

REQUEST FOR QUOTATION

07 December 2023

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

Quotation No. TPB-PR.2023.12.361

PR No. 11.098

REQUIREMENTS: SUPPLY AND DELIVERY OF A3 TEAR-OFF DIVE MAPS FOR THE GO DIVING SHOW 2024

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
420 PCS	<p>SCOPE OF WORK/SERVICES:</p> <p>The Tourism Promotions Board (TPB) is inviting qualified Events Management Company/Printing Suppliers to provide requirements for the abovementioned event based on the following guidelines:</p> <ul style="list-style-type: none"> ●Quantity: min. 420 Pads ●Dimensions: 420 x 297mm (A3) ●Paper: min. 70 gsm ●Tear Off Philippine Dive Map Pads containing 100 sheets each ● Back to Back Full Color Printing ● Deliver at the TPB Office with address: 4th Floor Legaspi Towers 300 Roxas Blvd. Manila, Within the office hours ●Artwork to be provided by TPB <p>PROJECT IMPLEMENTATION SCHEDULE <u>Delivery timeline: on or before February 10, 2024</u></p> <p>TERMS OF PAYMENT Send bill arrangement to the TPB after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing</p>	PhP650.00	PhP273,000.00

	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Company Profile 2. DTI/SEC Registration Certificate <p>LEGAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Registration Certificate 2. Business/Mayor's permit 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>Attachments:</p> <ol style="list-style-type: none"> 1. Technical Specifications <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 <u>thirty (30)</u> calendar days. 		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP273,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at genesis_lee@tpb.gov.ph not later than **13 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, Procurement and General Services Division
Administrative Department

Contact Person **(MISS) GENESIS WEIYN B. LEE**
Contact No. **(8) 525-7312 local 266**