



Department of Tourism – Region 3
Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue,
Clark Freeport Zone, Philippines

REQUEST FOR QUOTATION

Date: 21 May 2025

RFQ No.: _____

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____ **TIN:** _____

PhilGEPS Registration Number (required): _____

The Department of Tourism – Region III, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement – Small Value Procurement for the **Hiring of Marketing or Advertising Agency End-to-End Services for the Production of Central Luzon Tourism Merchandise: Concept, Design, Production, Creative Direction, Marketing, and Launch** in accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your best offer for the item/s described herein addressed to:

MS. RONSAN M. PELARIZA

Chairperson, Bids and Awards Committee

Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue, Clark
Freeport Zone, Philippines

Email: dot3bac@tourism.gov.ph

Phone: (045) 499-0497

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative no later than **26 May 2025 at 10:00 AM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above or before a notice of award is issued:

Document	Remarks
Copy of 2024 or 2025 Mayor's or Business Permit	In case not yet available, you may submit an Official Receipt of renewal application. However, a copy of your 2024 or 2025 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	GPPB Prescribed Template attached as Annex A
Latest Income/Business Tax Return	2024
PhilGeps Registration	Philgeps Registration Certificate or Screenshot of Philgeps Registration
Company Profile and Project Portfolio with Sample Works	Must be offering end-to-end service from product manufacturing to marketing and events management Must have handled brand activations with digital and traditional media components

For any clarification, you may contact us at telephone no. or email address provided.

Bids and Awards Committee Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. **The use of this RFQ is highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to a deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. All mandatory technical specifications (with an asterisk) must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at dot3bac@tourism.gov.ph.
5. **Quotations, including documentary requirements, received after the deadline shall not be accepted.** For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, **shall include all taxes, duties, and/or levies payable.**
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DOT Region III shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to **the lowest quotation which complies with the technical specifications**, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DOT Region III. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after delivery of items and services, and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. 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. The DOT Region III may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

ABOUT THE PROJECT

Name of Project : **Production of Central Luzon Tourism Merchandise:
Concept, Design, Production, Creative Direction, Marketing,
and Launch**

Location : **Central Luzon**

Brief Description :

The Production of Central Luzon Tourism Merchandise is a marketing and promotions initiative spearheaded by the Department of Tourism – Region III, aimed at enhancing the travel and tourism experience through a distinctive line of Central Luzon-inspired and trendy merchandise. Designed to reflect the rich heritage, craftsmanship, and contemporary creativity of the region, the project covers all phases of development—from concept design and creative direction to production. Each item is created to showcase the unique identity of the region’s provinces, making the merchandise an extension of the visitor experience.

As part of its tourism promotion strategy, the project also includes a targeted marketing campaign and an official product launch. These efforts are intended to strengthen the region’s branding, offer visitors meaningful souvenirs, and promote cultural appreciation. Through this initiative, the Department of Tourism – Region III aims to boost local pride, support creative industries, and position Central Luzon as a vibrant and authentic travel destination.

Approved Budget: **PhP 660,000.00**

Contract Duration: **May-June 2025**

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO	DESCRIPTION	STATEMENT OF COMPLIANCE		
		YES	NO	REMARKS
1.	<p>Concept Development, Design, and Production</p> <p>Brainstorming of product design and defining the marketing campaign theme, target audience, and key messages.</p> <p>Creation of a compelling and unique concept that aligns with the destination's branding and tourism goals highlighting the region's unique identity.</p> <p>The following customized items will be produced:</p> <p><u>Water Flasks (100 pcs)</u> -Material: Stainless Steel Vacuum -Dimension: 2.8 x 8.7" -Volume: 600 ml -Design: 5D printing</p> <p><u>Summer Shirts (200 pcs)</u> -Material: Premium 100% Cotton -Sizes: custom XS to XXL -Volume Placement: Front and/or back print -Design: Silk screen, DTG, or embroidery</p> <p><u>Summer Caps (100 pcs)</u> -Material: Twill Cotton with Adjustable Strap -Size: Free Size (Adjustable) -Design: Embroidered or Printed Logo -Style: 5-panel or 6-panel options</p> <p><u>Tote Bags (100 pcs)</u> -Material: Heavyweight Canvas or Twill -Dimension: 14 x 16" -Handle: Reinforced cotton straps -Design: Printed on one side</p> <p><u>Scarves (100 pcs)</u> -Material: Lightweight Polyester or Cotton Voile -Dimension: 24 x 24" -Design: All-over sublimation print -Finish: Hemmed edges</p>			

	<p><u>Enamel Keychains (100 pcs)</u></p> <ul style="list-style-type: none"> -Material: Soft Enamel with Metal Ring -Dimension: TBD -Packaging: Plastic with DOT-III Backing -Includes 1 piece per pack -Features: Die-cut shape, full-color enamel fill <p><u>Sticker Packs (100 pcs)</u></p> <ul style="list-style-type: none"> -Material: Glossy Waterproof Laminated -Dimension: Assorted -Built: Die-cut / ready to peel -Design: Logo-focused or brand-based icons <p>Notes:</p> <p><u>Design</u></p> <ul style="list-style-type: none"> -Conceptualization, design, and rendering of materials to meet project specifications and deadlines -Maximum of three (3) design studies/options must be presented for approval -Sample items must be provided and approved first by the DOT-III prior to production <p><u>Production</u></p> <ul style="list-style-type: none"> -Manufacturing and quality assurance of materials to meet project specifications and deadlines -All items must be in good quality <p><u>Logistics</u></p> <ul style="list-style-type: none"> -Efficient fulfillment, turnover, and on-time delivery of materials to designated locations -All items should be shipped in a timely manner 			
2.	<p>Creative Direction and Marketing</p> <p>Development and execution of a comprehensive marketing and creative direction plan for the Central Luzon merchandise. This includes the creation of digital branding assets, online promotional</p>			

	<p>materials, and a cohesive visual identity that aligns with the Department of Tourism – Region III's goals.</p> <p>The agency shall also be responsible for proposing and implementing strategies for product visibility, audience engagement, and organizing a professional photo shoot to produce promotional content.</p> <p>Photo and Video Production</p> <p><u>Studio Shoot</u></p> <ul style="list-style-type: none"> -Concept and creative direction -Pre-prod planning and shoot coordination -Production and shooting -Lights, props, and equipment -Post-prod editing -Manhours for photographers, videographers, assistants, and editors <p><u>Photo Outputs</u></p> <ul style="list-style-type: none"> -All raw and post-processed photos <p><u>Video Outputs</u></p> <ul style="list-style-type: none"> -One (1) cinematic teaser video -One (1) cinematic main video -Two (2) reels <p><u>Venue and Set-up</u></p> <ul style="list-style-type: none"> -Studio Rental and Set Design (1 day) <p><u>Models/Talents' Honoraria (4 pax)</u></p> <p><u>Fullboard Crew Meals (20 pax)</u></p> <ul style="list-style-type: none"> -Breakfast, Lunch, Dinner 			
3.	<p>Brand Activation and Launch</p> <p>Planning, coordination, and execution of a high-impact launch event designed to generate public interest and media exposure for the Central Luzon merchandise.</p> <p>This entails engaging travel and lifestyle nano-micro influencers to amplify reach, curating a brand activation experience in collaboration with a local coffee shop as a possible venue for the launching activity, and the successful</p>			

	<p>launch and promotion of the merchandise across relevant tourism touch points or channels.</p> <p>The agency shall oversee all aspects of the launch including event styling, media kits, guest management, and post-event coverage, ensuring that the event effectively introduces the merchandise to the public while reinforcing the cultural and tourism objectives of the Department of Tourism – Region III.</p> <p>Product Launch Activity</p> <ul style="list-style-type: none"> -Event Management and Coordination -Venue Styling with Props and Decor -Honorarium for Event Host (1 pax) -Refreshments/Snacks (50 pax) 			
4.	<p>Contingencies</p> <p>Other incidental expenses that may be incurred</p>			

**Please mark with a check (✓) as the Statement of Compliance. Fill out remarks, if necessary.*

FINANCIAL OFFER:

Approved Budget of Contract:	Six Hundred Sixty Thousand Pesos (PhP 660,000.00)
Total Offered Quotation:	In Words:
	In Figures:

Note: Any undeliverable item/s from the above list shall be deducted from the billing.

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

Name of Company/Bidder or
Representative

Signature over Printed Name of Bidder

Date

Annex A

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]