



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6839543  
**Procuring Entity** DEPARTMENT OF TOURISM  
**Title** Printing of PCSSD IEC Materials  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 2020-02-0013	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	4
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Printing Services		
<b>Approved Budget for the Contract:</b> PHP 50,725.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	06/02/2020
<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	<b>Last Updated / Time</b>	05/02/2020 11:41 AM
	<b>Closing Date / Time</b>	10/02/2020 10:00 AM

#### Description

##### REQUEST FOR QUOTATION

Date: 05 February 2020

RFQ No: 2020 - 02 - 0013

Name of Individual/Company:

Address:

Contact No:

Email Address:

TIN:

PhilGEPS Registration No:

The Department of Tourism – Philippine Commission on Sports Scuba Diving (PCSSD), thru its Bids and Awards Committee (BAC), intends to procure the Printing of PCSSD IEC Materials through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the procurement project is indicated in the table below:  
Lot Nos. Item Technical Specifications ABC

Lot No. 1

250 pcs. Accreditation Stickers Size: 8 x 8 inches

Vinyl Outdoor Sticker

Sticker with lamination

Full-color print

Php30, 000.00



500 pcs. Accreditation Flyers Size: 4 x 6 inches  
Matte  
Full-color print  
PhP8, 375.00

500 pcs. Brochures Size: 8.5 x 11 inches  
Trifold  
Matte  
Full-color print  
PhP12, 350.00

Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award.

Eligibility Requirements:

1. Latest Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return for ABC's above PhP500, 000.00
4. Original or Certified True Copy of Notarized Omnibus Sworn Statement for ABC's above PhP50, 000.00

Note:

In case of recently expired Mayor's/Business Permit, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government.

For individuals engaged under Section 53.9 – Small Value Procurement of IRR of R.A 9184 only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

After having carefully read and accepted the Technical Specifications herein attached, I/we submit our quotation/s for the item as follows:

Offered Quotation

Item	Quantity	Unit	Price	Total	Offered Quotation
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Accreditation Stickers

Size: 8 x 8 inches

Vinyl Outdoor Sticker

Sticker with lamination

Full-color print

250 pcs.  
Accreditation Flyers  
Size: 4 x 6 inches  
Matte  
Full-color print

500 pcs.

Brochures  
Size: 8.5 x 11 inches  
Trifold  
Matte  
Full-color print

500 pcs.

#### TERMS AND CONDITIONS

1. The bidders shall provide correct and accurate information required in this form.
2. The price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission of bids.
3. The price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. The quotations exceeding the Approved Budget for the Contract (ABC) shall be disqualified.
5. The award of contract shall be made to the Lowest Calculated and Responsive Bid (LCRB) in case of Goods and Infrastructure Projects or Highest Rated and Responsive Bid (HRRB) in case of Consulting Services which complies with the minimum technical specification and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representatives.
7. The services shall be delivered according to the requirements specified in the Technical Specifications.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Bid (LCRB), the DOT-PMD shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.
10. Must be willing to provide services on a send-bill arrangement.

#### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any of the mandatory requirements will disqualify your quotations.
4. Failure to follow these instructions will disqualify your entire bid.
5. Kindly submit your eligibility requirements together with your quotations in a SEALED ENVELOPE and indicate the following at the back of it:

RFQ No:

Company Name:

Address to: Mr. John Paulo S. Francisco

Address: DOT Bldg., 4th Floor, Procurement Management Division, 351 Sen. Gil Puyat Avenue, Makati City

6. Deadline for the submission of quotations is on or before February 10, 2020 at 10:00 am. Late bids shall not be accepted and unsigned quotations will be disqualified.



Note: This template is not mandatory. The bidders can create their own quotation.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address

**Created by** John Paulo Samonte Francisco

**Date Created** 05/02/2020

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.