

REQUEST FOR QUOTATION


May 8, 2024

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

Quotation No. TPB-PR.2024-05.121

PR No. 04.041

REQUIREMENTS: Printing, Production and Delivery Corporate Social Responsibility (CSR) Dri-fit Shirts for the TPB Employees

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
185 Pieces	<p>SCOPE OF WORKS AND DELIVERABLES:</p> <p>Sizes: -Assorted Sizes -To be provided once the sample material has been approved</p> <p>Colors: White</p> <p>Sample Shirt:</p>  <p>Color Requirement: Full Color</p> <p>Material: Cooltex 170-200 GSM -Roundneck Dri-fit Shirt</p> <p>Cloth: Smooth Drifit</p> <p>Printing Process: Sublimation printing</p> <p>Features: -Quick Dry Technology used in the shirts -Allow fabrics to wick and spread sweat, and make cool and keep dry while doing sports/physical activities</p> <p>Design layout to be supplied by TPB.</p> <p>Refer here: https://drive.google.com/drive/folders/</p>	PhP400.00	PhP74,000.00

	<p>1cThQknuwZUGLznTX3WWF9kPwJbDOksYI.</p> <p>Initial delivery:</p> <p>20 pieces On or before 03 June 2024.</p> <p>Full Delivery: 165 pieces On or before 28 June 2024.</p>		
	<p>ATTACHMENTS: ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Send actual sample of shirt upon submission of quotations and bid documents. • Submit sample shirt with print of the approved designs within 3 working days upon approval of the sample material. • Print Turnaround (production lead time): Within 5 working days after approval of submitted actual shirt proofing. (for initial delivery only) • Technical Specification (Annex “A”) Bidder’s Statement of Compliance <p>NOTE:</p> <ul style="list-style-type: none"> • All entries must be typewritten on your company letterhead. • Price Validity shall be for a period of thirty (30) calendar days. 		
	<p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Notarized Omnibus Sworn Statement (Annex “B”) f. Company profile (New Supplier) 		
	<p><u>PROJECT TIMELINE/IMPLEMENTATION:</u> The contract shall commence from the date of the receipt of Notice to Proceed.</p>		
	<p>PAYMENT TERMS AND SCHEDULE: Willing to provide services on a “send-bill” arrangement based on the entire actual cost.</p> <p>Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns.</p>		

	<p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p> <p>Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p>		
ABC	Approved Budget for Contract (ABC) is PhP74,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents thru email at mike_solo@tpb.gov.ph and the hard copy of quotation and legal documents in Tourism Promotions Board, 4th Floor Legaspi Towers, Vito Cruz Malate Manila not later than **May 13, 2024 on or before 1700H**, 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,


JANET G. VILLAFRANCA
 OIC, Procurement and General Services Division
 Administrative Department

Contact Person


MIKE ANTHONY SOLO

Contact No.

(8) 525-7312 local 266

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	Printing, Production and Delivery Corporate Social Responsibility (CSR) Dri-fit Shirts for the TPB Employees	Total Quantity	Bidder's Statement of Compliance
A.	Scope of Work and Deliverables:	185 Pieces	
	<p>Sizes: -Assorted Sizes -To be provided once the sample material has been approved</p> <p>Colors: White</p> <p>Sample Shirt:</p>  <p>Color Requirement: Full Color</p> <p>Material: Cooltex 170-200 GSM -Roundneck Dri-fit Shirt</p> <p>Cloth: Smooth Drifit</p> <p>Printing Process: Sublimation printing</p> <p>Features: -Quick Dry Technology used in the shirts -Allow fabrics to wick and spread sweat, and make cool and keep dry while doing sports/physical activities</p> <p>Design layout to be supplied by TPB. Refer here: https://drive.google.com/drive/folders/1cThQknuwZUgLznTX3WWF9kPwJbDOKsYI.</p> <p>Initial delivery: 20 pieces</p>		

<p>On or before 03 June 2024.</p> <p>Full Delivery: 165 pieces On or before 28 June 2024.</p>		
<p><u>Attachments:</u> ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ul style="list-style-type: none"> • Send actual sample of shirt upon submission of quotations and bid documents. • Submit sample shirt with print of the approved designs within 3 working days upon approval of the sample material. • Print Turnaround (production lead time): Within 5 working days after approval of submitted actual shirt proofing. (for initial delivery only) • Technical Specification (Annex “A”) Bidder’s Statement of Compliance <p>NOTE:</p> <ul style="list-style-type: none"> • All entries must be typewritten on your company letterhead. • Price Validity shall be for a period of thirty (30) calendar days. 		
<p><u>Attachments:</u> LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> a. PhilGEPS Certificate b. Mayor’s Business Permit c. SEC/DTI Registration Certificate d. Income/Business Tax Return e. Notarized Omnibus Sworn Statement (Annex “B”) f. Company profile 		
<p><u>PROJECT TIMELINE/IMPLEMENTATION:</u> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>		
<p><u>PAYMENT TERMS AND SCHEDULE:</u> Willing to provide services on a “send-bill” arrangement Based on the entire actual cost.</p> <p>Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns.</p> <p>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office.</p>		

<p>Otherwise, the delivery fee will be paid by the supplier.</p> <p>Payments will be made through a Landbank of the Philippines (LPB) deposit. If the supplier does not have an LBP account, the supplier will shoulder bank charges.</p> <p>Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p>		
--	--	--

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

 Name of Company/Bidder

 Signature over Printed
 Name of Representative

 Date