

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 2023.11.323**  
**PR No. 11.093**

**Requirements: Supply and Delivery of 4<sup>th</sup> quarter Office Supplies (Toners) not available at PS-DBM**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
50 carts	TONER, HP416A (W2040A) Black	Php4,500.00	Php225,000.00
35 carts	TONER, HP416A (W2041A) Cyan	5,600.00	196,000.00
20 carts	TONER, HP416A (W2042A) Yellow	5,600.00	112,000.00
25 carts	TONER, HP416A (W2043A) Magenta	5,600.00	140,000.00
10 carts	TONER, HP 975k Black Toner	3,600.00	36,000.00
10 carts	TONER, HP 975k Cyan Toner	4,200.00	42,000.00
10 carts	TONER, HP 975k Yellow Toner	4,200.00	42,000.00
10 carts	TONER, HP 975k Magenta Toner	4,200.00	42,000.00
6 carts	TONER, HP410A (CF413A) Magenta	5,616.00	33,696.00
5 carts	TONER, HP410A (CF411A) Cyan	5,616.00	28,080.00
5 carts	TONER, HP410A (CF412A) Yellow	5,616.00	28,080.00
Terms	30 days from receipt of Invoice		
Delivery	90 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php924,856.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address **[bhong\\_ducusin@tpb.gov.ph](mailto: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. VILAFRANCA**  
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)
- f. Certificate of Authorized HP Reseller**