

Request for Quotation

27 November 2020

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2020.11.410

PR No. 11.068 / MARCOM

Requirements : UPDATING OF BROCHURE

Project Title : UPDATING OF CEBU/BOHOL, PALAWAN, AND PRIMER BROCHURE

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 LOT	<p>Specifications:</p> <p>Brochure to be Updated : 2 destination brochures and 1 primer brochure</p> <p>Destination Brochures:</p> <ol style="list-style-type: none"> 1. Cebu/Bohol 2. Palawan <p>1 Primer Brochure</p> <p>Amount:</p> <ol style="list-style-type: none"> 1. Cebu/Bohol Brochure – Php 300,000.00 2. Palawan Brochure – Php 300,000.00 3. Primer Brochure – Php 400,000.00 <p>Quantity:</p> <ol style="list-style-type: none"> 1. Cebu/Bohol Brochure – 1 pc. 2. Palawan Brochure – 1 pc. 3. Primer Brochure – 1 pc. 	1,000,000.00	1,000,000.00

LAYOUT GUIDELINES

1. The updating of the above-mentioned brochures shall include renumbering of establishments and / or points of interest in the corresponding indices.
2. The brochures shall include revisions of the map's data to show new establishments in the area.
3. Should follow printing specifications below to ensure uniformity with other existing destination brochures.

A) 2 kinds destination brochures

Folded size : 10.00 cm x 21.00 cm

Trim size : 59.50 cm x 42.00 cm

Paper stock: Matte coated paper 100 lbs.

Print color : Full color both sides

Process : Offset printing

Folding : brochures folded 12 panels, no polybag

B) Primer brochure

Folded size : 10.00 cm x 21.00 cm

Trim size : 59.50 cm x 83.60 cm

Paper stock: C2S paper 80 lbs.

Print color : Full color both sides

Process : Offset printing

Folding : brochure with foldings, no polybag

4. Design concept should have the same tone/style as the existing destination brochures.

DELIVERABLES:

1. Files (layered) – Photoshop, Illustrator, InDesign, and PDF formats
2. Final/approved digital proofing in actual size of brochure

TIMELINE:

Updated brochures layout - 60 calendar days upon receipt of Notice to Proceed (NTP)

	<p>TERMS OF PAYMENT</p> <p>15 % - upon signing/notarized of Contract Agreement</p> <p>35 % - upon presentation of updated nine (9) kinds of brochures and submissions of proofing layout</p> <p>50 % -upon submission of final/approved digital proofing in actual size.</p> <p>ELIGIBILITY REQUIREMENTS /QUALIFICATION OF BIDDERS:</p> <ol style="list-style-type: none"> 1. Reputable creative agency with at least 10 years' experience in the business 2. Must have the following In-house personnel: <ol style="list-style-type: none"> a. Cartographers b. Layout and 3D graphic artists c. Copywriter d. Researcher / GPS surveyors (survey equipment: GPS receiver, GPS mapping software, action cameras) e. GIS Specialist surveyors 3. Must be able to do large format printing 4. Copyright Registration Certificate certified by National Library of the Philippines (NLP) 5. PhilGEPs member 6. Presentation of Portfolio 		
Terms	30 days upon receipt of invoice		
ABC	Php 1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **December 4, 2020, 12:00 Noon** thru email at soc_torres@tpb.gov.ph subject to the Terms and Conditions attached herewith, duly signed by your representative stating the shortest delivery lead time to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

(sgd)

ELOISA A. ROMERO

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Income Tax Returned