



REQUEST FOR QUOTATION

May 16, 2024

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

Quotation No. <u>TPB-PR.2024-05.130</u> PR No. 05.055

REQUIREMENTS: Printing, Production and Delivery Corporate Social Responsibility (CSR) Tokens, Gifts for CSR Partner.

Quantity	Particulars	Estimated	Estimated	
Quantity		Unit Price	Total Amount	
1 LOT	SCOPE OF WORK / DELIVERABLES:	PHP6,000.00	PhP75,000.00	
	A. Cacha Bag with TPB Print Size: 13.5in x 16inches, Material: Canvas Printing Process: Full color print Unit cost: PHP200.00/pc x 30 pcs = PHP6,000.00 Sample Cacha Bag:			
	B. Beach Towel with attached garterized strap for folding. Size: 27 in x 50 inches, Color: Dark Blue Material: Highly absorbent microfiber Unit cost: PHP1,000.00/pc x 30 pcs = PHP30,000.00 Sample Towel:	PhP30,000.00		
	TOURISM PROMOTIONS BOARD PHILIPPINES			

4th Floor, Legaspi Towers 300, Roxas Boulevard corner P. Ocampo, Sr. St., Malate, Manila 1004 Philippines Tel: +63 2 8525.9318 to 27 Fax: +63 2 8521.6165 / 8525.3314 • Email: info@tpb.gov.ph • Website: www.tpb.gov.ph





C. Round-neck Shirt with LTP Logo	PhP13,	
Printing: Full Color	500.00	
Shirt color: cream/beige		
Material: Original – CVC		
Printing Process: Direct to Film		
Sizes: 10 pcs. Medium, 10 pcs. Large, 10 pcs X-Lar	ge	
Unit cost: PHP450.00/pc x 30 pcs = PhP13, 500.00		
Sample shirt:		
LOVE THE IMPLEMENTS SHEET		
THE INCLUSION		
Contraction Contraction		
D. Leather Pouch with Handle and T'nalak Weave		
Size: 10x6 inches, Material: Vegan Leather	PhP25,500.00	
Unit cost: PhP850.00/pc x 30 pcs = PhP25,500.00		
-Design layout to be supplied by TPB.		
-Pouch will have an accent of T'nalak and embossed	d TPB	
Logo		
Sample pouch:		
Suppliers must:		
1. Submit the sample of the item with the hardcopy	v of the	
quotation and other doc requirements.		
2. Print Turnaround (production lead time): Within	12	
working days after submission of signed NTP.		
ATTACHMENTS:		
ADDITIONAL TECHNICAL/ELIGIBILITY		
REQUIREMENTS		
Technical Specification (Annex "A")		
Bidder's Statement of Compliance		
Bidder's Statement of Compliance		
NOTE:		
NOTE:All entries must be typewritten on your		
NOTE:		

	LEGAL REQUIREMENT:	
	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)	
	PROJECT TIMELINE/IMPLEMENTATION:	
	The contract shall commence from the date of the receipt	
	of Notice to Proceed.	
	PAYMENT TERMS AND SCHEDULE:	
	Willing to provide services on a "send-bill" arrangement	
	based on the entire actual cost.	
	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.	
	Original copy of Statement of Account / Billing Statement	
	shall be personally brought to TPB Office. Otherwise,	
	delivery fee will be shouldered by the supplier.	
	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.	
	Please send the billing statement to:	
	MARIA MARGARITA MONTEMAYOR NOGRALES	
	Chief Operating Officer	
	Tourism Promotions Board Philippines	
	6th Floor, 5-ECOM Center, Harbor Drive, MOA Complex	
	Pasay City.	
	Approved Budget for Contract (ABC) is PhP75,000.00	
ABC	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 21, 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,



AH, Procurement and General Services Division Administrative Department

Contact Person Contact No. **MIKE ANTHONY SOLO** (8) 525-7312 local 266

> Quotation No. <u>TPB-PR.2024.05.130</u> PR No. 05.055

Annex "A"

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

tem	Printing, Production and Delivery Corporate Social Responsibility (CSR) Tokens, Gifts for CSR Partner.	Total Quantity	Bidder's Statement of Compliance
	Scope of Work and Deliverables:	1 LOT	
•	A. Cacha Bag with TPB Print	1101	
	Size: 13.5in x 16inches, Material: Canvas		
	Printing Process: Full color print		
	Unit cost: PHP200.00/pc x 30 pcs = PHP6,000.00		
	Sample Cacha Bag:		
	KATSA BAG 1: side printingi		
	\cap		
	TPB logo colored print*		
	B. Beach Towel with attached garterized strap for		
	folding.		
	Size: 27 in x 50 inches, Color: Dark Blue		
	Material: Highly absorbent microfiber Unit cost: PHP1,000.00/pc x 30 pcs = PHP30,000.00		
	Sample Towel:		
	PHILIPPINES		
	C. Round-neck Shirt with LTP Logo		
	Printing: Full Color		
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Sample pouch:	
Suppliers must: 1. Submit the sample of the item with the hardcopy of the quotation and other doc requirements. 2. Print Turnaround (production lead time): Within 2 working days after submission of signed NTP.	
Attachments: ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS Technical Specification (Annex "A") Bidder's Statement of Compliance	
 NOTE: All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. 	
Attachments: LEGAL REQUIREMENT: 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 	
PROJECT TIMELINE/IMPLEMENTATION: The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	
PAYMENT TERMS AND SCHEDULE:	

Willing to provide se	rvices on a "send-bill" arrange	ement	
Based on the entire	actual cost.		
Payment shall be ma	ade within 30 working days u	pon	
submission of the	Statement of Account, after	er the	
conclusion of the	event, so long as there a	are no	
additional docume	entary requirements or	billing	
concerns.			
Original copy of Stat	ement of Account / Billing		
Statement shall be p	ersonally brought to TPB Off	fice.	
Otherwise, the deliv	ery fee will be paid by the		
supplier.			
Payments will be r	nade through a Landbank	of the	
Philippines (LPB) de	posit. If the supplier does no	ot have	
an LBP account, the	supplier will shoulder bank ch	harges.	
Please send the billi	ng statement to:		
MARIA MARGARITA	MONTEMAYOR NOGRALES		
Chief Operating Offi	cer		
Tourism Promotions	Board Philippines		
6th Floor, 5-ECOM 0	enter, Harbor Drive, MOA		
Complex, Pasay City			

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

Name of Company/Bidder

Signature over Printed Name of Representative

Date