

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.2023.09.212

PR No. 8.110

REQUIREMENTS: SUPPLY AND DELIVERY OF THE T'NALAK TRAY WITH SPECIAL PACKAGING

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p>T'nalak Tray with special packaging Quantity: 300 pcs ABC: PhP450,000.00</p> <p><u>Specifications:</u> Tray Size: 25cm x 40cm x 4.5cm Material: Wooden Resin and Acrylic Design: T'nalak design that will be approved by TPB Philippines</p> <p><u>Customized Packaging Details:</u> Box Size: 16.25" x 10 1/8" x 2.25" Paper Materials: Imported book binding paper Material Board : Board #30 - Recycled 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</p> <p>Other Requirements: 1. The bidder must be able to submit a sample of work done with the same or similar material as</p>	PhP450,000.00	PhP450,000.00

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. Leadtime 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.
6. A story on T'nalak (printed on a special paper that will complement the box/package) must be included and pasted in the inner flap of the box

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 accommodate a maximum weight limit of 15 kilos only

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

Shirley C. Espadero

Email: shirley_espadero@tpb.gov.ph

TECHNICAL REQUIREMENTS

1. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS

1. Updated Business/Mayor's permit
2. PhilGEPS Registration Certificate
3. Notarized Omnibus Sworn Statement

Attachments:

1. Technical Specifications

	<p>2. Statement of Compliance to the Technical Specifications</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 <u>thirty (30)</u> calendar days.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP450,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at 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 TRAY WITH SPECIAL PACKAGING

Quotation No. TPB-PR.2023.09.212

[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	T’nalak Tray with special packaging Quantity: 300 pcs ABC: PhP450,000.00	
2	<u>Specifications:</u> Tray Size: 25cm x 40cm x 4.5cm Material: Wooden Resin and Acrylic Design: T’nalak design that will be approved by TPB Philippines	
3	<u>Customized Packaging Details:</u> Box Size: 16.25" x 10 1/8" x 2.25" Paper Materials: Imported book binding paper Material Board : Board #30 - Recycled 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	
4	Other Requirements: <ol style="list-style-type: none"> 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. Leadtime 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. 	

	<p>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> <p>6. A story on T'nalak (printed on a special paper that will complement the box/package) must be included and pasted in the inner flap of the box</p>	
5	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p><u>Delivery timeline:</u></p> <ul style="list-style-type: none"> • 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 accommodate a maximum weight limit of 15 kilos only 	
6	<p>TERMS OF PAYMENT</p> <ul style="list-style-type: none"> • 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. 	
7	<p>CONTRACT DURATION</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