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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 5686311
Procuring Entity DEPARTMENT OF TOURISM
Title Production of On-The-Job Training Manual
Area of Delivery Metro Manila

Solicitation Number: 2018-10-0291	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	2
Category: Printing Services	Date Published	04/10/2018
Approved Budget for the Contract: PHP 120,000.00	Last Updated / Time	04/10/2018 00:00 AM
Delivery Period: 15 Day/s	Closing Date / Time	09/10/2018 10:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

TERMS OF REFERENCE

I. Project Title : PRODUCTION OF ON-THE-JOB TRAINING MANUAL

II. Purpose

- To distribute copies to institutions and tourism establishments as a guideline in the implementation of the On-The-Job Training program for students

III. Minimum Requirement for Suppliers

- Submission of sample materials to be used.
- Submission of sample works
- Submission of final artwork before printing

IV. Scope of Work

A. Production of below stated On-The-Job Training Manual

1. On-The-Job Manual - Guidelines for Implementing the OJT Program

Pieces: 1000

Pages : 50-60 pages including cover

2. On-The-Job Training Manual for Front Office

Pieces: 1000

Pages : 20-30 pages including cover

3. On-The-Job Training Manual for Housekeeping

Pieces: 1000

Pages : 20–30 pages including cover

4. On-The-Job Training Manual for Professional Cookery

Pieces: 1000

Pages : 20–30 pages including cover

5. On-The-Job Training Manual for Food and Beverage

Pieces: 1000

Pages : 20–30 pages including cover

B. Specifications

- Size: 6"x 9"(folded); A4 (spread)
- Cover: C2S 120lbs
- Binding: Saddle Stitch
- Process: Offset Printing
- Inside Paper: Bookpaper 60 lbs.
- Color Print: Cover - Full Color w/lamination glossy finish

Inside – One-color Print

- Others: Concept, Design and layout of Cover of Item IV.A.1.

Inside layout for the five (5) booklets

V. Approved Budget for the Contract

ONE HUNDRED TWENTY THOUSAND PESOS (₱ 120,000.00) inclusive of all applicable taxes

VI. Delivery Period

- Within fifteen (15) working days upon receipt of Purchase Order or Notice to Proceed.

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 nor reproduce the On-the-Job Training Manual except to those persons entrusted/authorized by the DOT-END USER.

• Full payment shall be within thirty (30) working days upon delivery and acceptance of the DOT On-the-Job Training Manual and the turn-over of the soft-copy of the design/layout, offset printing and hologram plates to the DOT-END USER.

VIII. Project Officer/Contact Person

MS. LYN M. PAREJA/ MR. FRANCIS T. FRANCO

Manpower Planning and Monitoring Division

Office of Industry Manpower Development

Email: dot.empareja@gmail.com / kasepdanmanis@gmail.com

Telephone no.: (632) 459 5200 to 30 loc 218

Note: The winning bid shall be determined based on the proposal with the most advantageous financial package cost provided that the amount of the bid does not exceed the above total budget.

Kindly submit your quotation for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Management Division, 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 Quotation: on or before October 9, 2018 at 10:00 am

Created by John Paulo Samonte Francisco
Date Created 03/10/2018

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