

September 22, 2023



REQUEST FOR QUOTATION


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

RFQ No. TPB-RFQ 2023.09.247
PR No. 9.079

Requirements: **Supply, and Delivery of TMES Seminar and Post-tour Materials**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
150 pcs	<p>Customized Notebook</p> <p>Specification:</p> <ul style="list-style-type: none"> ● SIZE: Standard: A5 or 110mm x 210mm (4.33in X 8.26in), ● MATERIAL PREFERENCE: <ol style="list-style-type: none"> a. Kraft notebook b. With horizontal lines inside (not blank) c. Paper: 80 GSM d. Minimum of 40 sheets ● COLOR REQUIREMENT: Notebook-Kraft ● PRINTING: Deboss "Love the Philippines" text (middle lower center; 1 inch from edge) Text size: approximately 1 inch (height) 	Php100.00	Php15,000.00

<p>150 pcs</p>	 <p>Ballpoint Pen Specification:</p> <ul style="list-style-type: none"> ● MATERIAL PREFERENCE: <ul style="list-style-type: none"> a. 0.8 mm – 1.66mm b. Color - black ink 	<p>Php15.00</p>	<p>Php2,250.00</p>
<p>150 pcs</p>	<p>Hand Towel Specification:</p> <ul style="list-style-type: none"> ● SIZE: Between 15” x 18” to 27” to 32” ● MATERIALS PREFERENCE: Cotton or terrycloth ● COLOR: White ● PRINTING PROCESS: None ● PACKAGING: Individually rolled using jute twine 	<p>Php115.00</p>	<p>Php17,250.00</p>
<p>2 pcs</p>	<p>Table cover with TPB logo and Love the Philippines logo Specification:</p>	<p>Php2,500.00</p>	<p>Php5,000.00</p>

	<ul style="list-style-type: none"> • SIZE: Rectangular size: 2.5 ft x 5ft • MATERIALS PREFERENCE: Polyester; sewn in all edges • COLOR: White • PRINTING PROCESS: Sublimation <ul style="list-style-type: none"> a. 1 table cover with TPB logo (.50in from edge) b. 1 table cover with Love the Philippines logo (.50in from edge) c. Text size: approx. 12 inches (height) <div style="text-align: center;">  </div>		
2 sets	<p>Pull-up banner with carrying bag</p> <p>Specification:</p> <ul style="list-style-type: none"> • SIZE: 800mm (wide) x 2000 mm (high) • MATERIALS PREFERENCE: <ul style="list-style-type: none"> a. Banner - Polyester fabric b. Carrying bag – fits retractable banner stand; black polyester bag; with handle and shoulder strap • PRINTING PROCESS: Digital printing <ul style="list-style-type: none"> d. 1 with TPB Philippines logo 	Php3,000.00	Php6,000.00

e. 1 with Love the Philippines logo

(Draft lay-out only)



OTHER REQUIREMENTS:

- a. Lay-out to be supplied by TPB.
- b. Suppliers may submit samples for evaluation purposes and for approval of the Project Officer prior to awarding.
- c. Upon receipt of P.O. supplier may submit an actual sample with printing for approval prior to production.

Print Turnaround: Allowed 20 calendar days

PROJECT OFFICERS CONTACT INFORMATION

Ma. Karizza G. Zapata
Market Specialist II
karizza_zapata@tpb.gov.ph

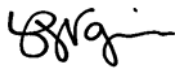
Rona Jean N. Olaivar
Market Specialist III
rona_olaivar@tpb.gov.ph

	<p>LEGAL REQUIREMENT:</p> <ul style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /income/business Tax Return e. Company profile (New Supplier) f. Statement of Compliance to the Technical Specification (Annex “A”) <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex “A”) <p>NOTE:</p> <ul style="list-style-type: none"> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	20 days upon receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php45,000.00

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 **28 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

TECHNICAL SPECIFICATION			
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.	Supply, and Delivery of TMES Seminar and Post-tour Materials		
	<p>Customized Notebook Unit Cost: Php100.00 ABC: Php15,000.00 Specification:</p> <ul style="list-style-type: none"> ● SIZE: Standard: A5 or 110mm x 210mm (4.33in X 8.26in), ● MATERIAL PREFERENCE: <ol style="list-style-type: none"> a. Kraft notebook b. With horizontal lines inside (not blank) c. Paper: 80 GSM d. Minimum of 40 sheets ● COLOR REQUIREMENT: Notebook-Kraft ● PRINTING: Deboss "Love the Philippines" text (middle lower center; 1 inch from edge) Text size: approximately 1 inch (height) 	150 pcs	
			

	<p>Ballpoint Pen Unit Cost: Php15.00 ABC: Php2,250.00 Specification:</p> <ul style="list-style-type: none"> ● MATERIAL PREFERENCE: <ol style="list-style-type: none"> a. 0.8 mm – 1.66mm b. Color - black ink 	150 pcs	
	<p>Hand Towel Unit Cost: Php115.00 ABC: Php17,250.00 Specification:</p> <ul style="list-style-type: none"> ● SIZE: Between 15” x 18” to 27” to 32” ● MATERIALS PREFERENCE: Cotton or terrycloth ● COLOR: White ● PRINTING PROCESS: None ● PACKAGING: Individually rolled using jute twine 	150 pcs	
	<p>Table cover with TPB logo and Love the Philippines logo Unit Cost: Php2,500.00 ABC: Php5,000.00 Specification:</p> <ul style="list-style-type: none"> ● SIZE: Rectangular size: 2.5 ft x 5ft ● MATERIALS PREFERENCE: Polyester; sewn in all edges COLOR: White ● PRINTING PROCESS: Sublimation <ol style="list-style-type: none"> a. 1 table cover with TPB logo (.50in from edge) b. 1 table cover with Love the Philippines logo (.50in from edge) c. Text size: appox. 12 inches (height) 	2 pcs	

			
	<p align="center">Pull-up banner with carrying bag</p> <p>Specification: Unit Cost: Php3,000.00 ABC: Php6,000.00</p> <ul style="list-style-type: none"> • SIZE: 800mm (wide) x 2000 mm (high) • MATERIALS PREFERENCE: <ul style="list-style-type: none"> a. Banner - Polyester fabric b. Carrying bag – fits retractable banner stand; black polyester bag; with handle and shoulder strap • PRINTING PROCESS: Digital printing <ul style="list-style-type: none"> d. 1 with TPB Philippines logo e. 1 with Love the Philippines logo <p align="center">(Draft lay-out only)</p>	2 sets	

				
	<p>Other Requirements:</p> <ol style="list-style-type: none"> a. Lay-out to be supplied by TPB. b. Suppliers may submit samples for evaluation purposes and for approval of the Project Officer prior to awarding. c. Upon receipt of P.O. supplier may submit an actual sample with printing for approval prior to production. <p>Print Turnaround: Allowed 20 calendar days</p>			
	<p>PROJECT OFFICERS CONTACT INFORMATION</p> <ol style="list-style-type: none"> 1. Ma. Karizza G. Zapata Market Specialist II karizza_zapata@tpb.gov.ph 2. Rona Jean N. Olaivar Market Specialist III rona_olaivar@tpb.gov.ph 			
	<p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> g. PhilGEPS Certificate h. Mayor’s Business Permit i. SEC/DTI Registration Certificate j. BIR Registration /income/business Tax Return k. Company profile (New Supplier) l. Statement of Compliance to the Technical Specification (Annex “A”) <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex “A”) 			

	<p>NOTE:</p> <p>a. All entries must be typewritten on your company letterhead.</p> <p>b. Price Validity shall be for a period of thirty (30) calendar days.</p>		
	SCHEDULE OF REQUIREMENTS		
	Must be delivered within twenty (20) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed.		
	TERMS OF PAYMENT		
	<ol style="list-style-type: none"> 1. Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services. 2. Payment will be on a send-bill arrangement to be settled within Thirty (30) calendar days upon receipt of the billing statement. 3. 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. 		

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date