

26 May 2021

**REQUEST FOR QUOTATION (RFQ)**

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

**RFP No. TPB-PR 2021.05.192 (2<sup>nd</sup> Posting)**

**Requirement:** Service Provider for the Conceptualization Design of the Tourism Promotions Board Corporate Logo and Rendition of the Logo for Corporate Collaterals

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p><b>Conceptualization and Design Execution of TPB Corporate Logo</b> (together with the brand manual, and application of the logo for corporate collaterals)</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1. Corporate Logo</li> <li>2. Brand Book with Logo Guide</li> <li>3. Application on corporate materials</li> </ol> <p><b>Eligibility Requirements</b></p> <ol style="list-style-type: none"> <li>1. A company engage in conceptualization and design execution of the Corporate Logo, Brand Manual and Application of Logo for corporate collaterals with at least five (5) years of experience in the business;               <ol style="list-style-type: none"> <li>a. Submit Articles of Incorporation, DTI, CDA registration whichever is applicable</li> <li>b. Submit a list of ongoing and completed government and private projects for the last five (5) years.</li> </ol> </li> <li>2. Must present/submit at least 5 corporate logos conceptualized by the company that are currently being used by an organization/corporation/establishment. Please indicate the year when the logo was created.</li> <li>3. Must have in-house creative personnel [at least (2) two Artist to be assigned to the project].               <ol style="list-style-type: none"> <li>a. Submit Company Organizational Chart</li> <li>b. Submit a curriculum vitae of the key personnel to be assigned to the project.</li> </ol> <p style="text-align: center;">Use TPF6 Form, the document need not</p> </li> </ol>	236,000.00	236,000.00

	<p>be notarized;</p> <p>4. Submit a proposed logo design following the layout guidelines.</p> <p><b>Criteria for Evaluation</b></p> <table border="1"> <thead> <tr> <th>Proposal</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>A. Technical Proposal</td> <td>80%</td> </tr> <tr> <td>B. Financial Proposal</td> <td>20%</td> </tr> </tbody> </table> <p>Technical and Financial Proposals Criteria and Rating (80% Passing Score)</p> <p><b>Eligible Bidders shall be required to present their concept design (maximum of 15 minutes), the date of the presentation will be on short notice.</b></p> <p><b>Attached are the Terms of Reference for the layout guidelines, deliverables, rating criteria, and other details.</b></p> <p><b>Please note of the required documents to be submitted together with your proposal.</b></p>	Proposal	Weight	A. Technical Proposal	80%	B. Financial Proposal	20%		
Proposal	Weight								
A. Technical Proposal	80%								
B. Financial Proposal	20%								
Terms	As stated								
Delivery	As stated								
ABC	PhP236,000.00 inclusive of applicable taxes								

Please submit your **proposal and legal documents** duly signed by your representative to email address *janet\_villafranca@tpb.gov.ph* not later than **04 June 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **TPB Logo Design\_<Company Name>**

Thank you very much.

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Email:

janet\_villafranca@tpb.gov.ph

Note:

- 1. All entries must be typewritten in your company letterhead.**
- 2. Price Validity shall be for a period of thirty (30) calendar days.**
- 3. Suppliers must submit the following legal documents to be eligible to participate in the bidding:**
  - PhilGEPS Registration Certificate
  - Mayor/Business Permit
  - BIR Registration Certificate
  - Omnibus Sworn Statement
  - Company Profile