

August 29, 2023

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2023.08.201

PR No. 8.104 (8.1143)

Requirements: Supply and Delivery of PHITEX 2023 Office Supplies

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
55 pcs	BALIKBAYAN box, 20 x 20 x 20 inches	Php135.00	Php7,425.00
49 rlls	TAPE, Packaging 2" x 100m	55.00	2,695.00
28 rms	PAPER, Multicopy A4 size, SUB 80gsm	210.00	5,880.00
11 rms	PAPER, Multicopy Legal size, SUB 80gsm	235.00	2,585.00
40 pcs	ENVELOPE, Expanding, Legal size	15.00	600.00
15 rlls	TAPE, transparent, 48mm, x 50 m (2")	40.00	600.00
15 rlls	TAPE, transparent, 24mm, x 50 m (1")	20.00	300.00
90 pcs	FOLDER L-type, A4 size	10.00	900.00
15pcs	BOARD, Illustration 1/8 size	40.00	600.00
13 pcs	HIGHLIGHTER, Yellow – stabilo boss	20.00	260.00
6 pcs	HIGHLIGHTER, Blue – stabilo boss	20.00	120.00
9 pcs	HIGHLIGHTER, Orange – stabilo boss	20.00	180.00
45 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 0.5, black	25.00	1,125.00
20 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 0.5, blue	25.00	500.00
5 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 0.5, red	25.00	125.00
5 pcs	MARKER, Permanent, Broad type 5mm, Black -pilot	30.00	150.00
10 pcs	MARKER, Permanent, Bullet type 5mm, Black-pilot	30.00	300.00
5 pcs	MARKER, Permanent, Bullet type 5mm, Red-pilot	30.00	150.00
5 rlls	TAPE, double Adhesive tissue type – 24mm x .50m	50.00	250.00
10 rlls	TAPE, double Adhesive with foam – 24mm X 1"	65.00	650.00
10 rlls	TAPE, masking, 24 mm x 50 m (1") – Armak	50.00	500.00
10 rlls	TAPE, masking, 48 mm x 50 m (2") – Armak	60.00	600.00
35 pcs	BOOK, Clear, 20s, A4 size, fixed type	100.00	3,500.00
10 pcs	BOOK, Clear, 40s, A4 size, fixed type	120.00	1,200.00
5 pcs	BOOK, Clear, 40s, Legal size, fixed type	140.00	700.00
5 bxs	CLIP, backfold, 15mm, 12 pcs/box	16.00	80.00
10 bxs	CLIP, backfold, 25mm, 12 pcs/box(1")	25.00	250.00
5 pcs	Cutter L500,	50.00	250.00
5 pcs	ENVELOPE, Brown, Short	5.00	25.00
5 bxs	PAPER, Fastener - Metal	65.00	325.00
5 pcs	MARKER, Whiteboard, Black	25.00	125.00
5 pcs	MARKER, Whiteboard, Blue	25.00	125.00
5 pcs	MARKER, Whiteboard, Red	25.00	125.00

15 pads	PAD, Note, stick-on, 2" x 2", 100s/pad	65.00	975.00
15 pads	PAD, Note, stick-on, 2" x 3", 100s/pad	75.00	1,125.00
15 pads	PAGE MAKER, stick-on, 5s/pack (12.7mm x 44.4mm = TOTAL 500) CONT.500 hojas	190.00	2,850.00
10 packs	BATTERY, dry cell AAA, 2 pcs per pack – Energizer	50.00	500.00
4 pcs	USB, Flash Drive, 16gb	400.00	1,600.00
3 carts	TONER, HP 975k Black Toner	3,600.00	10,800.00
2 carts	TONER, HP 975k Cyan Toner	4,300.00	8,600.00
2 carts	TONER, HP 975k Yellow Toner	4,300.00	8,600.00
2 carts	TONER, HP 975k Magenta Toner	4,300.00	8,600.00
Terms	30 days from receipt of Invoice		
Delivery	7 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php76,850.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address **bhong_ducusin@tpb.gov.ph** not later than **5 September 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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
30 August 2023
 Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr
 Contact number: 02 8525 -7312 / 8525 – 9318 to 27

Note: All entries must be typewritten on your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

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

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)
- f. Certificate of Authorized HP Reseller**