

REQUEST FOR QUOTATION

July 5, 2024

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

RFQ Number: TPB-PR.2024-07.179

PR Number: 2024.06.699

REQUIREMENTS: BUSINESS CARDS FOR OFFICE OF THE CHIEF OPERATING OFFICER

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount																
8 Box / 100 pcs per box	<p>SCOPE OF WORKS AND DELIVERABLES:</p> <p>Business Cards for Office of the Chief Operating Officer</p> <p>TECHNICAL REQUIREMENTS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: small;">Name</th> <th style="font-size: small;">Designation</th> <th style="font-size: small;">Quantity</th> <th style="font-size: small;">Info</th> </tr> </thead> <tbody> <tr> <td style="font-size: x-small;">MARIA MARGARITA M. NOGRALES</td> <td style="font-size: x-small;">Chief Operating Officer</td> <td style="font-size: x-small;">5 boxes/ 100 pcs per box</td> <td style="font-size: x-small;">Tel Nos: +63 2 8525.9318 to 27 loc. 201 Email: ocoo@tpb.gov.ph</td> </tr> <tr> <td style="font-size: x-small;">MARIANNE E. ANQUILO</td> <td style="font-size: x-small;">Secretary</td> <td style="font-size: x-small;">1 box/ 100 pcs per box</td> <td style="font-size: x-small;">Tel Nos: +63 2 8525.9318 to 27 loc. 201 Mobile: +63 915 498 6787 Email: marianne_anquilo@tpb.gov.ph</td> </tr> <tr> <td style="font-size: x-small;">KHERNIEL M. SIACOR</td> <td style="font-size: x-small;">Executive Assistant IV</td> <td style="font-size: x-small;">2 boxes/ 100 pcs per box</td> <td style="font-size: x-small;">Tel Nos: +63 2 8525.9318 to 27 loc. 201 Mobile: +63 9199583440 Email: ksa_siacor Mobile: +63@tpb.gov.ph</td> </tr> </tbody> </table> <p>Material Preference: IFEX - Cordenons Radiance New Evolution white, 280 gsm</p> <p>Color Requirement: Front side: Full color printing Back side: Full color, using new 5 different images per name</p> <p>Printing Process: Offset, two side full color printing</p>	Name	Designation	Quantity	Info	MARIA MARGARITA M. NOGRALES	Chief Operating Officer	5 boxes/ 100 pcs per box	Tel Nos: +63 2 8525.9318 to 27 loc. 201 Email: ocoo@tpb.gov.ph	MARIANNE E. ANQUILO	Secretary	1 box/ 100 pcs per box	Tel Nos: +63 2 8525.9318 to 27 loc. 201 Mobile: +63 915 498 6787 Email: marianne_anquilo@tpb.gov.ph	KHERNIEL M. SIACOR	Executive Assistant IV	2 boxes/ 100 pcs per box	Tel Nos: +63 2 8525.9318 to 27 loc. 201 Mobile: +63 9199583440 Email: ksa_siacor Mobile: +63@tpb.gov.ph	PhP1,860.00	PhP14,880.00
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	<p>ATTACHMENTS:</p> <p>ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS:</p> <ul style="list-style-type: none"> Layout to be supplies by TPB Suppliers must submit an actual sample of paper for evaluation purposes and for approval of MARCOM Creative Unit prior to awarding Suppliers should/must submit paper stock to be used with sample print based on the above specifications will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the 																		


	<p>above requirements will not be considered and will be disqualified.</p> <ul style="list-style-type: none"> Suppliers should/must submit a sample BUSINESS CARD print based on the above specifications that will be used as the basis for the bid evaluation. Failure to submit/present a similar sample of the above requirements will not be considered and will be disqualified. Allowed reproofing of 3 times at no extra cost to TPB 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"> PhilGEPS Certificate Mayor's Business Permit SEC/DTI Registration Certificate Income/Business Tax Return Notarized Omnibus Sworn Statement (Annex "B") Company profile (For New Supplier) 		
	<p><u>PROJECT TIMELINE/IMPLEMENTATION:</u></p> <ul style="list-style-type: none"> Upon receipt of P.O. supplier may submit proof for Creative Unit approval prior to final/mass printing. Print Turnaround (Production Timeline): Allowed 25 calendar days upon approval of final proof 		
	<p>PAYMENT TERMS AND SCHEDULE:</p> <p>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> <p>Please send the billing statement to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer Tourism Promotions Board Philippines 6th Floor, 5-ECOM Center, Harbor Drive, Mall of Asia Complex, Pasay City</p>		
ABC	Approved Budget for Contract (ABC) is PhP14,880.00 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 not later than 15 July 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,


ROSELLE D. ROMERO
08 July 2024
 Acting Head, Procurement and General Services Division
 Administrative Department

Contact Person **MIKE ANTHONY SOLO**
 Contact No. **09064874622**

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	BUSINESS CARDS FOR OFFICE OF THE CHIEF OPERATING OFFICER	Total Quantity	Bidder's Statement of Compliance																
	Scope of Work and Deliverables:	8 Boxes																	
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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: _____