



21 Februay 2024

REQUEST FOR QUOTATION

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

RFQ No. <u>TPB-RFQ 2024.02.056</u>

PR No. **02.028**

Requirements: Printing and Production of Business Cards for Domestic Promotions

Department

Quantity	Item/Description		Estimated Unit Price	Total Cost (PhP)
30 bxs	Specifications:		Php1,000.00	Php30,000.00
(100's/bx)	Details and Quantity: (100 pcs/box)			
	Employee's Name	Quantity		
	Domestic Promotions Department			
	1. Teresita DL. Landan	- 3 boxes		
	Manager			
	2. Cesar R. Villanueva	- 3 boxes		
	Chief, Sales Division			
	3. Edmon Gerald A. Loza	- 2 boxes		
	Market Specialist III			
	4. Michelle S. Alcantara	- 2 boxes		
	Market Specialist III			
	5. Rona Jean N. Olivar	- 2 boxes		
	Market Specialist III			
	6. Ma. Karizza G. Zapata	- 2 boxes		
	Market Specialist II			
	7. Alberto B. Gadia, Jr.	- 2 boxes		
	Market Specialist II			
	8. Margarita P. San Jose	- 3 boxes		
	Acting Head, Industry Relations			
	And Services Division			
	9. Edessa Joy L. Delegiro	- 2 boxes		
	Project Officer III			
	10. Ronileen Rae T. Bauto	- 2 boxes		
	Project Officer III			
	11. Joseph Kerr T. Villar	- 2 boxes		
	Project Officer III			
	12. Aaron Christian A. Alarin	- 2 boxes		
	Project Officer II			
	13. Jedd Francis De Luna	- 2 boxes		
	Project Officer II			
	14. TPB Membership Program	- 1 box		





Size : 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 supplied by TPB
- 2. Suppliers may submit actual sample of paper materials for evaluation and for approval of TPB prior of awarding.
- 3. Upon receipt of P.O. supplier Should submit sample/proofing for TPB's approval prior to final printing.
- 4. Print Turnaround (Production Timeline):
 Delivery date 30 calendar days upon receipt of approved proofing.

Link:

https://drive.google.com/drive/folders/1Dt4TqNI78 KRg57V8NpMuqJXQgBg21CWS

(control+click to follow the link)

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:

 Statement of Compliance to the Technical Specification (Annex "A")

NOTE:

- 1. All entries must be typewritten on your company letterhead.
- 2. 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	Php30,000.00

Please submit your **quotation**, duly signed by your authorized representative and **Legal Documents** enumerated above **in a sealed envelope** to the address below not later than **27 February 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

BAC Secretariat
Procurement and General Services Division
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Boulevard, 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.

ROSELLE D. ROMERO

Acting Head, Procurement and General Services Division

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 Busi Domestic Promotions Department.	30 bxs (100's/bx)		
	Specifications:			
	Details and Quantity: (100 pcs/box)			
	Employee's Name Domestic Promotions Departr	mont		
	Domestic Fromotions Departi	Quantity		
	1. Teresita DL. Landan	- 3 boxes		
	Manager	J 2 emes		
	2. Cesar R. Villanueva	- 3 boxes		
	Chief, Sales Division	-		
	3. Edmon Gerald A. Loza	- 2 boxes		
	Market Specialist III			
	4. Michelle S. Alcantara	- 2 boxes		
	Market Specialist III			
	5. Rona Jean N. Olivar	- 2 boxes		
	Market Specialist III			
	6. Ma. Karizza G. Zapata	- 2 boxes		
	Market Specialist II	_		
	7. Alberto B. Gadia, Jr.	- 2 boxes		
	Market Specialist II			
	8. Margarita P. San Jose	- 3 boxes		
	Acting Head, Industry Relations			
	And Services Division	a bayas		
	Edessa Joy L. Delegiro Project Officer III	- 2 boxes		
	10. Ronileen Rae T. Bauto	- 2 boxes		
	Project Officer III	2 DOXES		
	11. Joseph Kerr T. Villar	- 2 boxes		
	Project Officer III	_ 50,5		
	12. Aaron Christian A. Alarin	- 2 boxes		
	Project Officer II			
	13. Jedd Francis De Luna	- 2 boxes		
	Project Officer II			
	14. TPB Membership Program	- 1 box		
	-			
	Size : 8.90 cm 5.1	1 cm		
	Material Preference:			

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(control+click to follow the link)

I hereby certify to Comply with all the above Technical Specifications.					
Name of Company/Bidder	Signature over Printed Name of	 Date			
	Representative				



BABY DE LUNA-LANDAN

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Tourism Promotions Board Philippines

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New Back Template Calling Card