

17 November 2023


REQUEST FOR QUOTATION


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



RFQ No. **TPB-RFQ 2023.11.314**

PR No. **11.056**

Requirements : **Printing, Production, Provision and Delivery of CSR Donations**

| Quantity | Item/Description | Estimated Unit Price | Total Cost (PhP) |
|----------|---|----------------------|------------------|
| 52 pcs | <p>Tarpaulin Motorboat Roof Covers Size: 9ft x 10ft Color Requirement: Full color prints. Tarpaulin Material: 13 oz Printing Process: Digital Other Requirements: Final layout/artwork to be provided by the TPB Print Turnaround: 10 calendar days upon TPB's submission of Final layout/artwork Delivery: On or Before 22 December 2023</p> | Php5,000.00 | Php260,000.00 |
| 105 pcs | <p>Dri-fit Roundneck longsleeves Sizes: Medium- 21 pcs. Large- 21 pcs. XL- 21 pcs. 2XL- 21 pcs. 3XL- 21 pcs.</p> <p>Colors: Navy Blue or Forest Green Sample Longsleeves:</p>  <p>Color Requirement: Full Color Material: Roundneck Dri-fit Printing Process: Sublimation printing</p> | Php400.00 | Php42,000.00 |

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| | <p>Other Requirements:</p> <ul style="list-style-type: none"> - Design layout to be supplied by TPB. - Submit the sample of material preference within 3 working days from receipt of NTP. - Submit sample of dri-fit longsleeves with print of the approved designs within 2 working days upon approval of the sample material <p>Print Turnaround: (production lead time): Within 7 working days after approval of submitted actual longsleeves proofing.</p> <p>Delivery: On or Before 22 December 2023</p> | | |
| 105 pieces (adults) and 250 pieces (kids) | <p>Adjustable Buckethats Colors: Forest Green and Khaki Size: Free size for adult and Free size for kids Sample Hat:</p> <div style="text-align: center;"> <p>Front BUCKET HAT Back</p>  </div> <p>Color Requirement: One color printing Material: Canvas Printing Process: Tone to tone Other Requirements:</p> <ul style="list-style-type: none"> - Design layout to be supplied by TPB. One design will be used for adults and kids' buckethats. - Submit the sample of material preference within 3 working days from receipt of NTP. - Submit sample of buckethat with print of the approved design within 2 working days upon approval of the sample material <p>Print Turnaround (production lead time): Within 7 working Days after approval of submitted actual bucket hat proofing.</p> <p>Delivery: On or Before 22 December 2023</p> | <p>Php120.00 / adult hat</p> <p>Php100.00 / kid hat</p> | <p>Php37,600.00</p> |
| 250 pcs | <p>CSR Drawstring Bags Size: 14" (w) x 16" (h) Color: Navy blue with white print Material: Taffeta Printing Process: silkscreen</p> | <p>Php100.00</p> | <p>Php25,000.00</p> |

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| | <p>Sample Bag: DRAWSTRING BAG</p>  <p>Other Requirements:</p> <ul style="list-style-type: none"> - Design layout to be supplied by TPB. - Submit the sample of material preference within 3 working days from receipt of NTP. - Submit sample of drawstring bag with print of the approved design within 2 working days upon approval of the sample material <p>Print Turnaround (production lead time): Within 7 working Days after approval of submitted actual drawstring bag proofing.</p> <p>Delivery: On or Before 22 December 2023</p> | | |
| 105 pcs | <p>Size: 31 x 36cm Material: Canvas Printing Process: Full color print Sample Cacha Bag:</p>  | Php35.00 | Php5,250.00 |

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| | <p>Other Requirements:</p> <ul style="list-style-type: none"> - Design layout to be supplied by TPB. - of material preference within 3 working days from receipt of NTP - Submit sample of cacha bag with print of the approved design within 2 working days upon approval of the sample material <p>Print Turnaround (production lead time): Within 7 working days after approval of submitted actual cacha bag proofing.</p> <p>Delivery: On or Before 22 December 2023</p> | | |
| 1 pc | <p>Size: 2.75 ft x 6.5 ft</p> <p>Material: Matte Fabric Banner 150 gms</p> <p>Printing Process: High Resolution, Sustainable Latex Printing</p> <p>Color: Full Color, 1 Side Printing</p> <ul style="list-style-type: none"> - No cassette Standee Mechanism - Sustainable Material should be used <p>Other Requirements:</p> <ul style="list-style-type: none"> - Design layout to be supplied by TPB. - Submit the sample of material preference. within 3 working days from receipt of NTP - Submit sample of banner with print of the approved design within 2 working days upon approval of the sample material <p>Print Turnaround (production lead time): Within 7 working Days after approval of submitted actual banner proofing.</p> <p>Delivery: On or Before 11 December 2023</p> | Php4,000.00 | Php4,000.00 |
| 52 pcs | <p>Heavy-duty solar-powered lamps</p> <ul style="list-style-type: none"> - Good for outdoor use - Waterproof, dustproof, and durable - With safety certification mark or the Import Commodity Clearance (ICC) Certification from DTI - With warranty <p>Delivery: On or Before 18 December 2023</p> | Php3,000.00 | Php156,000.00 |
| 260 Kits | <p>50 kits of School Supplies Kits</p> <ul style="list-style-type: none"> 2 pcs Pencils- Jamboo, 1 pc Sharpener 1 pc Eraser 1 pc Writing Notebook 1 box Crayons Safari (24 Colors/box) 1 box Colored Pencils Safari Small (12 Colors/box) 1 pc Ruler - Wooden 3 pcs brown envelope - long | <p>Php500.00 / kinder kit</p> <p>Php600.00 / elementary kit</p> | Php151,000.00 |

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| | <p>1 pack Oslo Paper - 20 sheets 1 pc Glue Stick 1 pc Kid's Scissors Blunt Top 1 pc Plastic Envelope - Long 1 pack Clay (Kid Art) 6 Colors clay 100g 3 pcs Coloring Book Learning Numbers (1-10 (assorted))</p> <p>210 kits of elementary school supplies: 2 pcs Pencils – (Mongol #2) 1 pc Sharpener 1 pc Scissor 3 pc Notebooks 1 Pad paper – 80's 1 pc Manila paper 1 pc Construction paper 1 pc Wooden ruler 1 box of Colored pencils (12 colors) 1 bottle White Glue 2 pcs Brown envelope - Long 1 pc Plastic Envelope - Long</p> <p>Delivery: On or Before 18 December 2023</p> | | |
| <p>105 pairs (adults) and 250 pairs (kids)</p> | <p>Rubber slippers Color: Any color Material: Rubber Sizes: Adult Size 6: 100 pairs Adult Size 7: 100 pairs Adult Size 8- 35 pairs Adult Size 9- 35 pairs Adult Size 10- 35 pairs</p> <p>Kids Size 7(19.5cm)-50 pairs Delivery: On or Before 18 December 2023</p> | <p>Php130.00 / adult pair Php100.00 / kid pair</p> | <p>Php38,650.00</p> |
| <p>250 pcs</p> | <p>Provision of raincoats Sizes: Medium: (68cm x 88cm)- 50 pieces Large: (69cm x 92cm)-100 XLarge : (74cm x 94cm)- 100 pieces Color: Any plain color Material: PVC Other requirements: -With storage pouch for the raincoat -Lightweight and durable -Non-disposable Delivery: On or Before 18 December 2023</p> | <p>Php130.00</p> | <p>Php32,500.00</p> |
| | <p>Project Officer THYRRISE DHENICE S. JUAN</p> | | |

TOURISM PROMOTIONS BOARD PHILIPPINES

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines
Tel: +63 2 8525.9318 to 27 Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph



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| | <p>Telephone numbers: (02) 525-9318 to 27 local 212 or (02) 525-6443 Email address: thyrrise_juan@tpb.gov.ph</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor's Business Permit SEC/DTI Registration Certificate Income/Business Tax Return Certificate Company profile (New Supplier only) Statement of Compliance to the Technical Specification (Annex "A") Omnibus Sworn Statement (Annex "B") <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification (Annex "A") Omnibus Sworn Statement (Annex "B") <p>NOTE:</p> <ol style="list-style-type: none"> All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. | | |
| Terms | 30 days from receipt of Invoice | | |
| ABC | The approved budget for the contract (ABC) inclusive of applicable taxes | | Php752,000.00 |

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **23 November 2023 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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. VILAFRANCA
Administrative Services Officer IV
Officer-in-Charge,
Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

| 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 |
| Printing, Production, Provision and Delivery of CSR Donations | | | |
| | Tarpaulin Motorboat Roof Covers Size: 9ft x 10ft Color Requirement: Full color prints; Tarpaulin Material: 13 oz Printing Process: Digital | 52 pcs | |
| | Dri-fit Roundneck longsleeves Sizes: <ul style="list-style-type: none"> - Medium- 21 pcs. - Large- 21 pcs. - XL- 21 pcs. - 2XL- 21 pcs. - 3XL- 21 pcs. Colors: Navy Blue or Forest Green Color Requirement: Full Color Material: Roundneck Dri-fit Printing Process: Sublimation printing Print Turnaround (production lead time): Within 7 working days after approval of submitted actual longsleeves proofing | 105 pcs | |
| | Adjustable Buckethats Colors: Forest Green and Khaki Size: Free size for adult and Free size for kids Color Requirement: One color printing Material: Canvas Printing Process: Tone to tone Print Turnaround (production lead time): Within 7 working Days after approval of submitted actual buckethat proofing. | 105 pieces (adults) and 250 pieces (kids) | |
| | CSR Drawstring Bags Size: 14" (w) x 16" (h) Color: Navy blue with white print Material: Taffeta Printing Process: silkscreen Print Turnaround (production lead time): Within 7 working Days after approval of submitted actual drawstring bag proofing. | 250 pcs | |

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| | <p>Size: 31 x 36cm Material: Canvas Printing Process: Full color print Print Turnaround (production lead time): Within 7 working days after approval of submitted actual cache bag proofing.</p> | 105 pcs | |
| | <p>Size: 2.75 ft x 6.5 ft Material: Matte Fabric Banner 150 gms Printing Process: High Resolution, Sustainable Latex Printing Color: Full Color, 1 Side Printing - No cassette Standee Mechanism - Sustainable Material should be used Print Turnaround (production lead time): Within 7 working Days after approval of submitted actual banner proofing.</p> | 1 pc | |
| | <p>Heavy-duty solar-powered lamps - Good for outdoor use - Waterproof, dustproof, and durable - With safety certification mark or the Import Commodity Clearance (ICC) Certification from DTI - With warranty</p> | 52 pcs | |
| | <p>50 kits of School Supplies Kits 2 pcs Pencils- Jamboo, 1 pc Sharpener 1 pc Eraser 1 pc Writing Notebook 1 box Crayons Safari (24 Colors/box) 1 box Colored Pencils Safari Small (12 Colors/box) 1 pc Ruler - Wooden 3 pcs brown envelope - long 1 pack Oslo Paper - 20 sheets 1 pc Glue Stick 1 pc Kid's Scissors Blunt Top 1 pc Plastic Envelope - Long 1 pack Clay (Kid Art) 6 Colors clay 100g 3 pcs Coloring Book Learning Numbers (1-10 (assorted))</p> <p>210 kits of elementary school supplies: 2 pcs Pencils – (Mongol #2) 1 pc Sharpener 1 pc Scissor 3 pc Notebooks 1 Pad paper – 80’s</p> | 260 Kits | |

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|--|---|---|--|
| | 1 pc Manila paper 1 pc Construction paper 1 pc Wooden ruler 1 box of Colored pencils (12 colors) 1 bottle White Glue 2 pcs Brown envelope - Long 1 pc Plastic Envelope - Long Delivery: On or Before 18 December 2023 | | |
| | Rubber slippers Color: Any color Material: Rubber Sizes: - Adult Size 6: 100 pairs - Adult Size 7: 100 pairs - Adult Size 8- 35 pairs - Adult Size 9- 35 pairs - Adult Size 10- 35 pairs Kids Size 7(19.5cm)-50 pairs | 105 pairs (adults) and 250 pairs (kids) | |
| | Provision of raincoats Sizes: Medium: (68cm x 88cm)- 50 pieces Large: (69cm x 92cm)-100 XLarge : (74cm x 94cm)- 100 pieces Color: Any plain color Material: PVC Other requirements: -With storage pouch for the raincoat -Lightweight and durable -Non-disposable | 250 pcs | |

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

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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]

Note: Photos/ layouts are indicative.

Long sleeves



Adjustable Buckethats



CSR Drawstring



Cache Bag

