

September 20, 2023

### REQUEST FOR QUOTATION

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

**RFQ No. TPB-RFQ 2023.09.236**

**PR No. 9.074**


**Requirements: Supply and Delivery of additional 4th quarter Office Supplies not available at PS-DBM**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
199 pcs	SIGN PEN, 0.5, black	Php22.00	Php4,417.00
100 pcs	SIGN PEN, 0.5, blue	22.00	2,220.00
50 packs	BATTERY, dry cell AA, 2 pcs per pack – Energizer	128.00	6,400.00
60 packs	BATTERY, dry cell AAA, 2 pcs per pack – Energizer	142.00	8,520.00
30 cans	SPRAY, Disinfectant spray, aerosol type, 400g	385.00	11,550.00
10 pcs	MOUSE, Optical, USB connection type	300.00	3,000.00
30 rlls	TAPE, masking, 24 mm x 100 m (1")	75.00	2,250.00
150 rlls	TAPE, Packaging 48mm x 100m (2")	60.00	9,000.00
150 rlls	TAPE, transparent, 24mm, x 50 m (1")	20.00	3,000.00
50 bxs	CLIP, backfold, 25mm, 12 pcs/box(1")	25.00	1,250.00
50 bxs	CLIP, backfold, 32mm, 12 pcs/box(1.26")	30.00	1,500.00
200 packs	DIVIDER, File Tab, Bristol board, A4 (10 sets/pack)	25.00	5,000.00
50 packs	DIVIDER, File Tab, Bristol board, legal (10 sets/pack)	35.00	1,750.00
10 bxs	FOLDER, Pressboard, Green (100's/box)	1,000.00	10,000.00
25 pcs	MARKER, Permanent, bullet type, black	25.00	625.00
80 pads	PAD, Note, stick-on, 3" x 3", 100s/pad	52.00	4,160.00
50 pads	PAD, Note, stick-on, 3" x 4", 100s/pad	59.28	2,964.00
400 rms	PAPER, Multicopy A4 size, SUB 80gsm	220.00	88,000.00
75 pcs	BALLPEN, Black – Panda	6.00	450.00
40 pcs	BALLPEN, Blue – Panda	6.00	240.00
12 bottles	GLUE, all Purpose, 130 grams	75.00	900.00
Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php167,196.80</b>

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 **25 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.

  
**PAULA JESUSA C. GRANALE**  
Officer-in-Charge  
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)