

**Request for Quotation**


21 December 2017


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

**Quotation No. TPB-PR.2017.12.776**

**Requirements : 4GB USB DESTINATION CARD (4<sup>th</sup> posting) FOR TPB MARCOM PRINT BRANDING MATERIALS**

**Project Title : CORPORATE AND BRANDING PROMOTIONAL MATERIALS, LOCAL AND INTERNATIONAL SALES MISSIONS AND TRADE FAIRS/EVENTS**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
3,500 pcs	<p><b>4GB USB DESTINATION CARD</b></p> <p><b>Printing Specification:</b>  <b>Size:</b> 8.50 cm x 5.30 cm x 2 mm thick  <b>Material:</b> Clear Acrylic (see TPB sample USB card with metal lock– see attached file);  <b>Print color:</b> Full color both sides with lamination (minimum of 7 different destination images – see attached layout)</p> 	Php271.43/pc	Php950,000.00

	 <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>- Layout design to be supplied by TPB MARCOM</li> <li>- Pre-loading data &amp; shipment (if any) charged to supplier</li> <li>- Please submit one (1) piece actual printed sample for MARCOM approval similar to TPB existing sample</li> </ul> <p><b>Delivery date:</b> 30 calendar days upon approval of proof and samples</p>		
Terms	30 days upon receipt of invoice		
ABC	<b>Php 950,000.00</b> inclusive of all applicable taxes		

Please submit your **quotation, 1 actual sample and legal documents in a SEALED ENVELOPE** not later than **12 JANUARY 2018, 1:00 p.m.** thru email at [denise\\_veluz@tpb.gov.ph](mailto:denise_veluz@tpb.gov.ph) or

proceed to Tourism Promotions Board (TPB) office 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.

**EMMANUEL A. ZARATE**

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