

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.2023.11.309

PR No. 11.051

REQUIREMENTS: SERVICE PROVIDER FOR THE PROVISION AND DELIVERY OF ITEMS 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> <ul style="list-style-type: none"> -Provision of items found in Annex A-List of Items of this document. If item/s are not available, submit proposed items within 5 days upon receipt of NOA subject to the approval of TPB. -Provision of a copy of the warranty certificate/ card for the items as applicable. -Delivery of the items to the TPB Office on 18 December 2023 between 9:00 am to 6:00 pm. <p>QUALIFICATION OF BIDDER</p> <ul style="list-style-type: none"> -Bidder must have at least three (3) years of experience providing general merchandise to government and private offices. -Bidder must submit a proposal based on the above deliverables with a price quotation of the items inclusive of the delivery fee and taxes. <p>PROJECT IMPLEMENTATION SCHEDULE</p> <ul style="list-style-type: none"> -Delivery to the TPB Office on 18 December 2023. 	PhP800,000.00	PhP800,000.00

	<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 <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications 2. Annex A-List of Items <p>Note:</p> <ol style="list-style-type: none"> 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	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP800,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at genesis_lee@tpb.gov.ph not later than **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. VILAFRANCA

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

Contact Person

(MISS) GENESIS WEIYN B. LEE

Contact No.

(8) 525-7312 local 266

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