



## 4 January 2024

## **REQUEST FOR QUOTATION**

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

RFQ No. <u>TPB-RFQ 2024.01.002 (COB 2023)</u>

PR No. **11.111 (11.1672)** 

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

Quanti	Item/Description	Estimated	Total Cost (PhP)
ty		Unit Price	
18 bxs	Specifications:	Php1,000.00	Php18,000.00
(100's/	Details and Quantity: (100 pcs/box)		
bx)	Employee's Name Quantity		
	MICE Department		
	1. Milo S. Oropeza - 3 boxes		
	Acting Head, Events Marketing and Services		
	Division		
	2. Marrietta S. Santilla - 2 boxes		
	Project Development Officer III		
	3. Jocelyn C. Casiano -3 boxes		
	Project Development Officer III		
	4. Mary Ann Caramat - 2 boxes		
	Project Development Officer  5. <b>Jasmin B. Parra</b> - 2 boxes		
	5. <b>Jasmin B. Parra</b> - 2 boxes Senior Convention Services Officer		
	6. <b>Dan Joseph b. Ferrolino</b> - 3 boxes		
	Senior Convention Services Officer		
	7. Grace C. La Rosa - 3 boxes		
	Project Officer		
	<b>Size</b> : 8.90 cm 5.11 cm		
	Material Preference:		
	- IFEX – Cordenons Radiance New		
	Evolution White, 280 gsm		
	Color Requirement:		
	- Front side: Full Color Printing		
	- Back Side: Full Color, using new 5		
	Different images per name		
	Printing Process:		
	- Offset, two side full color printing		
	Additional Specifications:		
	1. Layout to be supplies by TPB		

	<ol> <li>Suppliers may submit actual sample of paper for evaluation purposes and for approval of MARCOM Creative prior of awarding.</li> <li>Upon receipt of P.O. supplier may submit sample/proofing for MARCOM Creative's approval prior to final printing.</li> <li>Print Turnaround (Production Timeline): Delivery date 30 calendar days upon</li> </ol>	
	receipt of approved proofing.  Link: <a href="https://drive.google.com/drive/folders/1fGKuZa40fpay">https://drive.google.com/drive/folders/1fGKuZa40fpay</a> <a href="mailto:x88VjA88TPjWnav9i2eD">x88VjA88TPjWnav9i2eD</a>	
	LEGAL REQUIREMENT:  a. PhilGEPS Certificate b. Mayor's Business Permit c. SEC/DTI Registration Certificate d. BIR Registration /TIN	
	e. Company profile (New Supplier only)  f. Statement of Compliance to the Technical  Specification (Annex "A")	
	ATTACHMENTS:  a. Statement of Compliance to the Technical  Specification (Annex "A")	
	<ul> <li>NOTE:</li> <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> </ul>	
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.

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



# **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.	Printing and Production of Business Cards for MICE Dept.	18 bxs (100's/bx)	
	Specifications:		
	Details and Quantity: (100 pcs/box)		
	Employee's Name Quantity		
	MICE Department		
	1. Milo S. Oropeza - 3 boxes		
	Acting Head, Events Marketing and Services Division		
	2. Marrietta S. Santilla - 2 boxes		
	Project Development Officer III		
	3. Jocelyn C. Casiano - 3 boxes		
	Project Development Officer III		
	4. Mary Ann Caramat - 2 boxes		
	Project Development Officer		
	5. Jasmin B. Parra - 2 boxes		
	Senior Convention Services Officer		
	6. Dan Joseph b. Ferrolino - 3 boxes		
	Senior Convention Services Officer 7. Grace C. La Rosa - 3 boxes		
	7. <b>Grace C. La Rosa</b> - 3 boxes Project Officer		
	Material Preference:		
	- IFEX – Cordenons Radiance New		
	Evolution White, 280 gsm		
	Color Requirement:		
	<ul> <li>Front side: Full Color Printing</li> </ul>		
	- Back Side: Full Color, using new 5		
	Different images per name		
	Printing Process:		
	- Offset, two side full color printing		
	Additional Specifications:		
	1. Suppliers may submit actual sample of paper for		
	evaluation purposes and for approval of MARCOM		
	Creative prior of awarding.		
	2. Upon receipt of P.O. supplier may submit		
	sample/proofing for MARCOM Creative's approval		
	prior to final printing.  3. Print Turnaround (Production Timeline):		
	Delivery date 30 calendar d		





Link: https://drive.google ofpaYx88VjA88TPjV	.com/drive/folders/1fGKuZa4 Vnav9i2eD		
I hereby certify to Comply	with all the above Technical Sp	ecification	ıs.
Name of Company/Bidder	Signature over Printed Name of Representative	— of	Date



### MILO S. OROPEZA LLB, GDIPTOM



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## GRACE C. LA ROSA

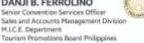


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