

**REQUEST FOR QUOTATION**

06 October 2023

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

**Quotation No.** TPB-PR. 2023-10-266

**PR No.** 8.136

**REQUIREMENTS: Supply and Delivery of One (1) Unit Electric Typewriter**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Unit	<p><b>SCOPE AND DELIVERABLES:</b>            One (1) Unit of Electric Typewriter            Professional touch keyboard            65-character correction memory            16-character LCD display            9 Inches Typing Width            Color: White / Crème / Gray            View mode allows easy viewing of the typing line            Automatic paper insertion            Forward and reverse indexing            1, 1 ½, 2 Line Spacing            12 Character per Second Type Speed            Product Dimensions: 20 x 18.6 x 8 inches            Automatic correction: character / word / manual            220V supply voltage.  <b>(Sample Picture)</b></p>  <p><b>LEGAL REQUIREMENT:</b>            a. PhilGEPS Certificate            b. Mayor’s Business Permit            c. SEC/DTI Registration Certificate            d. BIR Registration /TIN            e. Company profile (New Supplier)</p> <p><b>ATTACHMENTS:</b>            - Technical Specification (<b>Annex “A”</b>)            Bidder’s Statement of Compliance</p>	PhP49,000.00	PhP49,000.00

	<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> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></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><b>PAYMENT TERMS AND SCHEDULE:</b></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><b>Contact Information – Project Officers</b>  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](mailto:mike_solo@tpb.gov.ph) and the hard copy of quotation and legal documents in Tourism Promotions Board, 4<sup>th</sup> 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 One (1) Unit Electric Typewriter	1 Unit	
	<p><b>SCOPE AND DELIVERABLES:</b>            One (1) Unit of Electric Typewriter            Professional touch keyboard            65-character correction memory            16-character LCD display            9 Inches Typing Width            Color: White / Crème / Gray            View mode allows easy viewing of the typing line            Automatic paper insertion            Forward and reverse indexing            1, 1 ½, 2 Line Spacing            12 Character per Second Type Speed            Product Dimensions: 20 x 18.6 x 8 inches            Automatic correction: character / word / manual            220V supply voltage.  <b>(Sample Picture)</b></p> 		
	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS            None</p>		
	<p><b>ATTACHEMENTS:</b>            - Technical Specification (<b>Annex "A"</b>)            Bidder's Statement of Compliance</p> <p><b>NOTE:</b>            1. All entries must be typewritten on your company letterhead.            2. Price Validity shall be for a period of thirty (30) calendar days.</p>		

	<b>LEGAL REQUIREMENT:</b> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN e. Company profile (New Supplier)		
	<u><b>SCHEDULE OF REQUIREMENTS</b></u>		
	<b>PROJECT TIMELINE/IMPLEMENTATION:</b> Must be delivered within 15 calendar days upon receipt of the Notice to Proceed, after which liquidated damages and penalties shall be imposed.		
	<b>TERMS OF PAYMENT</b>		
	1. Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.  2. 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