCTION OF DOT ACCREDITATION STICKERS FOR 2018 TOURIST TRANSPORT VEHICLES

#### II. Purpose/Objective

1. 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 at least one (1) actual sample stickers produced in the last three (3) years.

#### IV. Scope of Work

#### A. Printing of DOT Accreditation Stickers for Tourist Transport Vehicles

##### General Specifications

- Reflectorized DOT Accreditation Sticker (See attached layout)
- 3D/5D Tamper-Proof Security Hologram Sticker with protective overlay
- 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. TOURIST VEHICLES REQUIREMENT

##### • Quantity and Size:

1. Front Sticker for Car/Van – 3,300 pcs.  
- Front Sticker Size: 5.5 in (length) x 4.0 in (width)
2. Back Sticker for Car/Van – 3,300 pcs.  
- Back Sticker Size: 7.0 in (length) x 5.0 in (width)
3. Front Sticker for Minibus/Bus – 800 pcs.  
- Front Sticker Size: 8.0 in (length) x 5.5 in (width)
4. Back Sticker for Minibus/Bus – 800 pcs.  
- Back Sticker Size: 9.5 in (length) x 7.0 (width)

#### II. SERVICE VEHICLES REQUIREMENT

##### • Quantity and Size:

1. Front Sticker – 450 pcs.  
- Front Sticker Size: 5.5 in (length) x 4 in (width)
2. Back Sticker – 450 pcs.  
- Back Sticker Size: 7.0 in (length) x 5.0 in (width)

#### V. Approved Budget for the Contract

NINE HUNDRED EIGHTY SEVEN THOUSAND FIVE HUNDRED PESOS  
(₱ 987,500.00) inclusive of all applicable taxes

#### VI. Delivery Period

- Within twenty (20) working days upon Approval of Actual Sample.

#### VII. Payment Procedure

- Full payment shall be made within thirty (30) working days after complete delivery.

#### VIII. Compliance to Specifications/Provisions

- Non-submission of required sample works shall be ground for disqualification of bid.
- 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 approved 2018 DOT Accreditation Sticker for Tourist Transport Vehicles except to those persons entrusted/authorized by the DOT-END USER.
- The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance to the design and quality of the submitted sample works of 2018 DOT Accreditation Sticker for Tourist Transport Vehicles.

#### IX. Project Officer/Contact Person

Ms. SHARLEMAGNE S. VALDEZ / Mr. JC JAN O. CUETO  
Standards Development Division  
Office of Tourism Standards and Regulation  
Email: otrs.standards@gmail.com  
Telephone no.: (632) 459 5200-30 loc 224

Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & 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 Bid: March 12, 2018 5:00 pm.

**Created by** Maria Alma O Almazan  
**Date Created** 07-Mar-2018

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