

## REQUEST FOR QUOTATION

December 4, 2023

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

**Quotation No.** TPB-PR.2023.12.355

**PR No.** 11.150

**REQUIREMENTS: PRINTING, SUPPLY, AND DELIVERY OF REGIONAL BROCHURE**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 LOT	<p><b>SCOPE OF WORK / SERVICES</b></p> <p><b>Printing, Supply, and Delivery of Regional Brochure</b></p> <p>Quantity: 4,000pcs/kind x 16 kinds = 64,000pcs @ 15.00/pc</p> <p>Specifications</p> <p>Spread : 59.50cm width x 42 cm height</p> <p>Folded : 10cm width x 21 cm height</p> <p>Folding : 6 panels' front and back with accordion fold</p> <p>Paper stock : Matt art paper 80lbs.</p> <p>Print color: Full color both sides</p> <p><b>Packaging</b></p> <p>Quantity per pack : 100 pcs.</p> <p>Quantity per box : 1000 pcs.</p> <p>Brochure should be well fitted on the box</p> <p>Printing Process : Offset printing</p> <p>Other details:</p> <ol style="list-style-type: none"> <li>Layout to be supplied by TPB-Marcom</li> <li>The bidder must be able to submit a sample of work done with the same or similar material as mentioned in the Specifications given together with the quotation.</li> <li>Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> </ol>	PhP960,000.00	PhP960,000.00

	<p>4. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.)</p> <p>5. The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery.</p> <p>6. The Bidder’s storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</p> <p>PROJECT IMPLEMENTATION SCHEDULE</p> <p>Delivery timeline: 30 calendar days upon approval of final sample</p> <p>TERMS OF PAYMENT</p> <ul style="list-style-type: none"> <li>• Payment will be processed upon completion of the delivery</li> <li>• Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.</li> <li>• TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.</li> </ul> <p>CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP960,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **11 December 2023 on or before 3:00 P.M.** 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, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

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