

REQUEST FOR QUOTATION


30 November 2023



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


Quotation No. TPB-PR.2023-11-343

PR No. 11.094

REQUIREMENTS: Supply and Delivery of Lateral Cabinets

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 Unit	<p>Scope of Work and Deliverables:</p> <p>Supply and Delivery of Lateral Cabinets</p> <p>Steel Cabinet Dimension: Approx. H 1850mm x L 900mm x D 400mm Nine Door Cabinet/Locker Color: Light Gray Material: Steel</p> 	PhP25,000.00	Php 25,000.00

<p>14 Units</p>	<p>3D Lateral Filing Cabinet</p> <p>3-Drawer Lateral Filing Cabinet with Anti-Tilt Lock Mechanism/ KD with Steel Handle Lock Compatible with A4,FC,letter and legal size files Dimensions: 90(W)x103(H)x45(D)cm Color: Gray Weight: 52kgs</p> 	<p>PhP16,000.00</p>	<p>PhP224,000.00</p>
<p>26 Units</p>	<p>4D Lateral Filing Cabinet (26 Units)</p> <p>4-Drawer Lateral Filing Cabinet With Anti-Tilt Lock Mechanism/ KD With Steel Handle Lock Compatible With A4,FC,Letter And Legal Size Files</p> <p>Dimensions: 90(W)X45(D)X103(H)CM Color: Gray Weight: 65kgs</p> 	<p>PhP21,000.00</p>	<p>PhP546,000.00</p>


6 Units	<p>Mobile Pedestal 3-Drawer (6 Units) with 3 Drawers Including 1 Central Lock, 1 Pen Tray And 1 File Divider 5 Swivel Castors Built For Ease On Mobility</p> <p>Material: Powder-Coated Steel Color: Gray Dimensions: 40(W) X 56.5(D) X 65.5(H) CM Weight: 14kgs</p> 	PhP5,000.00	PhP30,000.00
	ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS		
	<p>ATTACHEMENTS:</p> <ul style="list-style-type: none"> • Technical Specification (Annex "A") <p>Bidder's Statement of Compliance</p> <ul style="list-style-type: none"> • Omnibus Sworn Statement (Annex "B") <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 thirty (30) calendar days. 		
	<p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex "B") <p>Company profile (New Supplier)</p>		
	<p>PROJECT TIMELINE/IMPLEMENTATION:</p> <p>Thirty (30) days upon receipt of the Notice to Proceed (NTP).</p>		
	PAYMENT TERMS AND SCHEDULE:		

	<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 PhP825,000.00 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
06 December 2023
AH, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MIKE ANTHONY SOLO
(8) 525-7312 local 266

	<p>3. 4D Lateral Filing Cabinet 4-Drawer Lateral Filing Cabinet With Anti-Tilt Lock Mechanism/ KD With Steel Handle Lock Compatible With A4,FC,Letter And Legal Size Files</p> <p>Dimensions: 90(W)X45(D)X103(H)CM Color: Gray Weight: 65kgs</p> 	<p>26 Units</p>	
	<p>4. Mobile Pedestal 3-Drawer with 3 Drawers Including 1 Central Lock, 1 Pen Tray And 1 File Divider 5 Swivel Castors Built For Ease On Mobility</p> <p>Material: Powder-Coated Steel Color: Gray Dimensions: 40(W) X 56.5(D) X 65.5(H) CM Weight: 14kgs</p> 	<p>6 Units</p>	

	<p>ATTACHEMENTS:</p> <ul style="list-style-type: none"> • Technical Specification (Annex “A”) Bidder’s Statement of Compliance • Omnibus Sworn Statement (Annex “B”) <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 thirty (30) calendar days. 		
	<p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Omnibus Sworn Statement (Annex “B”) Company profile (New Supplier) 		
	<p>PROJECT TIMELINE/IMPLEMENTATION:</p> <p>Thirty (30) 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 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>		

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed

Name of Representative

Date