

March 21, 2024

REQUEST FOR QUOTATION

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

RFQ No. **TPB-RFQ 2024.03.097**

PR No. **02.055**

Requirements : **Printing of Love the Philippines Stickers and Sticking Services**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 lot	<p>Printing of replacement stickers Sticking of the stickers on the brochure ITEM</p> <p>1) Omnibus - Love the Philippines Logo with blue banig background Trim Size: 3.333inW x 1.207inH</p> <p>To be replace the It's More Fun in the Philippines logo on the intro panel Quantity: 5,200 pcs UNIT PRICE: P1.15 TOTAL AMOUNT: p5,980.00</p> <p>2) Omnibus - Purple Banig Sticker Trim Size:2.233inW x 0.16inH</p> <p>To cover the "www.philippines.travel" and "www.tourism.gov.ph" URLs in the Tourist Information Center section Quantity: 5,200 pcs UNIT PRICE: P1.15 TOTAL AMOUNT: p5,980.00</p> <p>3) Boracay - Love the Philippines Logo with sand background Trim Size: 1.773inW x 0.647inH</p> <p>To cover the Love the Philippines logo in the cover Quantity: 25,130 pcs UNIT PRICE: Po.90 TOTAL AMOUNT: p22.617.00</p>	Php150,000.00	Php150,000.00

4) Boracay - Love the Philippines Logo with blue texture background

Trim Size: 2.39inW x 0.827inH

To cover the Love the Philippines logo in the map

Quantity: 25,130 pcs

UNIT PRICE: Po.90

TOTAL AMOUNT: p22,617.00

5) Dive Brochure - Dive Map LTP Logo

Trim Size: 3.82inW x 1.303inH

To replace the It's More Fun in the Philippines logo in the Dive Map

Quantity: 38,340 pcs

UNIT PRICE: Po.90

TOTAL AMOUNT: p34,506.00

6) QR Code sticker for all 3 brochures

Trim Size: 2.5inW x 1.05inH

Quantity: 80,000.00 pcs

UNIT PRICE: Po.60

TOTAL AMOUNT: p48,000.00

7) Love the Philippines Generic Sticker

Trim Size: 4.61 inW x 2.20inH

Quantity: 10,000.00 pcs

+ Labor (Sticking)

Sticking of stickers on the 3 brochures listed.

UNIT PRICE: P1.30

TOTAL AMOUNT: p10,300.00

Total Sheets to be printed 189,000 pcs + Labor

Specifications:

Size: Please see size indicated per sticker

Material: Paper Sticker/High Quality Glossy/Matte Sticker/ Matte Vinyl

(Must be close to brochure paper)

Note: Supplier must have all the mentioned options available, as the final material on which will match the brochures the most.

Sticker should be long-lasting.

Print: High Quality, Full color

The goal is to have sticker prints close to the colors of the Printed brochures in order camouflage the cover-up,

Packaging of the Brochure:

- Quantity per pack = 100 pcs
- Quantity per box = 1,000 pcs
 Brochures should fit well in the Box.
 The box quality should be able to handle the weight without being crumpled.
Note: There is no need to pack the stickers, as this will be place by the printer on the existing brochures of TPB

Printing Process: Digital or offset printing with half-die-cut.
 Supplier may suggest the best printing process option, as long as the final cost is within the ABC and will not affect the print quality. Printed stickers should match the quality of the existing brochures.

Other Details:

1. Layout of stickers to be supplied by TPB-Marketing Communications Department. A guide on the placement of the correction stickers on the brochures will be included.
2. The bidder must be able to submit the following samples:
 - a. Stickers with half die-cut.
 - b. Sample stickers placed over the logo and URL on the existing brochures.
 Bidders may request the brochures to be used from TPB for sampling purposes. Colors, print quality, and material should at least match or be close to the brochures in order for the cover up to be unnoticeable.
3. Failure to submit/present the actual samples based on the above specifications will be disqualified and will not be considered.
4. Bidder with quotation exceeding the ABC will be disqualified.
5. The TPB will approve the final sample of the stickers prior to mass production. The winning bidder's actual sample may be submitted to the agency upon receipt of the Purchase Order (P.O.).
6. The winning bidder will be responsible to (a) pick up the boxes of brochures from the TPB Office, (b) stick the stickers over the areas to

be covered, and (c) deliver the brochure back to TPB.

7. Excess stickers to be turnover to TPB, to be used as giveaways

DELIVERY TIMELINE:

30 Calendar days upon approval of final sample

1. Omnibus introductions



2. Omnibus URL portions



3. Boracay front cover logo replacement



4. Boracay Map replacement logo copy



5. Dive Brochure map logo replacement



6. QR Code sticker for all 4 brochures



7. Love the Philippines Stickers



LINK:

<https://drive.google.com/drive/folders/1kut1PLfwt5-1s5azyS11TEMQIENPEFe?usp=sharing>

PROJECT OFFICERS CONTACT INFO

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LEGAL REQUIREMENT:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. BIR Registration /income/business Tax Return

TECHNICAL REQUIREMENT:

- a. SEC/DTI Registration Certificate
- b. Company profile (New Supplier only)
- c. Statement of Compliance to the Technical Specification (**Annex "A"**)
- d. Omnibus Sworn Statement (**Annex "B"**)

ATTACHMENTS:

- a. Statement of Compliance to the Technical Specification (Annex "A")
- b. Omnibus Sworn Statement (Annex "B")

	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 sample		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php150,000.00

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 March 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, ^{21 March 2024} 
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 (Comply/Not Comply)
Printing of Love the Philippines Stickers and Sticking Services		1 lot	
	ITEMS:		
	1) Omnibus - Love the Philippines Logo with blue banig background Trim Size: 3.333inW x 1.207inH To be replace the It's More Fun in the Philippines logo on the intro panel Quantity: 5,200 pcs UNIT PRICE: P1.15 TOTAL AMOUNT: p5,980.00		
	2) Omnibus - Purple Banig Sticker Trim Size: 2.233inW x 0.16inH To cover the "www.philippines.travel" and "www.tourism.gov.ph" URLs in the Tourist Information Center section Quantity: 5,200 pcs UNIT PRICE: P1.15 TOTAL AMOUNT: p5,980.00		
	3) Boracay - Love the Philippines Logo with sand background Trim Size: 1.773inW x 0.647inH To cover the Love the Philippines logo in the cover Quantity: 25,130 pcs UNIT PRICE: Po.90 TOTAL AMOUNT: p22.617.00		
	4) Boracay - Love the Philippines Logo with blue texture background Trim Size: 2.39inW x 0.827inH To cover the Love the Philippines logo in the map Quantity: 25,130 pcs UNIT PRICE: Po.90 TOTAL AMOUNT: p22.617.00		
	5) Dive Brochure - Dive Map LTP Logo Trim Size: 3.82inW x 1.303inH		

	<p>To replace the It's More Fun in the Philippines logo in the Dive Map</p> <p>Quantity: 38,340 pcs UNIT PRICE: P0.90 TOTAL AMOUNT: p34,506.00</p>		
	<p>6) QR Code sticker for all 3 brochures</p> <p>Trim Size: 2.5inW x 1.05inH</p> <p>Quantity: 80,000.00 pcs UNIT PRICE: P0.90 TOTAL AMOUNT: p48,000.00</p>		
	<p>7) Love the Philippines Generic Sticker</p> <p>Trim Size: 4.61 inW x 2.20inH</p> <p>Quantity: 10,000.00 pcs UNIT PRICE: P1.03 TOTAL AMOUNT: p10,300.00</p>		
	<p>+ Labor (Sticking) Sticking of stickers on the 3 brochures listed.</p>		
	<p>Total Sheets to be printed 189,000 pcs + Labor</p>		
	<p>Specifications: Size : Please see size indicated per sticker Material : Paper Sticker/High Quality Glossy/Matte Sticker/ Matte Vinyl (Must be close to brochure paper)</p> <p>Note: Supplier must have all the mentioned options available, as the final material on which will match the brochures the most.</p> <p>Sticker should be long-lasting.</p>		
	<p>Print: High Quality, Full color <i>The goal is to have sticker prints close to the colors of the Printed brochures in order camouflage the cover-up,</i></p>		
	<p>Packaging of the Brochure:</p> <ul style="list-style-type: none"> - Quantity per pack = 100 pcs - Quantity per box = 1,000 pcs <p>Brochures should fit well in the Box. The box quality should be able to handle the weigh without being crumpled.</p> <p>Note: There is no need to pack the stickers, as this will be place by the printer on the existing brochures of TPB</p>		
	<p>Printing Process: Digital or offset printing with half-die-cut.</p> <p>Supplier may suggest the best printing process option, as long as the final cost is within the ABC and will not affect the print quality.</p>		

	Printed stickers should match the quality of the existing brochures.		
	<p>Other Details:</p> <ol style="list-style-type: none"> 1. Layout of stickers to be supplied by TPB-Marketing Communications Department. A guide on the placement of the correction stickers on the brochures will be included. 2. The bidder must be able to submit the following samples: <ol style="list-style-type: none"> c. Stickers with half die-cut. d. Sample stickers placed over the logo and URL on the existing brochures. <p>Bidders may request the brochures to be used from TPB for sampling purposes. Colors, print quality, and material should at least match or be close to the brochures in order for the cover up to be unnoticeable.</p> 3. Failure to submit/present the actual samples based on the above specifications will be disqualified and will not be considered. 4. Bidder with quotation exceeding the ABC will be disqualified. 5. The TPB will approve the final sample of the stickers prior to mass production. The winning bidder's actual sample may be submitted to the agency upon receipt of the Purchase Order (P.O.). 6. The winning bidder will be responsible to (a) pick up the boxes of brochures from the TPB Office, (b) stick the stickers over the areas to be covered, and (c) deliver the brochure back to TPB. 7. Excess stickers to be turnover to TPB, to be used as giveaways 		
	<p>DELIVERY TIMELINE: 30 Calendar days upon approval of final sample</p>		
	<p>LINK: https://drive.google.com/drive/folders/1kut1PLfwlt5-1s5azyS11TEMQIENPEFe?usp=sharing</p>		

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]