

December 4, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023-12-358
PR No. 11.061

Requirements : **Service Provider of Graphic Design and Layout Services for the TPB Annual Report CY 2023**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> 1. Availability of the Service Provider during the duration of work specified in this Technical Specification. 2. Familiarization with TPB and its existing programs, including review of organizational documents and meetings with key staff. 3. Submission of a Gantt Chart subject to end user approval to serve as reference for the agreed upon deliverables and timelines. The Gantt Chart must be submitted/presented upon receipt of Notice of Award. 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. 5. Revision of graphic conception based on discussion results subject to end user approval to include preliminary layout. 6. Actual graphic design and layout file to include the narrative and all visual elements. 7. Production includes creating and embedding QR Codes within the report as deemed necessary by the end use. 8. Shared provision of fonts in OTF and TTF files formats to the end user for all fonts utilized in the report. 9. Any electronic technology applicable as design enhancements that may be added to the service without added cost is considered a plus factor. 10. Correction of design and layout based on input from end user up to the final approved rendition as applicable. 11. Final design layout of the report to include at least four (4) mock-ups as applicable. 12. Turnover of the complete designed report in English in the original Adobe InDesign (Ai) (as applies) and PDF files as well as high- and low-resolution pdf documents of the final report. <p>Other Requirements:</p> <ol style="list-style-type: none"> 1. Be flexible and respond to changes to graphics as part of the review and feedback process. 		PhP180,000.00

	<p>2. Participate effectively in a team-based, information-sharing collaborative environment.</p> <p>3. Focus on impact and results for the client.</p> <p>Rating Criteria</p> <p>1. Quality of project personnel; i.e., suitability of proponent/key staff to perform the project’s scope of work, general qualifications and competence including education and the professional experience of the proponent/key staff – 45%</p> <p>2. Ability to produce a compelling and sustained visual narrative is evidenced through the sample portfolio for each sample work submission as a premium qualification – 45%</p> <p>3. Plan of approach and methodology, i.e. clarity, feasibility, innovativeness, and comprehensiveness of the proposal – 10%</p> <p>Technical Proposal: 90% Financial Proposal: 10% <i>*Passing Rate: 85%</i></p> <p>TECHNICAL REQUIREMENTS:</p> <p>1. Company Profile (for new bidder)</p> <p>2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex “A”</p> <p>3. Certificate of Employment or Business Card stating the designation of the assigned artist – must be senior in rank with a degree/diploma in Information/Graphic Design a plus factor</p> <p>4. Resume of key personnel who will be assigned in the projects showing competency, experience, and areas of specialization</p> <p>5. List and evidence of relevant work experience for the last three (3) years (2021-2023 timeline), includes portfolio</p> <p>LEGAL REQUIREMENTS:</p> <p>1. PhilGEPS Registration Certificate</p> <p>2. Business/Mayor’s Permit</p> <p>3. BIR Certificate of Registration</p> <p>4. SEC/DTI Certificate of Registration</p> <p>5. Notarized Revised Omnibus Sworn Statement Annex “B”</p> <p>ATTCHMENTS:</p> <p>1. Statement of Compliance to the Technical Specifications Annex “A”</p> <p>2. Notarized Revised Omnibus Sworn Statement Annex “B”</p> <p>NOTE:</p> <p>1. All entries must be typewritten in your company letterhead.</p> <p>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</p>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP180,000.00 inclusive of all applicable taxes.		PhP180,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil_fajardo@tpb.gov.ph not later than **12 December 2023 at 12:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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.



ROSELE D. ROMERO

Acting Head, Procurement and General Services Division
04 December 2023

Contact person: Soleil Moon A. Fajardo
Contact number: 02 8525 – 7312 loc. 278

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICE PROVIDER OF GRAPHIC DESIGN AND LAYOUT SERVICES FOR THE TPB ANNUAL REPORT CY 2023
TPB-RFQ 2023-12-358

Bidder 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)
Scope of Services/Output and Deliverables		
1.	Availability of the Service Provider during the duration of work specified in this Technical Specification.	
2.	Familiarization with TPB and its existing programs, including review of organizational documents and meetings with key staff.	
3.	Submission of a Gantt Chart subject to end user approval to serve as reference for the agreed upon deliverables and timelines. The Gantt Chart must be submitted/presented upon receipt of Notice of Award.	
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5.	Revision of graphic conception based on discussion results subject to end user approval to include preliminary layout.	
6.	Actual graphic design and layout file to include the narrative and all visual elements.	
7.	Production includes creating and embedding QR Codes within the report as deemed necessary by the end use.	
8.	Shared provision of fonts in OTF and TTF files formats to the end user for all fonts utilized in the report.	
9.	Any electronic technology applicable as design enhancements that may be added to the service without added cost is considered a plus factor.	
10.	Correction of design and layout based on input from end user up to the final approved rendition as applicable.	
11.	Final design layout of the report to include at least four (4) mock-ups as applicable.	
12.	Turnover of the complete designed report in English in the original Adobe InDesign (Ai) (as applies) and PDF files as well as high- and low-resolution pdf documents of the final report.	
13.	Be flexible and respond to changes to graphics as part of the review and feedback process.	
14.	Participate effectively in a team-based, information-sharing collaborative environment.	
15.	Focus on impact and results for the client.	
Rating Criteria		
1.	Quality of project personnel; i.e., suitability of proponent/key staff to perform the project's scope of work, general qualifications and competence including education and the professional experience of the proponent/key staff – 45%	
2.	Ability to produce a compelling and sustained visual narrative is evidenced through the sample portfolio for each sample work submission as a premium qualification – 45%	
3.	Plan of approach and methodology, i.e. clarity, feasibility, innovativeness, and comprehensiveness of the proposal – 10%	
4.	Proposal shall be evaluated using Quality Cost Based Evaluation (QCBE) Technical Proposal: 90% Financial Proposal: 10% <i>*Passing Rate: 85%</i>	

Project Implementation										
1.	<p>The Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full completion of all deliverables but should not exceed 31 May 2024.</p> <p>The above excludes the proofreading of the four (4) mockups as indicated in this Technical Specification which follows a different timeline.</p> <p>Note: <i>The proposed time frame may be adjusted subject to the recommendations of the provider and the approval of TPB.</i></p>									
Terms of Payment										
1.	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.									
2.	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 all other factors in breach of this Technical Specification.									
3.	<p>The indicative payment scheme is as follows:</p> <table border="1"> <thead> <tr> <th>Output/Milestone</th> <th>% of the Payment</th> </tr> </thead> <tbody> <tr> <td> <p>Tranche 1</p> <p>Upon satisfactory completion of the:</p> <ol style="list-style-type: none"> Pre-consultancy meeting, and Approval of the Gantt Chart proposed by the End User Receipt of graphic conception with the Reader in mind based on the TPB approved messaging with minimum of proposed three (3) themes and lay-out <u>designs</u> Revision of graphic conception based on discussion results subject to end user approval to include preliminary layout </td> <td>20%</td> </tr> <tr> <td> <p>Tranche 2</p> <p>Upon satisfactory completion of the:</p> <ol style="list-style-type: none"> Actual graphic design and layout file to include the narrative and all visual <u>elements</u> Production includes creating and embedding QR Codes within the report as deemed necessary by the end <u>use</u> Shared provision of fonts in OTF and TTF files formats to the end user for all fonts utilized in the <u>report</u> Any electronic technology applicable as design enhancements that may be added to the service without add cost is considered as a plus <u>factor</u> Correction of design and layout based on input from end user up to the final approved rendition as <u>applicable</u> Final design layout of the report to include at least four (4) mock-ups as <u>applicable</u> Turnover of the complete designed report in English in the original Adobe InDesign (Ai) and PDF file as applicable as well as high- and low-resolution pdf documents of the final report </td> <td>80%</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> </tr> </tbody> </table>	Output/Milestone	% of the Payment	<p>Tranche 1</p> <p>Upon satisfactory completion of the:</p> <ol style="list-style-type: none"> Pre-consultancy meeting, and Approval of the Gantt Chart proposed by the End User Receipt of graphic conception with the Reader in mind based on the TPB approved messaging with minimum of proposed three (3) themes and lay-out <u>designs</u> Revision of graphic conception based on discussion results subject to end user approval to include preliminary layout 	20%	<p>Tranche 2</p> <p>Upon satisfactory completion of the:</p> <ol style="list-style-type: none"> Actual graphic design and layout file to include the narrative and all visual <u>elements</u> Production includes creating and embedding QR Codes within the report as deemed necessary by the end <u>use</u> Shared provision of fonts in OTF and TTF files formats to the end user for all fonts utilized in the <u>report</u> Any electronic technology applicable as design enhancements that may be added to the service without add cost is considered as a plus <u>factor</u> Correction of design and layout based on input from end user up to the final approved rendition as <u>applicable</u> Final design layout of the report to include at least four (4) mock-ups as <u>applicable</u> Turnover of the complete designed report in English in the original Adobe InDesign (Ai) and PDF file as applicable as well as high- and low-resolution pdf documents of the final report 	80%	TOTAL	100%	
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Contact Duration										
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I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]