

REQUEST FOR QUOTATION


06 December 2023

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

Quotation No. TPB-PR.2023-11-346

PR No. 08.135

REQUIREMENTS: Supply and Delivery of 3 Layer-Drawer Lateral Filing Cabinet


Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
6 Units	<p>Scope of Work and Deliverables:</p> <p>3 Layer-Drawer Lateral Filing Cabinet with lock Sleek integrated handle design Compatible with A4, FC, letter, and legal-size files Color: Gray Dimensions: 90cm(W)x103cm(H)x45cm(D)</p> 	PhP11,500.00	PhP69,000.00
	ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS		
	<p>ATTACHEMENTS: N/A</p> <p>NOTE:</p> <p>1. All entries must be typewritten on your company letterhead.</p> <p>2. Price Validity shall be for a period of thirty (30) calendar days.</p>		
	<p>LEGAL REQUIREMENT:</p> <p>a. PhilGEPS Certificate b. Mayor's Business Permit c. Company profile (New Supplier)</p>		
	<p>PROJECT TIMELINE/IMPLEMENTATION:</p> <p>Fifteen (15) days upon receipt of the Notice to Proceed (NTP).</p>		

	<p>PAYMENT TERMS AND SCHEDULE:</p> <p>Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.</p> <p>Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>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.</p>		
ABC	Approved Budget for Contract (ABC) is PhP60,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at mike_solo@tpb.gov.ph and the hard copy of quotation and legal documents in Tourism Promotions Board, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **11 December 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,


ROSELLE D. ROMERO
Acting Head, ^{06 December 2023}
Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MIKE ANTHONY SOLO
(8) 525-7312 local 266