

16 May 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024.05.128 (24.05.14)

PR No. 05.032 (05.049) and 2.056

Requirements: **Printing and Production of Business Cards for International Promotions Department - The Americas Division and North Asia Division**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)																											
8 bxs (100's/bx)	<p>Specifications: Details and Quantity: (100 pcs/box) Employee's Name International Promotions Department The Americas Division</p> <table border="0"> <tr> <td></td> <td style="text-align: right;">Quantity</td> <td></td> </tr> <tr> <td>1. Carmela Joy A. Febrio</td> <td style="text-align: right;">- 2 boxes</td> <td></td> </tr> <tr> <td>Market Specialist IV</td> <td></td> <td></td> </tr> <tr> <td>2. Morris Christopher B. Basilan</td> <td style="text-align: right;">- 2 boxes</td> <td></td> </tr> <tr> <td>Market Specialist III</td> <td></td> <td></td> </tr> <tr> <td>3. Wendy A. Fajardo</td> <td style="text-align: right;">- 2 boxes</td> <td></td> </tr> <tr> <td>Market Specialist II</td> <td></td> <td></td> </tr> <tr> <td>4. Jane Marielle R. Francisco</td> <td style="text-align: right;">- 2 boxes</td> <td></td> </tr> <tr> <td>Market Specialist II</td> <td></td> <td></td> </tr> </table>		Quantity		1. Carmela Joy A. Febrio	- 2 boxes		Market Specialist IV			2. Morris Christopher B. Basilan	- 2 boxes		Market Specialist III			3. Wendy A. Fajardo	- 2 boxes		Market Specialist II			4. Jane Marielle R. Francisco	- 2 boxes		Market Specialist II			Php2,000.00	Php20,000.00
	Quantity																													
1. Carmela Joy A. Febrio	- 2 boxes																													
Market Specialist IV																														
2. Morris Christopher B. Basilan	- 2 boxes																													
Market Specialist III																														
3. Wendy A. Fajardo	- 2 boxes																													
Market Specialist II																														
4. Jane Marielle R. Francisco	- 2 boxes																													
Market Specialist II																														
1 box (100's/bx)	<p>North Asia Division</p> <table border="0"> <tr> <td>1. Sheena Anjeli M. Botiwey</td> <td style="text-align: right;">- 1 box</td> <td></td> </tr> <tr> <td>Division Chief</td> <td></td> <td></td> </tr> </table> <p>Size : 8.90 cm 5.11 cm</p> <p>Material Preference:</p> <ul style="list-style-type: none"> - IFEX – Cordenons Radiance New Evolution White, 280 gsm <p>Color Requirement:</p> <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using “Love the Philippines” <p>Printing Process:</p> <ul style="list-style-type: none"> - Offset, two side full, color printing 	1. Sheena Anjeli M. Botiwey	- 1 box		Division Chief			1,900.00	1,900.00																					
1. Sheena Anjeli M. Botiwey	- 1 box																													
Division Chief																														

	<p>Additional Specifications:</p> <ol style="list-style-type: none"> 1. Layout to be supplied by TPB 2. Suppliers may submit actual samples of paper materials for evaluation and approval of TPB before awarding. 3. Upon receipt of P.O. supplier Should submit a sample/proofing for TPB's approval before final printing. 4. Print Turnaround (Production Timeline): Delivery date 30 calendar days upon receipt of approved proofing. <p>Link: https://drive.google.com/drive/folders/1f3yLieQFOIV2xoQHraaN7xkW88LohJDy (control+click to follow the link)</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> 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") <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> a. Statement of Compliance to the Technical Specification (Annex "A") <p>NOTE:</p> <ol style="list-style-type: none"> 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		Php21,900.00

Please submit your **quotation**, duly signed by your authorized representative, and the **Legal Documents** enumerated above in a **sealed envelope** to the address below not later than **23 MAY 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 Business Cards for the IPD – Americas Division and North Asia Division	9 bxs (100's/bx)															
	<p>Specifications: Details and Quantity: (100 pcs/box) Employee's Name International Promotions Department The Americas Division</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>5. Carmela Joy A. Febrio Market Specialist IV</td> <td style="text-align: right;">- 2 boxes</td> </tr> <tr> <td>6. Morris Christopher B. Basilan Market Specialist III</td> <td style="text-align: right;">- 2 boxes</td> </tr> <tr> <td>7. Wendy A. Fajardo Market Specialist II</td> <td style="text-align: right;">- 2 boxes</td> </tr> <tr> <td>8. Jane Marielle R. Francisco Market Specialist II</td> <td style="text-align: right;">- 2 boxes</td> </tr> <tr> <td colspan="2" style="text-align: center;">North Asia Division</td> </tr> <tr> <td>1. Sheena Anjeli M. Botiwey Division Chief</td> <td style="text-align: right;">- 1 box</td> </tr> </tbody> </table> <p>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, "Love the Philippines" Printing Process: - Offset, two-side full-color printing Additional Specifications:</p> <ol style="list-style-type: none"> 1. Layout to be supplied by TPB 2. Suppliers may submit actual samples of paper materials for evaluation and approval of TPB before awarding. 3. Upon receipt of P.O. supplier Should submit a sample/proofing for TPB's approval before final printing. 		Quantity	5. Carmela Joy A. Febrio Market Specialist IV	- 2 boxes	6. Morris Christopher B. Basilan Market Specialist III	- 2 boxes	7. Wendy A. Fajardo Market Specialist II	- 2 boxes	8. Jane Marielle R. Francisco Market Specialist II	- 2 boxes	North Asia Division		1. Sheena Anjeli M. Botiwey Division Chief	- 1 box		
	Quantity																
5. Carmela Joy A. Febrio Market Specialist IV	- 2 boxes																
6. Morris Christopher B. Basilan Market Specialist III	- 2 boxes																
7. Wendy A. Fajardo Market Specialist II	- 2 boxes																
8. Jane Marielle R. Francisco Market Specialist II	- 2 boxes																
North Asia Division																	
1. Sheena Anjeli M. Botiwey Division Chief	- 1 box																

	<p>4. Print Turnaround (Production Timeline): Delivery date 30 calendar days upon receipt of approved proofing.</p> <p>Link: https://drive.google.com/drive/folders/1f3yLieQFOIV2xoQHraaN7xkW88LohJDy (control+click to follow the link)</p>		
--	--	--	--

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

Name of Company/Bidder

Signature over Printed Name of
Representative

Date

CARMELA JOY A. FEBRIO
Market Specialist IV
The Americas Division
International Promotions Department
Tourism Promotions Board Philippines

TPB PHILIPPINES

 +632 8247 0803 / 8525 9318 loc. 232
 carmela_febrio@tpb.gov.ph
 tpb.gov.ph • thephilippinesonline
 6/F, Five E-Corn Center, Harbor Drive,
Mall of Asia Complex, Pasay City, Metro Manila



JANE MARIELLE R. FRANCISCO
Market Specialist II
The Americas Division
International Promotions Department
Tourism Promotions Board Philippines

TPB PHILIPPINES

 +632 8247 0803 / 8525 9318 loc. 232 and 235
 jane_francisco@tpb.gov.ph
 tpb.gov.ph • thephilippinesonline
 6/F, Five E-Corn Center, Harbor Drive,
Mall of Asia Complex, Pasay City, Metro Manila



MORRIS CHRISTOPHER B. BASILAN
Market Specialist III
The Americas Division
International Promotions Department
Tourism Promotions Board Philippines

TPB PHILIPPINES

 +632 8247 0803 / 8525 9318 loc. 232 and 234
 +63 917 838 3841
 morris_basilan@tpb.gov.ph
 tpb.gov.ph • thephilippinesonline
 6/F, Five E-Corn Center, Harbor Drive,
Mall of Asia Complex, Pasay City, Metro Manila



WENDY A. FAJARDO
Market Specialist II
The Americas Division
International Promotions Department
Tourism Promotions Board Philippines

TPB PHILIPPINES

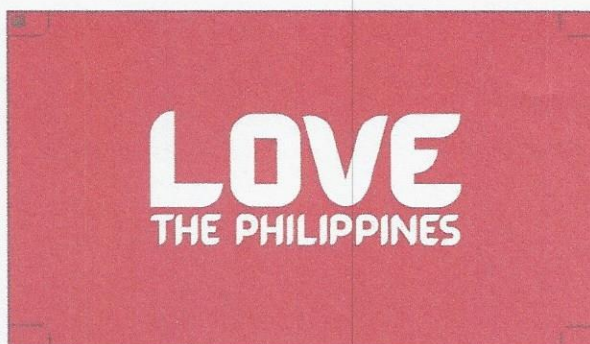
 +632 8247 0803 / 8525 9318 loc. 235
 wendy_fajardo@tpb.gov.ph
 tpb.gov.ph • thephilippinesonline
 6/F, Five E-Corn Center, Harbor Drive,
Mall of Asia Complex, Pasay City, Metro Manila



SHEENA ANJELI M. BOTIWEY
Division Chief
North Asia Division
International Promotions Department
Tourism Promotions Board Philippines

TPB PHILIPPINES

 +63 2 8247 0813 • 8525 9318 loc. 214
 sheena_botiwey@tpb.gov.ph
 tpb.gov.ph • thephilippinesonline
 6/F, Five E-Corn Center, Harbor Drive,
Mall of Asia Complex, Pasay City, Metro Manila

New Back Template Calling Card