



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6203467  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Production of Star Rating and Premium Plaques for DOT Accredited Enterprises  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2019-05-0099	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	4
<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>	6
<b>Category:</b> Tokens and Awards	<b>Date Published</b>	22/05/2019
<b>Approved Budget for the Contract:</b> PHP 400,000.00	<b>Last Updated / Time</b>	22/05/2019 00:00 AM
<b>Delivery Period:</b>	<b>Closing Date / Time</b>	27/05/2019 10:00 AM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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

##### TECHNICAL SPECIFICATIONS

I. Project Title : PRODUCTION OF STAR RATING AND PREMIUM PLAQUES FOR DOT ACCREDITED ENTERPRISES

II. Purpose/Objective: To produce plaques for DOT-Accredited Star-Rated Hotels, Resorts and Apartment Hotels that have fully complied with the criteria of the New Accommodation Standards and plaques for enterprise which are accredited under "Premium" classifications.

##### III. Minimum Requirement for Suppliers

- Submission of one (1) mock-up sample of plaque
- For Premium and Star Rated using the required materials.
- Must be able to propose alternative options for materials to be used for the plaques.
- Must be willing to provide product warranty/return and exchange of defective plaques.
- Must be willing to provide services in a send bill arrangement.

##### IV. Scope of Work/Deliverables

A. Production of Premium Plaque based on the attached design/layout

- Quantity: 60 pcs. @ Php 2,500.00 per piece

##### • Specifications:

Wood Frame: Black piano finish backing

-Round over ½ inch thickness

Surface: Etched Brass Matte Finish with Gloss Clear coat

Dimensions: 5" (W) x 7" (H)

Design: Logo – Tourism Quality Seal, Embossed and Full Color  
Border and Texts – Black engraved  
Text Fonts – Sans Serif  
Material – metal that does not tarnish (bidder may suggest material)  
Packaging: Plaque with Maroon velvet box  
B. Production of Star Rated Plaque based on the attached design/layout  
• Quantity: 100 pcs. @ Php 2,500.00 per piece

• Specifications:

Wood Frame: Beveled Edge Solid wood Piano Finish with  
Keyhole Hanger (Brown or Rosewood Piano Finish)  
- ½ inch thickness  
Surface: Floating Jade Glass/Acrylic/ Clear Glass for option  
Dimensions: 8" (W) x 10" (H)  
Design: Logo – Tourism Quality Seal, Engraved or Embossed and Full Color  
Stars – Star casting with Gabled Points, Gold tone Finish  
Text Fonts – Sans Serif  
Screw- Stainless steel standoff screws  
Lining- Brushed gold lining  
Text – Engraved and other category existing  
Packaging: Black Plaque Presentation/Black Mache Box

V. Schedule of Delivery

- Target Procurement of Supplier : May 2019
- Target Production Period : June 2019 to completion of required quantity
- Subsequent delivery of DOT plaques shall be made within 10 working days upon receipt of the order or request. Request order is dependent upon the awarding of star/premium rating.

VI. Duration of the Contract

- From approval of contract to completion of required quantity.

VII. Payment Procedure

- Payment shall be made within thirty (30) days upon delivery of every batch of request order and acceptance of the DOT Plaques.

VIII. Approved Budget for the Contract

FOUR HUNDRED THOUSAND PESOS ONLY  
(PHP 400,000.00 inclusive of all applicable taxes)

IX. Compliance to Specifications/Provisions

- Non-submission of mock-up sample of DOT Plaque shall be ground for disqualification of bid.
- The WINNING BIDDER may however suggest changes in the design and materials to be used which might improve the look of the plaque provided that the amount of bid will not exceed the total budget.
- 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 information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved DOT Plaque except to those persons entrusted/authorized by the DOT-END USER.

X. Project Officer/Contact Person

YOLANDA B. CABIGAO/REI ANN S. RAZON  
Standards Monitoring and Enforcement Division  
Office of Tourism Standards and Regulation  
Email: dot.smed@gmail.com  
Telephone no.: (632) 459 5200-30 loc 216

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 sample of DOT Plaque, provided that the amount of bid does not exceed the above total budget.

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
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 May 27, 2019 at 10:00 am

**Created by** John Paulo Samonte Francisco

**Date Created** 21/05/2019

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