

18 December 2023

REQUEST FOR QUOTATION

RFQ NO. TPB-PR 2023.12.371

REQUIREMENTS: PRINTING, PRODUCTION, AND SUPPLY AND DELIVERY OF TOURISM PROMOTION BOARD PROMOTIONAL GIVEAWAYS

1. The Tourism Promotions Board (TPB) intends to procure the requirements for the **Printing, Production, Supply, and Delivery of TPB Promotional Giveaways** with an Approved Budget for the Contract (ABC) of **Seven Million Eighty-Eight Thousand Eight Hundred Twenty Pesos Only (PhP7,088,820.00)**. The procurement project is divided into **five (5) lots** broken down as follows:

Lot	Item/Project Description	ABC (PhP)
1	Giveaways for Dive Shows a. Beach Towels b. Bucket Hat c. Canvas Tote Bag d. Dive Mesh Bag	1,879,500.00
2	Laptop and Travel Bags a. Convertible Travel Bag b. Laptop Bag with Weave Strap	1,684,500.00
3	Travel Accessories a. Currency Wallet b. Rip Stop Pouch with Net c. Passport Organizers and Wallets with Phil Textile Cloth	903,260.00
4	General Accessories a. Destination Luggage Tag b. Silicone Luggage Tag c. Magnetic Business Card Holder c. Bamboo Pens with Phone Holders d. Flag Pins e. Satin Ribbon with Philippine Branding	1,436,060.00
6	VIP Giveaways a. Award-winning Filipino Chocolate Products/Gift set b. Premium Coasters c. Box of Filipino Snacks d. Premium Serving Trays e. Scarf with Weave	1,185,500.00
TOTAL ABC		7,088,820.00

2. The bidder may bid for any or all the lots, **the submission of bid and the awarding of the contract shall be on a per lot basis**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.
3. The TPB Bids and Award Committee (BAC) now invites technically, legally, and financially capable Service Provider to submit a quotation for the said project.
4. The procurement of the requirement shall be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.
5. A copy of the Technical and Financial Proposal must be submitted to the BAC which must be duly received by the BAC Secretariat at the office address indicated below on or before **22 December 2023, 12:30 PM**. Late submission shall not be accepted.
6. Interested bidders shall submit the following documents in sealed envelopes, labeled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.
7. Interested bidders shall use the Technical and Financial forms as provided in the Bidding Documents for Goods, 6th Edition.

The following Technical and Financial documents must properly labeled/tabs:

A. Technical Bid

Legal Documents

- a. PhilGEPS Registration Certificate (Red or Platinum)
- b. Valid Mayor's/Business Permit
- c. Income/Business Tax Return Certificate
- d. Latest Audited Financial Statement

Technical Documents

- e. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- f. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- g. Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint

venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- h. The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- i. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

B. Financial Bid

- j. Original of duly signed and accomplished Financial Bid Form; **and**
- k. Original of duly signed and accomplished Price Schedule(s).

8. The opening of the Bids is on **22 December 2023 at 1:00 PM** at the **TPB BAC Meeting Room** and **via Zoom**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity physically or virtually. Given that the samples per items are submitted together with the quotation.
9. The winning bidder shall be required to submit a **performance security** prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance.
10. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
(a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank; (b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	Five percent (5%)
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	

11. Attached hereto are the Technical Specifications and Schedule of Requirements and the Revised Forms.
12. For any clarification, you may send an email to the BAC Secretariat at the following email addresses:

*Roselle D. Romero / Janet G. Villafranca
BAC Secretariat, Tourism Promotions Board
4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila
No. 8525-9318 loc. 273 /8525-9318 loc. 270
Email: bac-sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph
Website: ww.tpb.gov.ph*

13. The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).



ARNOLD T. GONZALES

Chairperson

Bids and Awards Committee