

REQUEST FOR QUOTATION










15 November 2023





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

Quotation No. TPB-PR.2023.11.311

PR No. 11.052

REQUIREMENTS: SUPPLY AND DELIVERY FOR UNIFORM AND TOKEN FOR THE TPB 2023 TEAM BUILDING AND YEAR-END ACTIVITY

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount									
LOT 1	<p>SCOPE OF WORK AND DELIVERABLES</p> <p>1. Provision of the following uniform items:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">ITEM</th> <th style="text-align: center;">DESCRIPTION</th> <th style="text-align: center;">QUANTITY</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <p>Polo Shirt</p>  <p style="font-size: small;">Maroon Green</p>  <p style="font-size: small;">Gray Pink</p> </td> <td> Collared cotton/ pinhead honeycombed shirt in three (3) colors with printed TPB Logo on the left chest and printing at the back: <ul style="list-style-type: none"> - Red/ Maroon - Green - Gray Material: cotton/ pinhead honeycombed </td> <td style="text-align: center; vertical-align: top;"> 60 60 60 </td> </tr> <tr> <td style="text-align: center;"> <p>Drifit Shirt (w/o collar)</p>  <p style="font-size: small;">Purple Pink</p> </td> <td> Non-collared drifit shirt in three (3) colors with sublimation print and TPB Logo on the left chest and </td> <td style="text-align: center; vertical-align: top;"> 60 60 60 </td> </tr> </tbody> </table>	ITEM	DESCRIPTION	QUANTITY	<p>Polo Shirt</p>  <p style="font-size: small;">Maroon Green</p>  <p style="font-size: small;">Gray Pink</p>	Collared cotton/ pinhead honeycombed shirt in three (3) colors with printed TPB Logo on the left chest and printing at the back: <ul style="list-style-type: none"> - Red/ Maroon - Green - Gray Material: cotton/ pinhead honeycombed	 60 60 60	<p>Drifit Shirt (w/o collar)</p>  <p style="font-size: small;">Purple Pink</p>	Non-collared drifit shirt in three (3) colors with sublimation print and TPB Logo on the left chest and	 60 60 60	PhP500,000.00	PhP500,000.00
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	<p>printing at the back:</p> <ul style="list-style-type: none"> - Aqua Blue - Old Rose/ Peach - Lilac <p>Material: sportsmax 200gsm</p>			
<p>Tube Headwear</p> 	<p>Tube bandana with at least 5 assorted designs</p> <p>Material: spandex 160gsm</p>	180		
<p>Microfiber Bath Towel</p> 	<p>Absorbent bath towel made with microfiber material in assorted color</p>	180		
<p>Mesh Bag</p> 	<p>Mesh Shoulder bag</p>	180		
<p>Other Requirements:</p> <ul style="list-style-type: none"> •Please submit actual sample of polo shirt, dri fit, tube headwear, microfiber towel and mesh bag upon submission of bid quotation. •Final actual sample must be presented to the end-user's approval prior to mass production 				

	<ul style="list-style-type: none"> • Failure to submit/present actual sample based on the above specification will not be considered and will be disqualified. • Bidder must have at least three (3) years of experience in providing general merchandise to government and private offices. • Bidder must submit a proposal based on the above deliverables with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost. <p>PROJECT IMPLEMENTATION SCHEDULE -Delivery to the TPB Office on 05 December 2023.</p> <p>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. SEC/DTI Registration Certificate <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PHILGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Statement of Compliance-Annex A 2. Omnibus Sworn Statement-Annex B <p>Contact Information – Project Officers</p> <p>Karen A. Padolina karen_padolina@tpb.gov.ph</p> <p>Ada Josefina V. Cruz ada_cruz@tpb.gov.ph</p> <p>Diana B. Rosima diana_rosima@tpb.gov.ph</p>		
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	Bernadette Kalingag bernadette_kalingang@tpb.gov.ph Note: 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.		
Terms	Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement. 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.		
ABC	Approved Budget for Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at **mike_solo@tpb.gov.ph** not later than **20 November 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.



JANET G. VILLAFRANCA

Officer-in-Charge, Procurement and General Services Division
 Administrative Department

Contact Person

MIKE ANTHONY L. SOLO

Contact No.







(8) 525-7312 local 266




Quotation No. TPB-PR.2023.11.309

PR No. 11.052

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 FOR UNIFORM AND TOKEN FOR THE TPB 2023 TEAM BUILDING AND YEAR-END ACTIVITY	1 Lot										
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed
Name of Representative

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES) CITY/MUNICIPALITY OF) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation,

membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this day of , 20 at ,
Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]