

February 14, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024.02.047

PR No. 02.018

Requirements: Supply and Delivery of 1st quarter Office Supplies not available at PS-DBM

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
25 gallon	ALCOHOL, Isoproply, 70% solution, 3.785L	Php451.36	Php11,284.00
150 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 0.5, black	44.72	6,708.00
75 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 0.05, blue	44.72	3,354.00
50 packs	BATTERY, dry cell AA, 2 pcs per pack – Energizer	21.84	1,092.00
60 packs	BATTERY, dry cell AAA, 2 pcs per pack – Energizer	19.76	1,185.60
30 cans	SPRAY, Disinfectant spray, aerosol type, 400g	150.80	4,524.00
25 bxs	STAPLE, wire #35 (Standard)	23.76	594.00
25 rlls	TAPE, masking, 24 mm x 50 m (1")	61.88	1,547.00
25 rlls	TAPE, masking, 48 mm x 100 m (2")	121.16	3,029.00
100 rlls	TAPE, Packaging 48mm x 100m (2")	30.16	3,016.00
100 rlls	TAPE, transparent, 24mm, x 50m (1")	11.44	1,144.00
25 rlls	TAPE, transparent, 48mm, x 100m (2")	23.92	598.00
30 bxs	CLIP, backfold, 19mm, 12 pcs/box	9.36	280.80
30 bxs	CLIP, backfold, 32mm, 12 pcs/box	27.04	811.20
30 bxs	CLIP, backfold, 50mm, 12 pcs/box	60.32	1,809.60
10 bxs	FOLDER, Pressboard, Green (100's/box)	952.64	9,526.40
20 pcs	MARKER, Permanent, Broad type 5mm, Black -pilot	15.60	312.00
20 pcs	MARKER, Permanent, Broad type 5mm, Blue -pilot	15.60	312.00
50 bxs	PAPER CLIP, Vinyl-coated, 33mm	9.36	468.00
5 bxs	RUBBER BAND, No.18, 350g	165.36	826.80
50 pads	NOTEPAD, Stick-on, 2x3, 100s/pad	39.52	1,976.00
50 pads	NOTEPAD, Stick-on, 3x3, 100s/pad	63.44	3,172.00
50 pads	NOTEPAD, Stick-on, 4x3, 100s/pad	60.32	3,016.00
400 reams	PAPER, Multicopy A4 size, SUB 80gsm	179.92	71,968.00
50 reams	PAPER, Multicopy Long size, SUB 80gsm	211.12	10,556.00
20 pcs	BOOK, RECORD, 300 pages	72.80	1,456.00
20 pcs	BOOK, RECORD, 500 pages	105.04	2,100.80
200 pcs	BOX, Balikbayan, 20x20x20	150.00	30,000.00
50 pcs	BALLPEN, Black – Panda	6.00	300.00
50 pcs	BALLPEN, Blue – Panda	6.00	300.00
25 bxs	CLIP, backfold, 13mm, 12 pcs/box	15.00	375.00
6 bottles	GLUE, all Purpose, 130 grams	50.00	300.00

12 sticks	GLUE stick	40.00	480.00
30 packs	PAGE Markers, 5's/pack	200.00	6,000.00
50 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, black	65.00	3,250.00
20 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, blue	65.00	1,300.00
15 rlls	TAPE, Double-sided, 12mm (tissue type)	30.00	450.00
15 rlls	TAPE, Double-sided, 12mm w/ foam	45.00	675.00
Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php190,097.20

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address ***bhong_ducusin@tpb.gov.ph*** not later than **21 February 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
15 February 2024
 Acting Head, Procurement and General Services Division

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

Note: All entries must be typewritten on your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)