

## REQUEST FOR QUOTATION

September 5, 2023

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

**Quotation No.** TPB-PR.2023.09.211

**PR No.** 8.109

**REQUIREMENTS: SUPPLY AND DELIVERY OF THE T'NALAK BREAD PLATE (4 SET) WITH SPECIAL PACKAGING**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>TECHNICAL SPECIFICATIONS</b></p> <p><b>T'nalak Bread plate (set of 4) with special packaging</b>            Quantity: 500 sets            ABC: PhP 1,000,000.00</p> <p><u>Specifications:</u>            Plate Size: 6" diameter            Material: Bone China            Design: T'nalak design using monochromatic or duo-tone scheme            Printing: Full color digital printing or most appropriate printing method at the back of the plate. Material to be printed will be supplied by TPB Philippines</p> <p><u>Customized Packaging Details:</u>            Box Size: 7 3/8 "x 11 5/8" x 6" (Depth)            4 Plate Slot Size: 3/4 x 6" 1/8 x 2.4" (Depth) 2" space in between per slot            Paper Materials: Imported book binding paper            Material Board: Board #30 – Recycled (black color)</p>	PhP1,000,000.00	PhP1,000,000.00

One Color Foil/Tone-to-tone  
Stamping/Printing  
100% handmade using white glue  
With T'nalak (assorted design/color)  
cloth accent and magnetic lock closure

**Other Requirements:**

1. The bidder must be able to submit a sample of work done with the same or similar material as mentioned in the Specifications given during the opening of Bids.
2. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.
3. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production
4. The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Lead-time of delivery may be agreed upon by both parties.
5. The Bidder's storage space should be well-ventilated to ensure that the quality of the giveaways and its packaging will be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.

**PROJECT IMPLEMENTATION SCHEDULE**

**Delivery timeline:**

- Partial Delivery 50 pcs on or before 2nd week of November 2023
- Full Delivery on or before the 2nd week of December 2023
- Delivery of Giveaways to TPB Philippines should be placed in a double walled corrugated box with bubble wrap that can accommodated a maximum weight limit of 15 kilos only

**APPROVED BUDGET FOR THE CONTRACT (ABC)**

The approved budget for the contract is **ONE MILLION PESOS ONLY PhP 1,000,000.00** inclusive of all applicable taxes.

**TERMS OF PAYMENT**

- Payment will be processed upon completion of the delivery
- Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.
- TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.

**CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**PROJECT OFFICERS CONTACT INFO**

Maria Nedalin L. Miranda

Tel: +63 2 8523 8960

Email: [neng\\_miranda@tpb.gov.ph](mailto:neng_miranda@tpb.gov.ph)

Shirley C. Espadero

Email: [shirley\\_espadero@tpb.gov.ph](mailto:shirley_espadero@tpb.gov.ph)

**TECHNICAL REQUIREMENTS**

1. Accomplished Statement of Compliance to the Technical Specifications

	<p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Updated Business/Mayor's permit</li> <li>2. PhilGEPS Registration Certificate</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Statement of Compliance to the Technical Specifications</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP1,000,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **12 September 2023 on or before 5:00 P.M.** 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.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**REQUIREMENTS: SUPPLY AND DELIVERY OF THE T'NALAK BREAD PLATE (4 SET) WITH SPECIAL PACKAGING**

Quotation No. TPB-PR.2023.09.211

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<b>T’nalak Bread plate (set of 4) with special packaging</b> Quantity: 500 sets ABC: PhP 1,000,000.00	
2	Plate Size: 6” diameter Material: Bone China Design: T’nalak design using monochromatic or duo-tone scheme Printing: Full color digital printing or most appropriate printing method at the back of the plate. Material to be printed will be supplied by TPB Philippines	
3	<u>Customized Packaging Details:</u> Box Size: 7 3/8 “x 11 5/8” x 6” (Depth) 4 Plate Slot Size: ¾ x 6” 1/8 x 2.4” (Depth) 2” space in between per slot Paper Materials: Imported book binding paper Material Board: Board #30 – Recycled (black color)	
4	One Color Foil/Tone-to-tone Stamping/Printing 100% handmade using white glue With T’nalak (assorted design/color) cloth accent and magnetic lock closure	
5	<b>Other Requirements:</b> <ol style="list-style-type: none"> <li>1. The bidder must be able to submit a sample of work done with the same or similar material as mentioned in the Specifications given during the opening of Bids.</li> <li>2. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> <li>3. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production</li> <li>4. The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and</li> </ol>	

	<p>deliver the giveaways as needed. Lead-time of delivery may be agreed upon by both parties.</p> <p>5. The Bidder's storage space should be well-ventilated to ensure that the quality of the giveaways and its packaging will be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</p>	
6	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Delivery timeline:</p> <ul style="list-style-type: none"> <li>• Partial Delivery 50 pcs on or before 2nd week of November 2023</li> <li>• Full Delivery on or before the 2nd week of December 2023</li> <li>• Delivery of Giveaways to TPB Philippines should be placed in a double walled corrugated box with bubble wrap that can accommodated a maximum weight limit of 15 kilos only</li> </ul>	
7	<p><b>TERMS OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>• Payment will be processed upon completion of the delivery</li> <li>• Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.</li> <li>• TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.</li> </ul>	
8	<p><b>CONTRACT DURATION</b></p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date