

REQUEST FOR QUOTATION

15 August 2023

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

Quotation No. TPB-PR.2023.08.187

PR No. 8.052

REQUIREMENTS: Provision, Supply and Delivery of Plaque for Loyalty Awardees and Acrylic Certifications for Praise Awardees

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>SCOPE AND DELIVERABLES:</p> <p>1. Glass Plaque size 8.5”h x 6”h x 6” w oval x 3/8” thick clear body mounted on 1.25”h x 6”w x 2”L glass base (11 pieces x PhP2,500.00 = PhP27,500.00) .</p> <p>2. Acrylic Certificate A4 size with stand (20 pieces x PhP1,000.00 = PhP20,000.00).</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS: None</p> <p>LEGAL REQUIREMENT:</p> <p>a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier)</p> <p>ATTACHEMENTS: - Technical Specification (Annex “A”) Bidder’s Statement of Compliance</p> <p>NOTE:</p> <p>1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.</p> <p>PROJECT IMPLEMENTATION SCHEDULE 29 September – 3 October 2023</p>	<p>PhP27,500.00</p> <p>PhP20,000.00</p>	<p>PhP47,500.00</p>

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



	<p>PAYMENT TERMS AND SCHEDULE:</p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p> <p>Contact Information – Project Officers Hazel Francisco hazel_francisco@tpb.gov.ph</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP47,500.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at mike_solo@tpb.gov.ph and the hard copy of quotation and legal documents in Tourism Promotions Board, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **22 August 2023 on or before 1700H**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

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,


ROSELLE D. ROMERO
Acting Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MIKE ANTHONY SOLO
(8) 525-7312 local 273

TECHNICAL SPECIFICATION

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	Service of Tour Operator 12th Regional Travel Fair Site Validation	1 Lot	
	<p>SCOPE AND DELIVERABLES:</p> <p>1. Glass Plaque size 8.5"h x 6"h x 6" w oval x 3/8" thick clear body mounted on 1.25"h x 6"w x 2"L glass base (11 pieces x PhP2,500.00 = PhP27,500.00) .</p> <p>2. Acrylic Certificate A4 size with stand (20 pieces x PhP1,000.00 = PhP20,000.00).</p>		
	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <p>None</p>		
	<p>ATTACHEMENTS:</p> <p>- Technical Specification (Annex "A") Bidder's Statement of Compliance</p> <p>NOTE:</p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of thirty (30) calendar days.</p>		
	<p>LEGAL REQUIREMENT:</p> <p>a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier)</p>		
	SCHEDULE OF REQUIREMENTS		
	<p>PROJECT TIMELINE/IMPLEMENTATION:</p> <p>29 September – 3 October 2023</p>		
	TERMS OF PAYMENT		

	<ol style="list-style-type: none">1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.2. The supplier must have a Land bank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Land bank account, bank charges will be shouldered by the supplier.		
--	--	--	--

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed
Name of Representative

Date