

**REQUEST FOR QUOTATION**

04 October 2017

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

**Quotation No. TPB-PR.2017.10.622**

**Requirements : PRINTING OF FIESTA PARTY HAT**  
**Project Title : FOR TPB FIESTA PARTY; PROMOTIONAL MATERIALS FOR LOCAL AND INTERNATIONAL EVENTS, EXHIBITIONS AND TRADE FAIRS**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
8,000pcs.	<p><b>Printing of Fiesta Party Hat</b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>▪ Size: 15”x 16.5”(h)</li> <li>▪ Paper: Foldcoate Cal. 12</li> <li>▪ Print color: Full color x 1 color with matt lamination plus spot UV lamination</li> </ul> <p>Others:</p> <ul style="list-style-type: none"> <li>▪ 4 designs</li> <li>▪ Layout to be supplied by the Marketing and Communications Department (MARCOM)</li> <li>▪ With die-cut, perforation and pasting on stopper</li> <li>▪ Supplier must submit an actual sample of the paper to be used</li> <li>▪ Proof for MARCOM’s approval prior of final printing</li> </ul> <p>Delivery date:</p> <ul style="list-style-type: none"> <li>▪ 20 calendar days upon approval of final proof.</li> </ul>	Php20.00	Php160,000.00
Terms	30 days upon receipt of invoice		
ABC	<b>Php160,000.00</b> inclusive of all applicable taxes		

Please submit your **quotation and legal documents** not later than **10 October 2017, 10:00AM** at [immaculate\\_adzuara@tpb.gov.ph](mailto:immaculate_adzuara@tpb.gov.ph), 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 Boulevard, Manila.

Thank you very much.

**REMIGIO U. PAGADUAN, JR.**  
Officer – In – Charge  
Procurement and General Services Division

Contact Person

**IMMACULATE MARIE L. ADZUARA**

Contact No

525-93-18 loc. 246  
immaculate\_adzuarat@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