

## REQUEST FOR QUOTATION

04 September 2023

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

**Quotation No.** TPB-PR.2023.09.210

**PR No.** 8.133

**REQUIREMENTS: SUPPLY AND DELIVERY OF THE T'NALAK COASTER (SET OF 4) WITH SPECIAL PACKAGING FOR THE TPB PREMIUM GIVEAWAY**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p><b>SCOPE OF WORK/SERVICES:</b></p> <p><b>T'nalak coasters (set of 4) with special packaging</b> Quantity: 2,000 sets</p> <p>Coaster Size: 4" x 4" Material: MDF Cork with Print Design: T'nalak design in assorted colors using monochromatic or duo-tone scheme</p> <p><u>Customized Packaging Details:</u> Box Size: Top – 4" 1/8 x 4" 1/8 x 7/8   Bottom – 4" 1/6 x 4" 1/6 x 13/16 Paper Materials: Carrier Board 12 (recycled paper) With Die-cutting and matte lamination – 1 color Binder: KK 60 1 color with Philippines, Size: 1" x 4" 1/4 x 1" 3/8</p> <p><b>Other details:</b></p> <ol style="list-style-type: none"> <li>The bidder must be able to submit a sample of work done with the same or similar material as mentioned in the Specifications given together with the quotation.</li> <li>Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> </ol>	PhP350,000.00	PhP350,000.00

	<p>3. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.)</p> <p>4. The TPB Philippines has a limited storage space in its office. Therefore, the 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.</p> <p>5. The Bidder's storage space should be well-ventilated to ensure that the quality of the giveaways and their packaging will be maintained. In the event that the giveaway or its packaging delivered has dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <ul style="list-style-type: none"> <li>• Partial Delivery of 200 sets on or before 2<sup>nd</sup> week of November 2023</li> <li>• Full Delivery on or before the 2<sup>nd</sup> 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 accommodate a maximum weight limit of 15 kilos only</li> </ul> <p><b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> <li>3. Submit a sample material of the above-mentioned requirements together with the quotation.</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Income/Business Tax Return</li> <li>4. Notarized Omnibus Sworn Statement</li> </ol>		
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	<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 PhP350,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph) not later than **11 September 2023 on or before 1700H**, 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**  
04 September 2023  
 Acting Head, Procurement and General Services Division  
 Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**  
 Contact No. **(8) 525-7312 local 266**

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