

REQUEST FOR QUOTATION

May 21, 2024

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

Quotation No. TPB-PR.2024.05.133

REQUIREMENTS: Supply, Production, and Delivery of Domestic Tourism Invitational Program Giveaways

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount												
1 LOT	<p>SCOPE OF WORK / SERVICES</p> <p>Production and delivery of the following customized giveaways:</p> <p>a. Mesh tote bag with “Love the Philippines” logo</p> <table border="1"> <tr> <td>Size</td> <td>Tote bag: 19”x4.3”x15” (LxWxH) Handles: 12” pocket: 7”x7”</td> </tr> <tr> <td>Material and general specs</td> <td>- the bottom, top, and handles of the bag are made of polyester outdoor fabric - zippered main bag made of mesh - Front and back pockets in polyester material; not zippered</td> </tr> <tr> <td></td> <td>- Embroidered “Love The Philippines” logo on one side of pocket - Colors: Black and Khaki</td> </tr> <tr> <td>Others</td> <td>Layout to be supplied by TPB</td> </tr> <tr> <td>Quantity</td> <td>550 pcs (300 pcs per color)</td> </tr> <tr> <td>Unit Cost</td> <td>PhP 300.00/pc</td> </tr> </table>	Size	Tote bag: 19”x4.3”x15” (LxWxH) Handles: 12” pocket: 7”x7”	Material and general specs	- the bottom, top, and handles of the bag are made of polyester outdoor fabric - zippered main bag made of mesh - Front and back pockets in polyester material; not zippered		- Embroidered “Love The Philippines” logo on one side of pocket - Colors: Black and Khaki	Others	Layout to be supplied by TPB	Quantity	550 pcs (300 pcs per color)	Unit Cost	PhP 300.00/pc	PhP500,000.00	PhP500,000.00
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Others	Layout to be supplied by TPB														
Quantity	550 pcs (300 pcs per color)														
Unit Cost	PhP 300.00/pc														

b. Laundry Bag

Specifications	Description
Size	Folded: 6.3 in x 6.2 in Opened: 21 in x 22 in Load capacity: 5 lbs
Material Preference and general specs	<ul style="list-style-type: none"> - Made of Polyester - Closure: Elastic Drawstring when fully opened; durable zipper when folded - Durable, Lightweight, Foldable, and Waterproof - Digital print "Love the Philippines" logo - Colors: Black, Maroon
Others	Layout to be supplied by TPB
Quantity	300 pcs (150 pcs per color)
Unit cost	PhP 300.00/pc

c. Bucket Hat

Specifications	Description
Size	Circumference: 22-23 inches Depth: 3.5 inch Bill: 2.7 inch Chin Strap: 18.1
Material Preference and general specs	<ul style="list-style-type: none"> - 100% polyester, quick dry, lightweight, durable, and waterproof - Has adjustable elastic buckle string at the back, you can easily adjust it for your comfort. And you can also adjust the removable chin strap under this sun shade hat to keep it firmly in place on windy days.

	<ul style="list-style-type: none"> - Foldable & Packable: Can easily be folded and has a hook on the inside for easy storage. - Embroidered patch "Love the Philippines" on the front of the hat <p>Colors: Navy Blue, Maroon</p>
Others	Layout to be supplied by TPB
Quantity	325 pcs (162/163 pcs per color)
Unit cost	PhP 200.00/pc

d. Round-neck T-shirt

Specifications	Description
Size	<ul style="list-style-type: none"> • Small: 18" shoulder, 29" length • Medium: 20" shoulder, 29.5" length • Large: 22" shoulder, 30.5" length • Extra Large: 24" shoulder, 31.5" length • 2XL: 26" shoulder, 32.5" length • 3XL: 28" shoulder, 33.5" length
Material Preference and general specs	<ul style="list-style-type: none"> - 100% Microfiber Eyelet Dri-fit 160 gsm - FC, digital silk screen or sublimation, two-side print ("Love the Philippines" on the front; TPB and DOT logo on the back) - Colors: Black, Maroon
Others	Layout to be provided by TPB
Quantity	<p>600 pcs broken down as follows:</p> <p>Small: 100 pcs Medium: 205 pcs Large: 200 pcs XLarge: 50 pcs XXLarge: 25 pcs XXXLarge: 20 pcs</p>
Unit cost	PhP 300.00/pc

APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is FIVE HUNDRED THOUSAND PESOS ONLY (PhP 500,000.00), inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down.

TERMS OF PAYMENT

Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.

The supplier is encouraged to have a Landbank account. Payment will be through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

TECHNICAL REQUIREMENTS

1. Company Profile
2. Accomplished Statement of Compliance to the Technical Specifications

LEGAL REQUIREMENTS

1. PhilGEPS Registration Certificate
2. Business/Mayor's permit
3. Income/Business Tax Return
4. Notarized Omnibus Sworn Statement
5. SEC/DTI Certificate of Registration

Attachments:

1. Technical Specifications
2. Statement of Compliance to the Technical Specifications

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 upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is PhP500,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at soc_torres@tpb.gov.ph not later than **31 May 2024 on or before 5:00 P.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., 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

Head, Procurement and General Services Division
Administrative Department

Contact Person
Contact No.

MR. SOCRATES G. TORRES
(8) 525-9318 local 266

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Supply, Production, and Delivery of Domestic Tourism Invitational Program

Quotation No. TPB-PR.2024.05.133

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date