

4 January 2024

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2024.01.002 (COB 2023)**

PR No. **11.111 (11.1672)**

Requirements : **Printing and Production of Business Cards for MICE Dept.**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)																		
18 bxs (100's/ bx)	<p>Specifications: Details and Quantity: (100 pcs/box)</p> <table border="0"> <thead> <tr> <th>Employee's Name</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>MICE Department</td> <td></td> </tr> <tr> <td>1. Milo S. Oropeza Acting Head, Events Marketing and Services Division</td> <td>- 3 boxes</td> </tr> <tr> <td>2. Marrietta S. Santilla Project Development Officer III</td> <td>- 2 boxes</td> </tr> <tr> <td>3. Jocelyn C. Casiano Project Development Officer III</td> <td>- 3 boxes</td> </tr> <tr> <td>4. Mary Ann Caramat Project Development Officer</td> <td>- 2 boxes</td> </tr> <tr> <td>5. Jasmin B. Parra Senior Convention Services Officer</td> <td>- 2 boxes</td> </tr> <tr> <td>6. Dan Joseph b. Ferrolino Senior Convention Services Officer</td> <td>- 3 boxes</td> </tr> <tr> <td>7. Grace C. La Rosa Project Officer</td> <td>- 3 boxes</td> </tr> </tbody> </table> <p>Size : 8.90 cm 5.11 cm Material Preference: - IFEX – Cordenons Radiance New Evolution White, 280 gsm</p> <p>Color Requirement: - Front side: Full Color Printing - Back Side: Full Color, using new 5 Different images per name</p> <p>Printing Process: - Offset, two side full color printing</p> <p>Additional Specifications: 1. Layout to be supplies by TPB</p>	Employee's Name	Quantity	MICE Department		1. Milo S. Oropeza Acting Head, Events Marketing and Services Division	- 3 boxes	2. Marrietta S. Santilla Project Development Officer III	- 2 boxes	3. Jocelyn C. Casiano Project Development Officer III	- 3 boxes	4. Mary Ann Caramat Project Development Officer	- 2 boxes	5. Jasmin B. Parra Senior Convention Services Officer	- 2 boxes	6. Dan Joseph b. Ferrolino Senior Convention Services Officer	- 3 boxes	7. Grace C. La Rosa Project Officer	- 3 boxes	Php1,000.00	Php18,000.00
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	<p>2. Suppliers may submit actual sample of paper for evaluation purposes and for approval of MARCOM Creative prior of awarding.</p> <p>3. Upon receipt of P.O. supplier may submit sample/proofing for MARCOM Creative’s approval prior to final printing.</p> <p>4. Print Turnaround (Production Timeline): Delivery date 30 calendar days upon receipt of approved proofing.</p> <p>Link: https://drive.google.com/drive/folders/1fGKuZa40fpaYx88VjA88TPjWnav9i2eD</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor’s Business Permit SEC/DTI Registration Certificate BIR Registration /TIN Company profile (New Supplier only) Statement of Compliance to the Technical Specification (Annex “A”) <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification (Annex “A”) <p>NOTE:</p> <ol style="list-style-type: none"> All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	30 Calendar days upon approval of final proof		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php18,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **10 January 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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
04 January 2024

Contact person: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

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	Link: https://drive.google.com/drive/folders/1fGKuZa4ofpaYx88VjA88TPjWnavgizeD		
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

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