

**REQUEST FOR QUOTATION**

**June 6, 2024**

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

**RFQ Number:** TPB-PR.2024-06.148

**PR Number:** 2024.05.070

**REQUIREMENTS: PRINTING OF THE TPB ANNUAL REPORT WITH LAMINATE ENVELOP 2023**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																
50 Pieces	<p><b>SCOPE OF WORKS AND DELIVERABLES:</b></p> <p>Annual Report with Laminate Envelope</p> <p><b>TECHNICAL REQUIREMENTS:</b></p> <table border="1"> <tr> <td>Size (H x W)</td> <td> <ul style="list-style-type: none"> <li>Folded size: 11.7 in. (H) x 8.25 in. (W)</li> <li>Spread size: 11.7 in. (H) x 16.53 in. (W)</li> </ul> </td> </tr> <tr> <td>Paper Stock</td> <td> <ul style="list-style-type: none"> <li>Cover: C2S 220 lbs. w/matt lamination &amp; Spot UV</li> </ul> </td> </tr> <tr> <td>No. of Pages</td> <td> <ul style="list-style-type: none"> <li>50 pages including the front &amp; back covers</li> </ul> </td> </tr> <tr> <td>Print</td> <td> <ul style="list-style-type: none"> <li>Print: full color (cover &amp; inside pages; latter</li> </ul> </td> </tr> <tr> <td>Packaging</td> <td> <ul style="list-style-type: none"> <li>Individual packaging within a top fold laminate envelope fit to hold the report (1 Report to 1 Envelope ratio).</li> <li>Packed in double-walled corrugated boxes.</li> </ul> </td> </tr> <tr> <td>Machine/System</td> <td> <ul style="list-style-type: none"> <li>Four (4) color printing process</li> </ul> </td> </tr> <tr> <td>Process</td> <td> <ul style="list-style-type: none"> <li>Offset printing</li> </ul> </td> </tr> <tr> <td>Binding</td> <td> <ul style="list-style-type: none"> <li>Smyth-sewn/Perfect Binding/Offset</li> </ul> </td> </tr> </table>	Size (H x W)	<ul style="list-style-type: none"> <li>Folded size: 11.7 in. (H) x 8.25 in. (W)</li> <li>Spread size: 11.7 in. (H) x 16.53 in. (W)</li> </ul>	Paper Stock	<ul style="list-style-type: none"> <li>Cover: C2S 220 lbs. w/matt lamination &amp; Spot UV</li> </ul>	No. of Pages	<ul style="list-style-type: none"> <li>50 pages including the front &amp; back covers</li> </ul>	Print	<ul style="list-style-type: none"> <li>Print: full color (cover &amp; inside pages; latter</li> </ul>	Packaging	<ul style="list-style-type: none"> <li>Individual packaging within a top fold laminate envelope fit to hold the report (1 Report to 1 Envelope ratio).</li> <li>Packed in double-walled corrugated boxes.</li> </ul>	Machine/System	<ul style="list-style-type: none"> <li>Four (4) color printing process</li> </ul>	Process	<ul style="list-style-type: none"> <li>Offset printing</li> </ul>	Binding	<ul style="list-style-type: none"> <li>Smyth-sewn/Perfect Binding/Offset</li> </ul>	PhP1,400.00	PhP70,000.00
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	<ul style="list-style-type: none"> <li>• Technical Specification (<b>Annex “A”</b>) Bidder’s Statement of Compliance</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>• All entries must be typewritten on your company letterhead.</li> <li>• Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>		
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor’s Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>Income/Business Tax Return</li> <li>Notarized Omnibus Sworn Statement (<b>Annex “B”</b>)</li> <li>Company profile (<b>For New Supplier</b>)</li> </ol>		
	<p><b><u>PROJECT TIMELINE/IMPLEMENTATION:</u></b></p> <ul style="list-style-type: none"> <li>▪ Post issuance of NTP, two mock-up runs to be provided by the Supplier subject to TPB's final approval.</li> <li>▪ First mock-up within 4 working days from receipt of layout file from TPB for proofing at no extra cost.</li> <li>▪ Second mock-up 4 working days from receipt of comments and correction to the first mock-up from TPB for proofing at no extra cost.</li> <li>▪ Complete number of copies shall be delivered within fourteen (14) days upon final approval of the mock-up provided.</li> </ul>		
	<p><b>PAYMENT TERMS AND SCHEDULE:</b> 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, 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>		

	Please send the billing statement to: <b>MARIA MARGARITA MONTEMAYOR NOGRALES</b> <b>Chief Operating Officer</b> <b>Tourism Promotions Board Philippines</b> 6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City		
ABC	Approved Budget for Contract (ABC) is PhP70,000.00 inclusive of all applicable taxes		

Please submit your quotation together with the legal documents enumerated above to the email address [mike\\_solo@tpb.gov.ph](mailto:mike_solo@tpb.gov.ph) not later than 11 June 2024 on or before 1700H, duly signed by your representative and deliver the hard copy to the Procurement and General Services Division, Administrative Department, 6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City.

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  
Contact No.

**MIKE ANTHONY SOLO**  
09064874622

<b><u>TECHNICAL SPECIFICATION</u></b>																			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification																			
Item	<b>PRINTING OF THE TPB ANNUAL REPORT WITH LAMINATE ENVELOP 2023</b>	Total Quantity	Bidder's Statement of Compliance																
	<b>Scope of Work and Deliverables:</b>	50 Pieces																	
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I hereby certify to Comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed  
Name of Representative  
Date: \_\_\_\_\_