

**REQUEST FOR QUOTATION**

24 January 2024

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

**Quotation No.** TPB-PR.2024-01-020

**PR No.** 01.014

**REQUIREMENTS: Supply and Delivery of Purified Drinking Water**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
3,000 Bottles	<p><b>Scope of Work and Deliverables:</b> <b>Supply and Delivery of Purified Drinking Water</b></p> <p><b>Delivery locations:</b> (1) Legaspi Towers 300 - Feb to May 2024: 250 containers per month - Jun 2024 to Jan 2025: 50 containers per month (2) Five E-Com Center - Jun 2024 to Jan 2025: 200 containers per month</p> <p><b>Deliverables:</b> - Every two weeks delivery or as needed. - Free use of six (6) water dispensers. - Free cleaning and maintenance of water dispensers at least once a month. - Free use of 5-gallon water containers. - Monthly microbiological analysis/potability report.</p>	PhP50.00	150,000.00
	<b>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</b>		
	<p><b>ATTACHEMENTS:</b></p> <ul style="list-style-type: none"> <li>• Technical Specification (<b>Annex "A"</b>)</li> </ul> <p>Bidder's Statement of Compliance</p> <ul style="list-style-type: none"> <li>• Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ul> <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 thirty (30) calendar days.</li> </ol>		
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor's Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. Income/Business Tax Return</li> <li>e. Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ol>		

	f. Company profile ( <b>New Supplier</b> )		
	<b>PROJECT TIMELINE/IMPLEMENTATION:</b> Fifteen (15) days upon receipt of the Notice to Proceed (NTP).		
	<b>PAYMENT TERMS AND SCHEDULE:</b> Payment will be on a send-bill arrangement to be settled within thirty (30) calendar days upon receipt of billing of statement.  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.  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.		
ABC	Approved Budget for Contract (ABC) is PhP150,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at [mike\\_solo@tpb.gov.ph](mailto:mike_solo@tpb.gov.ph) and the hard copy of quotation and legal documents in Tourism Promotions Board, 4<sup>th</sup> Floor Legaspi Towers, Vito Cruz Malate Manila not later than **31 January 2024 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,

  
**JANET G. VILAFRANCA**  
OIC, Procurement and General Services Division  
Administrative Department

Contact Person  
Contact No.

**MIKE ANTHONY SOLO**  
(8) 525-7312 local 266

**Quotation No. TPB-PR.2024.01.020**  
**PR No. 01.014**

**TECHNICAL SPECIFICATION**

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification

Item	Description	Total Quantity	Bidder's Statement of Compliance
A.	<b>Scope of Work and Deliverables:</b>  <b>Supply and Delivery of Purified Drinking Water</b>		
	<b>Delivery locations:</b> (1) Legaspi Towers 300 - Feb to May 2024: 250 containers per month - Jun 2024 to Jan 2025: 50 containers per month (2) Five E-Com Center - Jun 2024 to Jan 2025: 200 containers per month  <b>Deliverables:</b> - Every two weeks delivery or as needed. - Free use of six (6) water dispensers. - Free cleaning and maintenance of water dispensers at least once a month. - Free use of 5-gallon water containers. - Monthly microbiological analysis/potability report.		
	<b>ATTACHEMENTS:</b> <ul style="list-style-type: none"> <li>• Technical Specification (<b>Annex A</b>)</li> <li>  Bidder's Statement of Compliance</li> <li>• Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ul> <b>NOTE:</b> 1. All entries must be typewritten on your company letterhead. 2. Price Validity shall be for a period of thirty (30) calendar days.		
	<b>LEGAL REQUIREMENT:</b> <ol style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor's Business Permit</li> <li>c. SEC/DTI Registration Certificate</li> <li>d. Income/Business Tax Return</li> <li>e. Omnibus Sworn Statement (<b>Annex "B"</b>)</li> </ol> Company profile ( <b>New Supplier</b> )		
	<b>PROJECT TIMELINE/IMPLEMENTATION:</b> Fifteen (15) days upon receipt of the Notice to Proceed (NTP).		
	<b>PAYMENT TERMS AND SCHEDULE:</b> Payment will be on a send-bill arrangement to be		

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

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 Name of Company/Bidder

\_\_\_\_\_  
 Signature over Printed  
 Name of Representative

\_\_\_\_\_  
 Date