

November 21, 2023

**REQUEST FOR QUOTATION**

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

**RFQ No. TPB-RFQ 2023.11.322**

**PR No. 11.092**

**Requirements: Supply and Delivery of additional 4th quarter Office Supplies not available at PS-DBM**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
30 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, black	Php65.00	Php1,950.00
30 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, blue	65.00	1,950.00
50 packs	BATTERY, dry cell AA, 2 pcs per pack – Energizer	128.00	6,400.00
60 packs	BATTERY, dry cell AAA, 2 pcs per pack – Energizer	142.00	8,520.00
30 cans	SPRAY, Disinfectant spray, aerosol type, 400g	385.00	11,550.00
100 pcs	BALIKBAYAN Box, 202020	130.00	13,00.00
80 rlls	TAPE, masking, 48 mm x 100 m (2")	135.00	10,800.00
150 rlls	TAPE, Packaging 48mm x 100m (2")	60.00	9,000.00
85 rlls	TAPE, transparent, 48mm, x 50 m (2")	35.00	2,975.00
50 bxs	CLIP, backfold, 19mm, 12 pcs/box	21.00	1,050.00
50 bxs	CLIP, backfold, 50mm, 12 pcs/box	56.04	2,802.00
24 pcs	GLUE, Stick	40.00	960.00
2 packs	LAMINATING Film, A4, 100's/pack	1,000.00	2,000.00
50 bxs	STAPLE wire Standard	23.76	1,188.00
300 pcs	DATA folder, chipboard, taglia lock	68.64	20,592.00
50 bxs	FASTENER, Metal, non-Sharp edges	98.64	4,732.00
2 bxs	RUBBER Band, no.18	135.20	270.40
50 pcs	RECORD Book, 300 pages	62.40	3,120.00
35 pcs	RECORD Book, 500 pages	104.00	3,640.00
Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php106,499.40</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address ***bhong\_ducusin@tpb.gov.ph*** not later than **28 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. VILLAFRANCA**

Officer-in-Charge

Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr

Contact number: 02 8525 -7312 / 8525 – 9318 to 27

**Note: All entries must be typewritten on your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)