

September 18, 2023

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2023.09.229  
**PR No. 9.044 (9.1225)**

**Requirements:** **Supply, and Delivery of Corporate Giveaways-General Accessories**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p><b>Corporate Giveaways</b></p> <p><b>1. Bamboo Pens with Phone Holder</b> (trade/media/Consumer)</p> <p><b>Quantity: 500 pcs</b> <b>Unit Cost: 80.00</b> <b>ABC: 40,000.00</b></p> <p><b>Specification:</b></p> <ul style="list-style-type: none"> <li>● Size: 1.00-1.10cm dia. x 5.5'H,</li> <li>● Material: Bamboo (main body) and wheat straw or any alternative sustainable material (tip and plunger clip)</li> <li>● Print process: Engraving (PHILIPPINES logo)</li> <li>● Mechanism: Plunger/Retractable type, Tip: stylus,</li> <li>● Ink: Black</li> <li>● Clip: 95G-, Color for approval of sample by TPB Weight: 0.5g,</li> <li>● Features: Phone stand: Push down to use and retract to use stylus</li> </ul>	Php655,000.00	Php655,000.00



## 2. Canvas Pouch

Quantity: 500 pcs

Unit Cost: 150.00

ABC: 75,000.00

### Specification:

- Material: Canvas
- Size: Approximately 8 inches x 6 inches (20 cm x 15 cm)
- Closure: Zipper
- Design: Handwoven or embroidered featuring local weaves on both sides of the pouch (about 2 inches in width)
- Lining: Cotton, polyester, or silk lining
- Logo: "Philippines" (screen printing)



3. Travel Kit with packaging

**Quantity: 450 Sets**

**Unit Cost: Php1,200.00**

**ABC: Php540,000.00**

**Specification:**

**Travel Pillow**

- Material: Memory foam
- Colors: Charcoal, khaki, maroon
- Shape: U-shaped
- Size: Typically 11-14 inches in length and 9-12 inches in width
- Cover: Removable and washable, made of soft and breathable fabric
- Features: Adjustable strap or clip to attach to luggage, contoured shape to support neck and head, hypoallergenic and antimicrobial properties, compact and lightweight design, with storage bag



**Travel Blanket:**

- Material: Fleece
- Colors: Charcoal, khaki, maroon
- Size: Typically 50-60 inches in length and 40-50 inches in width
- Features: Soft and warm, lightweight and compact, machine washable, packable in a carry bag or compression sack



**Eye Mask:**

- Material: Cotton
- Color: Charcoal, khaki, maroon
- Size: Typically 7-9 inches in length and 3-4 inches in width
- Features: Soft and comfortable, adjustable strap to fit different head sizes, contoured shape to block light, hypoallergenic and breathable, compact and lightweight design



**Ear Plugs with loop:**

- Color: Charcoal, white, maroon
- Material: Silicone
- Size: Typically one-size-fits-all
- Features: Noise reduction rating (NRR) of 20 decibels or more, hypoallergenic and non-toxic, comfortable and easy to insert, reusable or disposable options available



**Packaging:**

- Gift Box (Dimension:L-27cm x W-37 cm x H-7 cm)
- Layout must be printed in full color
- Must be made of high-quality, eco-friendly and sustainable materials
- Must be neatly and carefully sealed with a ribbon or string to complement the packaging, to be and tagged with Compliments Card (layout to be provided by the TPB)
- Must allocate at least 1 to 2 cm allowance for the dividers inside the box



\*All travel kit items must feature a local weave in its design or sustainable materials

**OTHER REQUIREMENTS:**

- a. Lay-out to be supplied by TPB.
- b. Prospective bidders should submit the actual sample or similar design of the above giveaways as specified in the above specification during submission of bid.
- c. Failure to submit/present the actual sample based on the above

	<p>specification will be disqualified and will not be considered.</p> <p>d. Upon receipt of P.O., the supplier may submit final actual sample subject to creative artist and end-user’s approval prior of mass production.</p> <p><b>PROJECT SCHEDULE/ REQUIREMENTS</b>                      <b>IMPLEMENTATION SCHEDULE OF</b></p> <p>The delivery shall commence within thirty (30) days upon issuance of the Notice to Proceed (NTP) and approval of samples.</p> <p><b>PROJECT OFFICER/S CONTACT INFORMATION</b>  <b>AARON ALARIN</b>  Domestic Promotions Department  aaron_alarin@tpb.gov.ph</p> <p><b>EDESSA DELEGIRO</b>  Domestic Promotions Department  edessa_delegiro@tpb.gov.ph</p> <p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor’s Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. BIR Registration /income/business Tax Return</li> <li>e. Company profile (New Supplier)</li> <li>f. Statement of Compliance to the Technical Specification (<b>Annex “A”</b>)</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>a. Statement of Compliance to the Technical Specification (Annex “A”)</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 thirty (30) calendar days.</li> </ol>		
Terms	30 days from receipt of Invoice		
Delivery	30 days upon receipt of NTP		

ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php655,000.00</b>
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Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **22 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**  
18 September 2023  
Acting Head, Procurement and General Services Division

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

<b>TECHNICAL SPECIFICATION</b>			
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.	<b>Supply, and Delivery of Corporate Giveaways- General Accessories</b>		1 lot
	<p><b>1. Bamboo Pens with Phone Holder</b> (trade/media/Consumer)</p> <p>Unit Cost: 80.00 ABC: 40,000.00 Specification:</p> <ul style="list-style-type: none"> <li>● Size: 1.00-1.10cm dia. x 5.5'H,</li> <li>● Material: Bamboo(main body) and wheat straw or any alternative sustainable material (tip and plunger clip)</li> <li>● Print process: Engraving (PHILIPPINES logo)</li> <li>● Mechanism: Plunger/Retractable type, Tip: stylus,</li> <li>● Ink: Black</li> <li>● Clip: 95G-, Color for approval of sample by TPB Weight: 0.5g,</li> <li>● Features: Phone stand: Push down to use and retract to use stylus</li> </ul>	500 pcs	
			



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- Logo: "Philippines" (screen printing)

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	<p><b>3. Travel Kit with packaging</b></p> <p>Travel Pillow  Unit Cost: Php1,200.00  ABC: Php540,000.00  Specification:</p> <ul style="list-style-type: none"> <li>● Material: Memory foam</li> <li>● Colors: Charcoal, khaki, maroon</li> <li>● Shape: U-shaped</li> <li>● Size: Typically 11-14 inches in length and 9-12 inches in width</li> <li>● Cover: Removable and washable, made of soft and breathable fabric</li> <li>● Features: Adjustable strap or clip to attach to luggage, contoured shape to support neck and head, hypoallergenic and antimicrobial properties, compact and lightweight design, with storage bag</li> </ul>  <p>Travel Blanket:</p> <ul style="list-style-type: none"> <li>● Material: Fleece</li> <li>● Colors: Charcoal, khaki, maroon</li> <li>● Size: Typically 50-60 inches in length and 40-50 inches in width</li> <li>● Features: Soft and warm, lightweight and compact, machine washable, packable in a carry bag or compression sack</li> </ul>  <p>Eye Mask:</p> <ul style="list-style-type: none"> <li>● Material: Cotton</li> </ul>	450 sets	
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- Color: Charcoal, khaki, maroon
- Size: Typically 7-9 inches in length and 3-4 inches in width
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- Must be neatly and carefully sealed with a ribbon or string to complement the packaging, to be and tagged with

	<p>Compliments Card (layout to be provided by the TPB)</p> <ul style="list-style-type: none"> <li>● Must allocate at least 1 to 2 cm allowance for the dividers inside the box</li> </ul>   <ul style="list-style-type: none"> <li>● *All travel kit items must feature a local weave in its design or sustainable materials.</li> </ul>		
	<p><b>Other Requirements:</b></p> <ol style="list-style-type: none"> <li>Lay-out to be supplied by TPB.</li> <li>Prospective bidders should submit the actual sample or similar design of the above giveaways as specified in the above specification during submission of bid.</li> <li>Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> <li>Upon receipt of P.O., the supplier may submit final actual sample subject to creative artist and end-user's approval prior of mass production.</li> </ol>		

	<p><b>PROJECT OFFICER/S CONTACT INFORMATION</b></p> <p><b>AARON ALARIN</b> Domestic Promotions Department aaron_alarin@tpb.gov.ph</p> <p><b>EDESSA DELEGIRO</b> Domestic Promotions Department edessa_delegiro@tpb.gov.ph</p>		
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor’s Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>BIR Registration /income/business Tax Return</li> <li>Company profile (New Supplier)</li> <li>Statement of Compliance to the Technical Specification (<b>Annex “A”</b>)</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>Statement of Compliance to the Technical Specification (<b>Annex “A”</b>)</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>		
	<b>SCHEDULE OF REQUIREMENTS</b>		
	Must be delivered within thirty (30) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed.		
	<b>TERMS OF PAYMENT</b>		
	<ol style="list-style-type: none"> <li>Please send the billing statement to the <b>TOURISM PROMOTIONS BOARD PHILIPPINES</b> after the completion of services.</li> <li>Payment will be on a send-bill arrangement to be settled within Thirty (30) calendar days upon receipt of the billing statement.</li> <li>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.</li> </ol>		

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

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or**

**the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_,  
Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Iurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*