

REQUEST FOR QUOTATION

June 26, 2024

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

Quotation No: RFQ-24-06-43

PR No: PR-2024-05-068

REQUIREMENTS: Service Provider for the Supply and Delivery of Computer Desk Mats

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
200 Piece	<p style="text-align: center;">SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF COMPUTER DESK MATS</p> <p>SPECIFICATIONS Material: Vegan Leather Color: Black and Gray Others: Debossed with silver stamping With local weave (assorted / at least 5 different designs) Layout to be provided by TPB With removable strap Design and Quantity: Layout 1 – 13 pcs Layout 2 – 170 pcs Layout 3 – 17 pcs Total Quantity: 200 pcs</p>	PhP1,200.00	PhP240,000.00

	<p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. COMPANY PROFILE (FOR NEW BIDDER) 2. ACCOMPLISHED STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS 3. LIST OF HANDLED SIMILAR PROJECTS FOR AT LEAST THREE (3) YEARS 4. PROPOSAL BASED IN THE DELIVERABLES WITH PRICE QUOTATION OF THE ITEMS, INCLUSIVE OF ADMIN COST, DELIVERY FEE, AND OTHER APPLICABLE COST 5. ACTUAL AND PHYSICAL SWATCHES OF VEGAN LEATHER AND WEAVES TO BE USED IN THE COMPUTER DESK MATS <p>LEGAL COMPLIANCES</p> <ol style="list-style-type: none"> 1. PHILGEPS REGISTRATION 2. MAYOR'S PERMIT/BUSINESS PERMIT 3. BIR 2303 OR BIR REGISTRATION CERTIFICATE 4. DTI OR SEC REGISTRATION /CDA REGISTRATION 5. OMNIBUS SWORN STATEMENT <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 working days upon the approval of actual final sample		
ABC	Approved Budget for Contract (ABC) is PhP240,000.00 inclusive of all applicable taxes		

Please submit your quotation/proposal together with the technical and legal documents enumerated above to email address bac_sec@tpb.gov.ph/soleil_fajardo@tpb.gov.ph and/or to the address stated below not later than **03 July 2024**, until **5:00 pm**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery.

The submission of the proposal and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered.

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%).

TOURISM PROMOTIONS BOARD PHILIPPINES

6th Floor, Five E-Corn Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300 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



Thank you very much.



26 June 2024

JANET G. VILLAFRANCA

OFFICER -IN- CHARGE, PGSD

Contact Person: **SOLEIL MOON FAJARDO**

Contact No.

TOURISM PROMOTIONS BOARD PHILIPPINES

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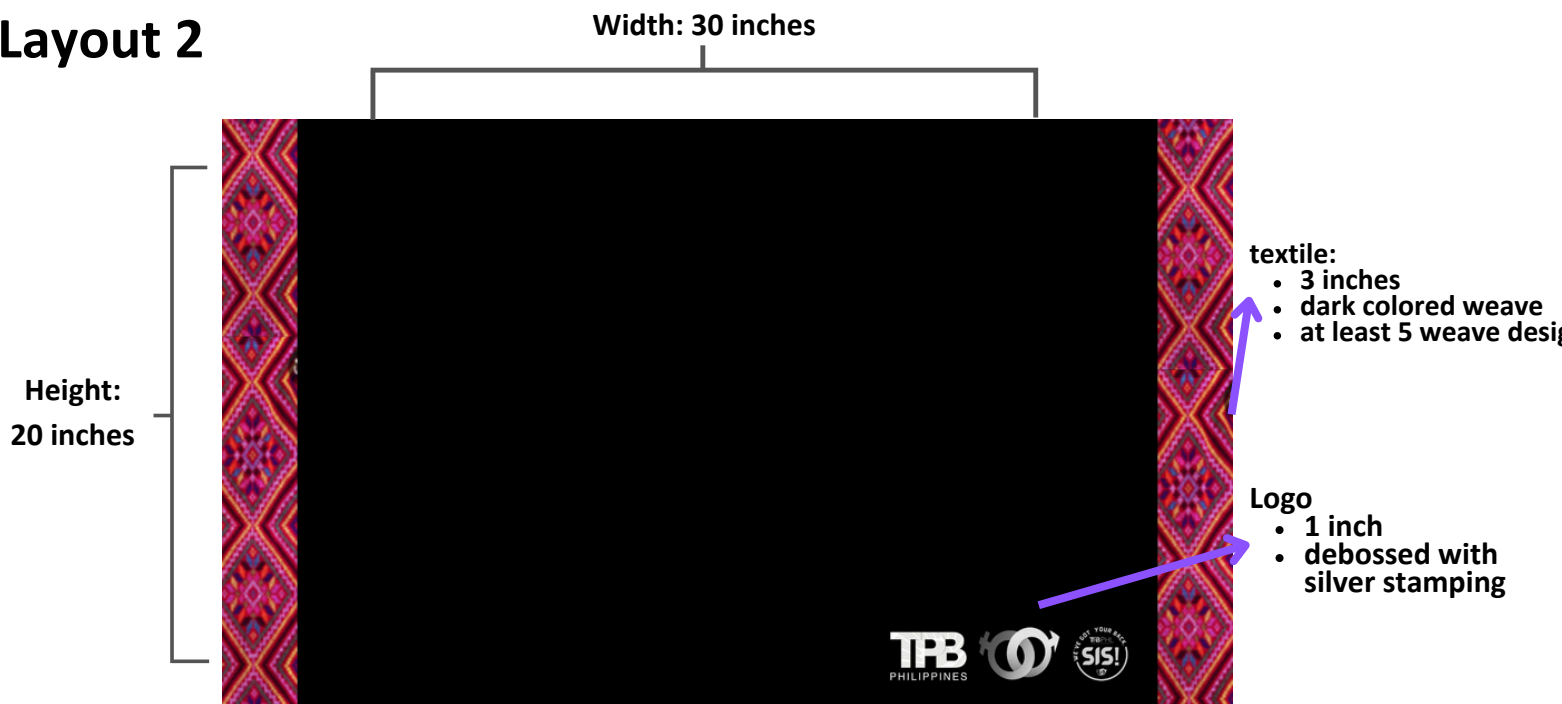


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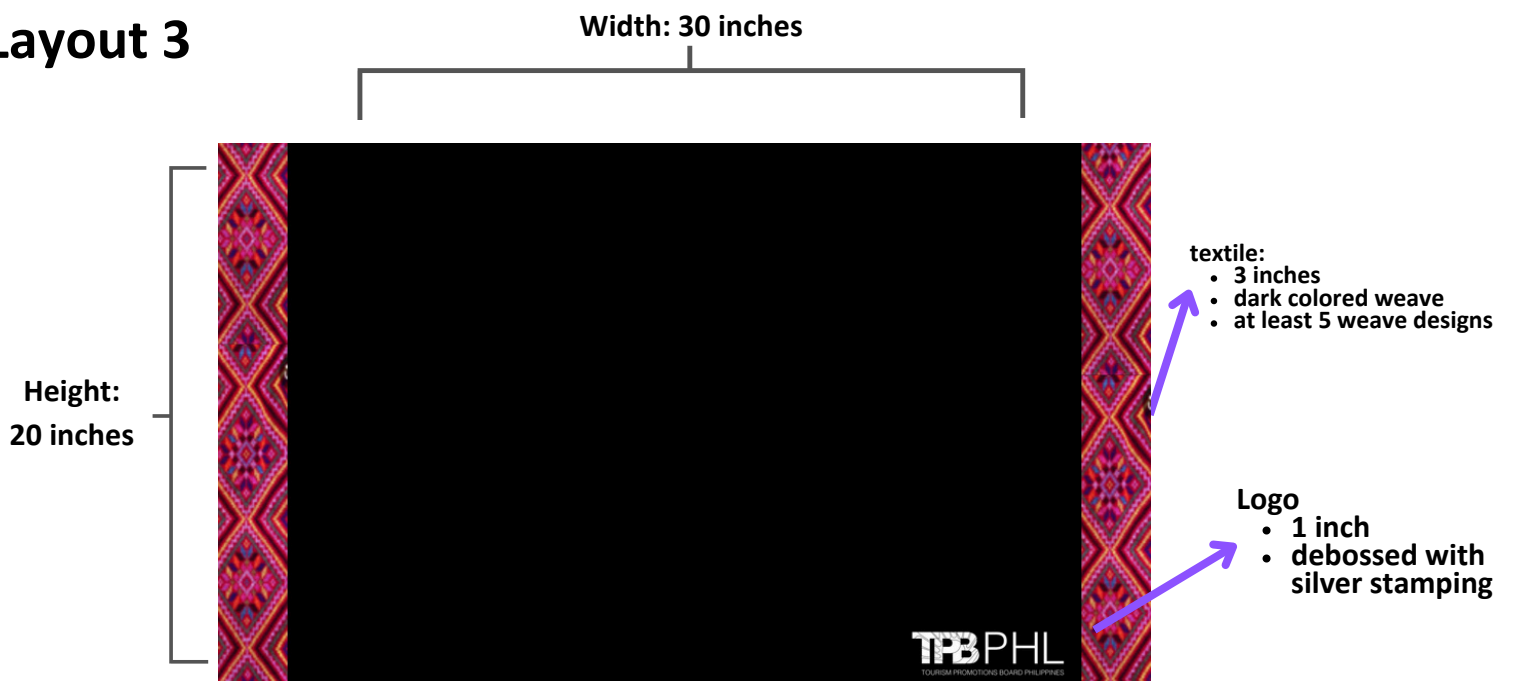
Layout 1



Layout 2



Layout 3



**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF COMPUTER DESK MATS
TPB-RFQ 24-06-43**

Bidder 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)
Scope of Works and Deliverables		
1.	Item: Computer Desk Mat Specifications Material: Vegan Leather Color: Black and Gray Others: Debossed with silver stamping, With local weave (assorted / at least 5 different designs), Layout to be provided by TPB, With removable strap Design and Quantity: Layout 1 – 13 pcs Layout 2 – 170 pcs Layout 3 – 17 pcs Total Quantity: 200 pcs	
2.	Other Requirements: <ul style="list-style-type: none"> • Final actual sample must be presented to the end user's approval prior to mass production • Failure to swatches based on the above specification will not be considered and will be disqualified 	
Project Implementation Schedule		
1.	Delivery will be at the TPB Office (6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300) between 9:00am – 4:00pm within 30 working days upon approval of the final actual sample.	
Additional Technical Requirements		
1.	Bidder must have at least three (3) years of experience in providing general merchandise to government and private offices.	
2.	Bidder must submit a proposal based on the above deliverables with price quotation of the items inclusive of the admin cost, delivery fee, and other applicable cost.	
3.	Submit swatches of vegan leather and weaves during the submission of bid quotation.	
Terms of Payment		
1.	Send bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.	
2.	The following documents should be submitted by the winning bidder for the processing of payment: <ol style="list-style-type: none"> 1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee addressed to: Rossandra Amythea Q. Cayago Acting Head Personnel and Human Resources Development Division Tourism Promotions Board 6/F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City 1300 2. Copy of Official Receipt <i>*Submission of the Original copy of Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.</i>	
3.	Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.
[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]