

## Request for Quotation

10 August 2017

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

Quotation No. **TPB-PR.2017.07.400**

**Requirements :** OFFICE SUPPLIES AND INK FOR IN-HOUSE PRINTING (SUPPORT PARAPHERNALIA, i.e. menus, invitation, etc.)

**Project Title :** FOR PHILIPPINE TRAVEL EXPO (PHITEX) 2017

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
	<b>OFFICE SUPPLIES</b>		
3rms	A3 paper (Thick, 100 gsm)	Php500.00/rm	Php1,500.00
2rms	A3 paper versa fine paper	Php600.00/rm	Php1,200.00
1rms	A3 vellum / ivory board paper (240 gsm)	Php1,000.00/rm	Php1,000.00
3rms	A3 Bianco Flash Master (250 gsm) white board	Php3,159.85/rm	Php9,479.55
60rms	A4 paper (80 gsm)	Php150.00/rm	Php9,000.00
7rms	A4 paper (100 gsm)	Php250.00/rm	Php1,750.00
1rms	A4 vellum/ivory board paper (240 gsm)	Php500.00/rm	Php500.00
3rms	A4 Bianco Flash Master (250 gsm) white board	Php1,415.65/rm	Php4,246.95
15rms	Legal paper	Php180.00/rm	Php2,700.00
17sets	Post-it 3x3; assorted colors	Php50.00/set	Php850.00
14pcks	Post-it flags/page marker (paper)	Php40.00/pack	Php560.00
21pcks	Matte sticker paper (10pcs/pack)	Php35.00/pack	Php735.00
5sets	Laserjet clear sticker	Php150.00/set	Php750.00
5sets	Paper tab/dividers (assorted colors)	Php25.00/set	Php125.00
29pcs	Scotch tape 1 inch	Php30.00/pc	Php870.00
20pcs	Packaging tape 2 inch (Transparent)	Php45.00/pc	Php900.00
9pcs	Masking tape (2 inch)	Php40.00/pc	Php360.00
8pcs	Duct tape Black	Php250.00/pc	Php2,000.00
19pcs	Double Adhesive Tape White	Php250.00/pc	Php4,750.00
9pcs	Double Adhesive Tape (w/foam)	Php300.00/pc	Php2,700.00
4pcs	Magic Tape	Php153.00/pc	Php612.00
2sets	Faber-castle tack-it/blu-tack (50g)	Php500.00/pc	Php1,000.00
1pc	Paste (Restone)	Php30.00/pc	Php30.00

19pcs	Correction tape	Php43.00/pc	Php817.00
2pcs	CD marker	Php60.00/pc	Php120.00
310pcs	Expanding Plastic Envelope A4	Php20.00/pc	Php6,200.00
10pcs	Expanding Plastic Envelope Long	Php30.00/pc	Php300.00
1box	Pencil (Mongol)	Php70.00/box	Php70.00
2boxs	Ballpen(Panda)	Php150.00/box	Php300.00
349pcs	Sign Pen(Black)	Php50.00/pc	Php17,450.00
20pcs	Balikbayan Box	Php85.00/pc	Php1,700.00
24pcs	Permanent Marker (Black)	Php60.00/pc	Php1,440.00
8pcs	Permanent Marker (Red)	Php60.00/pc	Php480.00
8pcs	Permanent Marker (Blue)	Php60.00/pc	Php480.00
5pcs	White Board Marker (Black)	Php15.00/pc	Php75.00
11pcs	Highlighter (Yellow)	Php30.00/pc	Php330.00
2pcs	Highlighter(Green)	Php30.00/pc	Php60.00
1pcs	White Paint Marker (Uni)	Php123.00/pc	Php123.00
2pcs	Krylon Crystal clear acrylic coating	Php300.00/pc	Php600.00
4pcs	Plastic Film (A4) lamination (100pc/pack)	Php150.00/pc	Php600.00
3pcs	Illustration Board standard whole	Php100.00/pc	Php300.00
14pcs	Heavy Duty Cutter	Php100.00/pc	Php1,400
15pcs	Scissors	Php50.00/pc	Php750.00
1pcs	Long-arm Stapler	Php900.00/pc	Php900.00
1pcs	Heavy Duty Stapler (good for 100sheets)	Php1,790.00/pc	Php1,790.00
16pcs	Stapler with staple wire remover	Php250.00/pc	Php4,000.00
7boxs	Rubber band	Php100.00/pc	Php700.00
4boxs	Fastener (Plastic type)	Php25.00/box	Php100.00
2boxs	Fastener (stainless Steel)	Php58.00/box	Php116.00
14boxs	Binder clip (2 inch)	Php60.00/box	Php840.00
4boxs	Binder clip (1 ½ inch)	Php30.00/box	Php120.00
4boxs	Binder clip (1 ¼ inch)	Php30.00/box	Php120.00
17boxs	Binder clip (1 inch)	Php20.00/box	Php340.00
2boxs	Binder clip(1/2 inch)	Php15.00/box	Php30.00
11boxs	Binder clip(3/4 inch)	Php10.00/box	Php110.00
7boxs	Paper clip (33mm)	Php10.00/box	Php70.00
7boxs	Paper clip(50mm)	Php20.00/box	Php140.00
25pcs	Clear book (A4)20 pockets	Php110.00/pc	Php2,750.00
8pcs	Clear book (A4)60 pockets	Php80.00/pc	Php640.00
50pcs	CD sleeves (Blue)	Php30.00/pc	Php1,500.00
10pcs	3-Hole Docket ring binder(folder(D-type)	Php250.00/pc	Php2,500.00
38packs	L-type plastic folder (A4)	Php60.00/pack	Php2,280.00
25packs	L-type plastic folder (Long)	Php10.00/pack	Php250.00
12pcs	Pressboard folder (A4)	Php25.00/pc	Php300.00
112pcs	Pressboard folder (Long)	Php25.00/pc	Php2,800.00
48pcs	Long envelope w/ string	Php30.00/pc	Php1,440.00
8pcs	Energizer Ultimate Lithium AA Batteries	Php50.00/pc	Php400.00
12pcs	Energizer Ultimate Lithium AA Batteries	Php50.00/pc	Php600.00
1set	Imation DVD+R 16x4.7GB/120min.	Php1,800.00/st	Php1,800.00
2pcs	Sandisk Cruzer Facet 8GB Flash Disk	Php350.00/pc	Php700.00

**TOURISM PROMOTIONS BOARD PHILIPPINES**

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18pcs	Flashdrive (16gb)	Php450.00/pc	Php8,100.00
2pcs	Name Card Case (400cards)	Php300.00/pc	Php600.00
7pcs	CF410A-Black Ink- Original	Php5,000.00/pc	Php35,000.00
5pcs	CF412A-Yellow Ink- Original	Php6,500.00/pc	Php32,500.00
5pcs	CF413A-Magenta Ink-Original	Php6,500.00/pc	Php32,500.00
5pcs	CF411A-Cyan Ink-Original	Php6,500.00/pc	Php32,500.00
10pcs	CE410A-Black Ink- Remanufactured	Php3,015.00/pc	Php30,150.00
2pcs	CF280XC-Black Ink	Php3,000.00/pc	Php6,000.00
2pcs	HP Laserjet 1020 Ink Cartridge	Php4,150.00/pc	Php8,300.00
1pc	Toner (Model No. MX-560FT) Est. Copy Life: 40k (CPC:Po.244000)	Php9,760.00/pc	Php9,760.00
1pc	Toner Collection Container (Model No.MX-560HB) Est. Copy Life:100k (CPC:Po.008400)	Php840.00/pc	Php840.00
Terms	30 days upon receipt of invoice		
ABC	<b>Php 304,799.50</b> inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **14 August 2017,12:00 n.n.** thru email at [denise\\_veluz@tpb.gov.ph](mailto:denise_veluz@tpb.gov.ph) or thru fax no. 02 526-5971, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative 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.

**REMIGIO U. PAGADUAN, JR.**

Officer – In – Charge  
Procurement and General Services Division

Contact Person **DENISE ANNE S. VELUZ**

Contact No 525-93-18 loc. 246  
denise\_veluz@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.

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

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