

## REQUEST FOR QUOTATION

11 October 2023

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

**Quotation No.** TPB-PR.2023.10.275

**PR No.** 10.039

**REQUIREMENTS: SERVICES OF A RESEARCH COMPANY TO CREATE THE MARKET BRIEF OF THE TOP 13 SOURCE MARKETS OF THE PHILIPPINE INBOUND TOURISM PLUS DOMESTIC MARKET**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
<b>LOT 1</b>	<p><b>SCOPE OF WORK AND DELIVERABLES</b></p> <p>A. Data Gathering B. Data analysis and interpretation C. Report writing D. Proofreading E. Design and layout of the report F. Printing of the Market Brief</p> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b></p> <p>1. Company Profile 2. SEC/DTI Registration Certificate 3. Submit a list of ongoing and completed government and private contracts for the last five (5) years. 4. Submit Curriculum Vitae of all key personnel 5. Signed Statement of Compliance</p> <p><b>LEGAL REQUIREMENTS</b></p> <p>1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement</p>	PhP970,000.00	PhP970,000.00

	<p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Terms of Reference</li> <li>2. Statement of Compliance to the Terms of Reference</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 PhP970,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **genesis\_lee@tpb.gov.ph** not later than **18 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**

Acting Head, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**(MISS) GENESIS WEIYN B. LEE**  
(8) 525-7312 local 266

**Quotation No. TPB-PR.2023.10.275**  
**PR No. 10.039**