

## REQUEST FOR QUOTATION

19 December 2023

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

**Quotation No.** TPB-PR.2023.12.374 – 4<sup>th</sup> Posting

**PR No.** 11.051

**REQUIREMENTS: SERVICE PROVIDER FOR THE PROVISION AND DELIVERY OF ITEMS FOR THE TPB 2024 LEARNING OVER LUNCH ACTIVITY**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT 1	<p><b>SCOPE OF WORK AND DELIVERABLES</b></p> <p>1. Provision of items found in <b>ANNEX A-List of Items</b> of this document. If item/s are not available, submit proposed items within 3 days upon receipt of NOA subject to the approval of TPB.</p> <p>2. Provision of a copy of the warranty certificate/ card for the items as applicable.</p> <p>3. Delivery of the items to the TPB Office not later than 22 January 2024 between 9:00 am to 6:00 pm.</p> <p><b>QUALIFICATION OF BIDDER</b></p> <p>-Bidder must have at least three (3) years of experience providing general merchandise to government and private offices.</p> <p>-Bidder must submit a proposal based on the above deliverables with a price quotation of the items inclusive of the delivery fee and taxes.</p> <p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>The items shall be delivered completely after four (4) days from the receipt of the payment</p>	PhP800,000.00	PhP800,000.00

	<p>from TPB inclusive of clearing of check or bank transfer or not later than 22 January 2024.</p> <p><b>ADDITIONAL TECHNICAL / ELIGIBILITY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Company Profile</li> <li>2. SEC/DTI Registration Certificate</li> </ol> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> </ol> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications</li> <li>2. Annex A-List of Items</li> </ol> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP800,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [genesis\\_lee@tpb.gov.ph](mailto:genesis_lee@tpb.gov.ph) not later than **27 December 2023 on or before 0900H**, 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**  
19 December 2023  
 Acting Head, Procurement and General Services Division  
 Administrative Department

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

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