


06 October 2023

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

Quotation No. TPB-PR. 2023-10-258

PR No. 8.135

REQUIREMENTS: Supply and Delivery of Six (6) units of Three (3) Layer Cabinet

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
6 Units	<p>SCOPE AND DELIVERABLES: Six (6) Units of 3-Drawer Lateral Filing Cabinet with lock Sleek integrated handle design Compatible with A4, FC, letter, and legal-size files Color: Gray Dimensions: 90cm(W)x103cm(H)x45cm(D)</p>  <p>LEGAL REQUIREMENT: a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier) f. Omnibus Sworn Statement (Annex "B")</p> <p>ATTACHMENTS: - Technical Specification (Annex "A") Bidder's Statement of Compliance</p> <p>NOTE: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.</p>	PhP11,500.00	PhP69,000.00

	<p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Must be delivered within 15 calendar days upon receipt of the Notice to Proceed, after which liquidated damages and penalties shall be imposed.</p> <p>PAYMENT TERMS AND SCHEDULE:</p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p> <p>Contact Information – Project Officers</p> <p>Riezel Umali Wilfredo Quero finance@tpb.gov.ph / 8-525-6202 loc 259</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP69,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at mike_solo@tpb.gov.ph and the hard copy of quotation and legal documents in Tourism Promotions Board, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **12 October 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
06 October 2023
 Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person **MIKE ANTHONY SOLO**
 Contact No. (8) 525-7312 local 273

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 Six (6) units of Three (3) Layer Cabinet	6 Units	
	<p>SCOPE AND DELIVERABLES: Six (6) Units of 3-Drawer Lateral Filing Cabinet with lock Sleek integrated handle design Compatible with A4, FC, letter, and legal-size files Color: Gray Dimensions: 90cm(W)x103cm(H)x45cm(D)</p> 		

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

 Name of Company/Bidder

 Signature over Printed
 Name of Representative

 Date

