



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 5449147  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Printing of Tamper-Proof Security Hologram Sticker for 2018 DOT Accreditation Certificates  
**Area of Delivery** Metro Manila

|  |   |                              |                     |
|--|---|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 2018-06-0167  | <b>Status</b>                | Active              |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations  | <b>Associated Components</b> | 2                   |
| <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> | 1                   |
| <b>Category:</b>                         | Printing Services   | <b>Date Published</b>        | 28/06/2018          |
| <b>Approved Budget for the Contract:</b> | PHP 320,000.00  | <b>Last Updated / Time</b>   | 28/06/2018 00:00 AM |
| <b>Delivery Period:</b>                  | 15 Day/s  | <b>Closing Date / Time</b>   | 02/07/2018 10:00 AM |
| <b>Client Agency:</b>                    |   |                              |                     |
| <b>Contact Person:</b>                   | Maria Alma O Almazan<br>Administrative Officer III<br>#351 Sen. Gil Puyat Avenue<br>Makati City<br>Metro Manila<br>Philippines 1200<br>63-02-8900189<br>63-02-8900189<br>almaalmazan@yahoo.com.ph |                              |                     |

#### Description

OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT AND MONITORING DIVISION

#### TERMS OF REFERENCE

I. Project Title : Production of Tamper-Proof Security Hologram Sticker for 2018 DOT Accreditation Certificates

II. Purpose/Objective

- To add security feature to prevent unauthorized reproduction and forging of DOT Accreditation Certificates.

III. Minimum Requirement for Suppliers

- Preferably with specialization in hologram technology.
- Has been in the printing business not less than 3 years.
- Submission of sample works or similar tamper-proof security hologram sticker.

#### IV. Scope of Work

##### A. Production of Tamper-Proof Security Hologram Sticker with Protective Overlay

- Total Quantity: 8,000 pieces
- Design: Attached as Annex A
- Specifications:
- Size: 1" x 1"
- 5D Silver Reflectorized Logo
- 3D Gold Reflectorized Logo

##### B. Installation of the Tamper-Proof Security Hologram in 8,000 pieces of DOT-Accreditation Certificates. (sample Certificate attached)

#### V. Approved Budget for the Contract

THREE HUNDRED TWENTY THOUSAND PESOS ONLY  
(PHP 320,000.00 inclusive of all applicable taxes)

#### VI. Delivery Period

- Within fifteen (15) working days upon approval of final sample.

#### VII. Compliance to Specifications/Provisions

- Non-submission of required sample 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 Tamper-Proof Security Hologram Sticker except to those persons entrusted/authorized by the DOT-END USER.
- Full payment shall be within thirty (30 calendar) days after delivery and acceptance of the Tamper-Proof Security Hologram Sticker.

#### VIII. Project Officer/Contact Person

SHARLEMAGNE S. VALDEZ / 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

NOTE: The winning bid, 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 actual sample of Tamper-Proof Security Hologram Sticker, provided that the amount of bid does not exceed the above total budget.

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. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement  
(see attached form)

Deadline for the submission of Bid: July 02, 2018 10:00 am

**Created by** Maria Alma O Almazan

**Date Created** 27/06/2018

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