

04 December 2023

REQUEST FOR QUOTATIN (RFQ)

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

RFQ No. **TPB-PR 2023.12.354**

Requirement: Service Provider for the Production, Supply and Delivery of TPB ID Cards

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
180 pcs	<p>Project Implementation: Upon issuance of Notice to Proceed until 31 March 2024 or until the 180 individuals is completed.</p> <p>SCOPE OF SERVICES/DELIVERABLES</p> <ol style="list-style-type: none"> 1. Conduct of photo shoot for 180 TPB personnel (permanent and COS/Project-based) with at least three (3) options to choose from. 2. Encoding of information of personnel for lay outing. Information to be provided by TPB PHRDD to the winning bidder with data privacy undertaking. 3. Submission of at least three (3) study layouts for TPB's review and approval. 4. Layout with editing of the TPB ID 5. Printing of new TPB ID (maximum of 2 edits) for 180 individuals. 6. Turnover of the following to TPB for future use: <ul style="list-style-type: none"> - information database - editable and print ready layout - high resolution copies of photos of the individuals that are embed ready in the layout 7. Coverage is the actual number of TPB personnel who are in TPB as of 31 December 2023 to 31 March 2024 or until the 180 individuals is completed. 	500,000.00	500,000.00

	<p>Please refer to the Technical Specifications t for details.</p> <p>LEGAL DOCUMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. BIR Certificate of Registration 3. Mayor's Permit 4. Omnibus Sworn Statement <p>Attachments: Technical Specifications</p> <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead. • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	PhP500,000.00, inclusive of applicable taxes		

Please submit your **quotation** together with the **eligibility and legal documents** enumerated above to email address **bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph** not later than **11 December 2023, until 5:00pm.**

The **submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.** For easy identification of email, the subject shall be in this format: **TPB ID <Company Name>.**

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 ^{04 Dec. 2023}

Procurement and General Services Division
Administrative Department