



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8299977
Procuring Entity DEPARTMENT OF TOURISM - REGION IV-B MIMAROPA
Title PRODUCTION OF TRAINING CERTIFICATES FOR THE TOURISM INDUSTRY SKILLS PROGRAM
Area of Delivery Metro Manila

Solicitation Number:	2021-12-003	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Paper Materials and Products		
Approved Budget for the Contract:	PHP 65,281.50	Document Request List	0
Delivery Period:	3 Day/s		
Client Agency:		Date Published	15/12/2021
Contact Person:	Monina Valdez Raneses Senior Tourism Operations Officer 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-459-5200 Ext.210 63-890-0945 dot.mimaropa@gmail.com	Last Updated / Time	14/12/2021 11:24 AM
		Closing Date / Time	20/12/2021 09:00 AM

Description

Terms of Reference

I. ITEM

- 1,467 pieces of Paper (130gsm) for Certificates of Training

II. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be PHILGEPs REGISTERED
- Must have been in the production business for not less than three (3) years, preferably a Manufacturer
- Has in-house capacity to enhance and/or develop the design and layout of the required materials
- Submission of actual sample of the above-stated items must be three (3) days after closing of PHILGEPs posting

III. DOCUMENTARY REQUIREMENTS FOR SUPPLIERS

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (For ABC's above Php 500,000.00)
- Registration Certificate from SEC or DTI

- Original or certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK/SPECIFICATIONS

PRODUCTION AND PRINTING OF CERTIFICATES OF TRAINING

- Specifications for Certificates of Training
Paper Size: A4
Paper Color: Pale Cream
Grammage: 130GSM
Border Design: Gold Stamping, ¼ inch Thickness
DOT Logo: 1" Diameter, Gold Stamping
Paper must be printable with HP/Epson/Brother Printer
Quantity: 1,467 pieces
Estimated Unit Cost: P44.50
Approved Budget for the Contract (ABC): P 65,281.50*
*inclusive of all government taxes and charges

V. APPROVED BUDGET FOR THE CONTRACT:

The Approved Budget for the Contract is SIXTY-FIVE THOUSAND TWO HUNDRED EIGHTY-ONE AND 50/100 PESOS (PHP 65,281.50), inclusive of all government taxes and charges.

The winning bid, however, 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.

VI. DELIVERY PERIOD:

Winning bidders must deliver the item/s 3 days upon PO confirmation.

VII. PAYMENT PROCEDURE

- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the final batch of request order and acceptance of the supplies.

IX. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- Non-submission of required sample works and materials to be used 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.
- 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-MIMAROPA 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-MIMAROPA 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 design/concepts of the items listed above except to those persons entrusted/authorized by the DOT-MIMAROPA END USER.

VII. PROJECT OFFICER/CONTACT PERSON

Name: MR. JOSEPH GILBERT A. LAZARO
Email: tisp.dot4b@gmail.com
Telephone no.: (0915) 111 1191

Created by Monina Valdez Raneses

Date Created 14/12/2021

directed to the contact person/s of the concerned party.

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