

January 22, 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2024-01-015 COB 2023  
**PR No.** 11.153

**Requirements :** **Production and Delivery of BBMG Banner with Modular Frames**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
10 pcs	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b>  <b>Quantity:</b> 10pcs @ Php90,000.00 per piece  <b>Specification:</b>  Dimensions: 120 in width x 90 in height  Graphic Area: Double-sided  Printing: Full color  Materials: Polyester Fabric  Frame: Aluminum Tubing / Tool-free push button  Application: Free standing with support feet  Packaging: Carry bag with dedicated pockets for the frame.  Each fabric should have a separate bag</p> <p><b>Other details:</b></p> <ol style="list-style-type: none"> <li>Layout to be supplied by TPB-Marcom</li> <li>TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.)</li> <li>The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery.</li> <li>The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</li> </ol>	Php90,000.00	Php900,000.00



	<p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Accomplished Statement of Technical Compliance to the Technical Specifications Annex "A"</li> <li>3. The bidder must be able to submit a sample of work done with the same material as mentioned in the Specifications given together with the quotation. The sample does not have to be the same size stated in the specification but should be with the same materials stated.</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> <li>3. Income/Business Tax Return</li> <li>4. SEC/DTI Certificate of Registration</li> <li>5. Notarized Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Statement of Compliance to the Technical Specifications Annex "A"</li> <li>2. Revised Omnibus Sworn Statement Annex "B"</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
Delivery	Thirty (30) calendar days upon approval of final sample		
ABC	The Approved Budget for the Contract (ABC) is PhP900,000.00 inclusive of all applicable taxes.		<b>PhP900,000.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil.fajardo@tpb.gov.ph](mailto:soleil.fajardo@tpb.gov.ph) not later than **29 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.



**JANET G. VILLANRA**  
Office-in-Charge, Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo  
Contact number: 02 8525 – 7312 loc. 278

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS  
PRODUCTION AND DELIVERY OF BBMG BANNER WITH MODULAR FRAMES  
TPB-RFQ 2024-01-015 COB 2023**

Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
<b>Scope of Work/Deliverables</b>		
1.	<b>Quantity:</b> 10pcs @ PhP90,000.00 per piece	
2.	<b>Specification:</b> Dimensions: 120 in width x 90 in height Graphic Area: Double-sided Printing: Full color Materials: Polyester Fabric Frame: Aluminum Tubing / Tool-free push button Application: Free standing with support feet Packaging: Carry bag with dedicated pockets for the frame. Each fabric should have a separate bag	
3.	TPB Philippines to approve the final sample of the giveaway and its packaging prior to production. The actual sample may be submitted to TPB Philippines upon receipt of the Purchase Order (P.O.)	
4.	The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery.	
5.	The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaway or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.	
<b>Additional Technical Requirements</b>		
1.	The bidder must be able to submit a sample of work done with the same material as mentioned in the Specifications given together with the quotation. The sample does not have to be the same size stated in the specification but should be with the same materials stated.	
<b>Indicative Project Implementation Schedule</b>		
1.	<b>Delivery timeline:</b> 30 calendar days upon approval of final sample	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Date

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES)  
 CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*