

## REQUEST FOR QUOTATION

December 1, 2022

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

**Quotation No.** TPB-PR.2022.12.481 (3<sup>rd</sup> Posting)  
**PR No.** 10.033

**REQUIREMENTS: SERVICES OF GRAPHIC DESIGNER AND LAYOUT ARTIST FOR THE TPB ANNUAL REPORT 2022 AND TPB CORPORATE BROCHURE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. Accomplish Statement of compliance to the Technical Specifications</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. BIR Certificate of Registration</li> <li>4. Notarized Omnibus Sworn Statement</li> <li>5. SEC/DTI Certificate of Registration</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>	PhP120,000.00	PhP120,000.00
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is PhP120,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents thru email at **soc\_torres@tpb.gov.ph** not later than **December 12, 2022 on or before 12:00 P.M.**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%)

Thank you very much.

(SGD)

**ROSELLE D. ROMERO**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person

**MR. SOCRATES G. TORRES**

Contact No.

**(8) 525-9318 local 266**

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**PROJECT: SERVICES OF GRAPHIC DESIGNER AND LAYOUT ARTIST FOR THE TPB ANNUAL REPORT 2022 AND TPB CORPORATE BROCHURE  
(PR No. 10.033)**

**Quotation No. TPB-PR.2022.12.481 (3<sup>rd</sup> Posting)**

**[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]**

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	The graphic designer and layout artist will serve to illustrate and highlight the substance of the TPB Annual Report 2022 and TPB Corporate Brochure through attractive graphic design and infographics, working closely with the assigned Project Officer. All of the reports have to be of a professional and high standard. Extreme care has to be taken with all information and especially with numeric data.	
2	Scope of Services/Outputs and Deliverables: <ol style="list-style-type: none"> <li>1. Availability of the Service Provider during the duration of work specified in this TOR;</li> <li>2. Familiarization with TPB and its existing programs, including review of organizational documents and meetings with key staff;</li> <li>3. Submission of a Gantt Chart subject to end user approval to serve as reference for the agreed upon deliverables and timelines;</li> <li>4. Graphic conception with the Reader in mind based on the TPB approved messaging with minimum of proposed three (3) themes and lay-out designs each applicable for the Annual Report and Corporate Brochure</li> <li>5. Revision of graphic conception based on discussion results subject to end user approval to include preliminary layout applicable for the Annual Report and Corporate Brochure</li> <li>6. Actual graphic design and layout file to include the narrative and all visual elements applicable for the Annual Report and Corporate Brochure</li> </ol>	

	<p>7. Correction of design and layout based on input from end user (maximum of three major corrections) applicable for the Annual Report and Corporate Brochure</p> <p>8. Final design layout of the report to include at least four (4) mock-ups applicable for the Annual Report and Corporate Brochure</p> <p>9. The complete designed report in English in the original Adobe Indesign (Ai) and PDF file as well as high- and low-resolution pdf documents of the final reports applicable for the Annual Report and the Corporate Brochure</p>	
3	<p><b>Duration of Work</b> The engagement of the Service Provider will start from the date of receipt of the Notice to Proceed (NTP) until all deliverables have been complied with but should not exceed 28 February 2023.</p> <p>The above excludes the proofreading of the four (4) mockups as indicated in this TOR which follows a different timeline.</p> <p>Note: The proposed time frame may be adjusted subject to the recommendations of the Service Provider and the approval of TPB.</p>	
4	<p><b>TPB’s Responsibilities as the End User:</b></p> <ol style="list-style-type: none"> <li>1. Provide the Messaging, all raw data references and narrative report needed by the Service Provider;</li> <li>2. Provide input and feedback in a timely manner;</li> <li>3. Invite and ensure the attendance of key staff as necessary to meetings when scheduled;</li> <li>4. Provide the Service Providers’ team with a working area in TPB during visit (as applicable)</li> <li>5. Ensure that and online facility (i.e. online video conferencing) in case of virtual meetings, as agreed upon by the Service Provider and TPB; and</li> <li>6. Pay the professional fee as specified in this TOR</li> </ol>	
5	<p><b>Approved Budget for the Contract</b></p> <p>The Approved Budget for the Contract is One Hundred and Twenty Thousand Pesos (PhP 120,000.00), inclusive of all applicable taxes. Fees will be paid in percentage tranches based on the output/milestone deliverables indicated in the Terms of Payment in VIII.</p>	
6	<p><b>Terms of Payment</b></p> <p>Supplier preferably with a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p> <p>TPB reserves the right to withhold all or a portion of payment if performance is deemed unsatisfactory, if work/output is incomplete, not delivered or failed to meet deadline/s set; or</p>	

all other factors in breach of this TOR.

The indicative payment scheme is as follows:

<b>Output/Milestone</b>	<b>% of Payments</b>
Tranche 1	
Upon satisfactory completion of the: 1. Pre-consultancy meeting, and 2. Approval of the Gantt Chart proposed by the End User 3. Receipt of graphic conception	25%
Tranche 2	
1. Upon satisfactory approval of the revision of graphic conception based on discussion results subject to end user approval to include preliminary layout applicable for the Annual Report and	25%
Tranche 3	
1. Upon satisfactory approval of the correction of design and layout based on input from end user (maximum of three	20%
Tranche 4	
1. Upon approval of the final design layout of the report to include at least four (4) mock-ups applicable for the Annual Report and Corporate Brochure, and 2. Approval of final output by TPB applicable for the Annual Report and Corporate Brochure	35%
<b>TOTAL</b>	<b>100%</b>

	<p>Note: The indicative payment scheme and corresponding Output/Milestone payments may be amended based on the Project Gantt proposal of the Service Provider and subject to mutual agreement between the Service Provider and TPB.</p>	
<p>7</p>	<p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. The Service Provider must be a Filipino and PhilGEPS registered; preferably with a degree/diploma in Information/Graphic Design and/or equivalent experience in report layout and design</li> <li>2. The Service Provider must have a minimum of three (3) years' demonstrable experience in creating infographics and visualizing complex information</li> <li>3. The Service Provider will be expected to submit technical and financial proposals which includes: <ol style="list-style-type: none"> <li>a. A brief profile of Graphic Designer and Layout Artist;</li> <li>b. List and evidence of relevant work experience for at least 3 years;</li> <li>c. His/her Curriculum Vitae;</li> <li>d. Tax Identification Number;</li> <li>e. Evidence of a strong and stable internet connection subscription; and</li> <li>f. Other R.A. 9184 requirements as deemed necessary</li> </ol> </li> <li>4. The Service Providers' submitted portfolio must show evidence of: <ol style="list-style-type: none"> <li>a. Strong graphic design skills;</li> <li>b. Excellent organizational skills;</li> <li>c. Experience in producing corporate products;</li> <li>d. Demonstrated ability to meet deadlines and work under pressure</li> </ol> </li> <li>5. It is understood that the Service Provider has the ability to: <ol style="list-style-type: none"> <li>a. Be flexible and respond to changes to graphics as part of the review and feedback process;</li> <li>b. Participate effectively in team-based, information-sharing collaborative environment; and</li> <li>c. Focus on impact and results for the client</li> </ol> </li> </ol>	

**Invitation to Suppliers:**

The Service Provider is expected to submit technical and financial proposals which shall include:

- A brief profile and description demonstrating the professional/company qualification indicated in item IX;
- Curriculum vitae of key personnel who will be assigned in the projects showing competency, experience and areas of specialization using the TPF6 Form;
- List and evidence of relevant work experience for the last three (3) years (2020-2022 timeline);
- The winning Service Provider shall be determined in accordance with the process of R.A. 9184 and its Revised Implementing Rules and Regulations.
- Proponents will be required to make a presentation (maximum of 20 minutes) of their Plan Approach for the project. The proposals shall be evaluated using Quality Cost Based Evaluation (QCBE). The winning proposal must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignment:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

**PROJECT OFFICER/CONTACT PERSON:**

Mr. WILSON R. SUBA Acting Head  
Corporate Planning & Business Development Department  
E-mail address: wilson\_suba@tpb.gov.ph  
Tel. No: 525-6443 / 525-9318 local 209

Ms. SHERYLL KARUNUNGAN Planning Officer III  
Corporate Planning & Business Development Department  
E-mail address: sheryll\_karunungan@tpb.gov.ph  
Tel. No: 525-6443 / 525-9318 local 212

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date