

Technical Specifications

PRODUCTION OF THE PROMOTIONAL BROCHURES FOR THE PHILIPPINES HOP-ON HOP-OFF PROJECT

I. ITEM PROMOTIONAL BROCHURES FOR THE PHILIPPINES HOP-ON HOP-OFF PROJECT

II. QUANTITY MINIMUM OF 39,000 PIECES

III. PURPOSE/OBJECTIVES

The purpose of the HOHO promotional brochure production are as follows:

- Informative guide for passengers before and during the actual tour (i.e., lists of attractions, restaurants and activities)
- Advertising material for potential HOHO guests that will be distributed in strategic locations (i.e., hotel concierge, local tourism offices, airports, seaports, etc.)
- Brand Awareness for HOHO as the first ever urban tourism circuit program in the country

IV. MINIMUM REQUIREMENT FOR SUPPLIERS

Bidder must be PhilGEPS registered.

V. SCOPE OF WORK/SPECIFICATIONS

ITEM	DESCRIPTION
BROCHURES	<p>Quantity: 39,000 PIECES (13,000 pcs/kind x 3 Hubs: Business, Cultural and Entertainment Hubs)</p> <p>Spread: 59.50cm width x 42 cm height Folded: 10cm width x 21 cm height Folding: 6 panels front and back with accordion fold Paper stock: matt art paper 80lbs</p> <p>Packaging:</p> <ul style="list-style-type: none"> - Quantity per pack: 100 pcs - Quantity per box: 1,000 pcs <p>Brochures should be well fitted in the box</p> <p>Printing Process: Offset Printing</p> <p>OTHER DETAILS:</p> <ol style="list-style-type: none"> 1. Layout to be supplied by the Department of Tourism-National Capital Region (DOT-NCR). 2. The bidders must be able to submit a sample of work done with

	<p>the similar material as mentioned in the specification given together with the quotation</p> <ol style="list-style-type: none"> 3. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered 4. DOT Branding and DOT-NCR to approve the final sample of the brochures. The actual sample may be submitted to DOT upon the receipt of the Purchase Order (P.O) 5. The DOT has a limited storage space in its office. Therefore, the bidder must agree to store the brochures for DOT and deliver the brochures as needed. Both parties may agree on the lead time of delivery. 6. The bidder's storage space should be well ventilated to ensure the quality of the brochures are maintained. In the event that the brochures are damaged the bidder/supplier agrees to replace it on an agreed specified time
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VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Nine Hundred Fifty Thousand Three Hundred Pesos (Php 950,300) inclusive of all government taxes and charges.

VII. DELIVERY PERIOD Full delivery **11 MARCH 2024**

VIII. PAYMENT PROCEDURE

Terms of payment shall be in accordance with the government procedure (send bill arrangement).

IX. CONTACT PERSON

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Approved by:

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