



## **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				DI FC.	Estimated Unit Price	Estimated Total Amount
8 Box / 100 pcs per box	SCOPE OF WORKS Business Cards for Officer TECHNICAL REQU	r Office	PhP1,860.00	PhP14,880.00		
	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 ccoe@tpb.gov.ph		
	MARIANNE E. ANQUILO	Secretary	1 box/ 100 pcs per bos	Tel Noc + 63 2 8525.9318 to 27 loc. 201 Mobile + 63 915 498 6787 Email: marianne_anguilo@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: +63.9109583440 Email: Lata_slator Mobile: +63@thb.gov.ph		
	Color Requirement Front side: Full co Back side: Full co per name Printing Process:	lor prin lor, usi				
	paper for e approval o awarding Suppliers s be used wi	CHNICA : pe supp nust su evaluati f MARC hould/r ith sam cificatio	lies by TP bmit an a on purpo COM Crea must subr ple print l ns will be			









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	above requirements will not be considered	
	and will be disqualified.	
	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.	
	<ul> <li>Allowed reproofing of 3 times at no extra</li> </ul>	
	cost to TPB	
	<ul> <li>Technical Specification (Annex "A")</li> </ul>	
	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.	
	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 (For New Supplier)	
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	PROJECT TIMELINE/IMPLEMENTATION:	
	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	
	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, the delivery fee will be paid by	
	the supplier.	
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	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, Mall of	
	Asia Complex, Pasay City	
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,

Amo

**ROSELLE D. ROMERO** <sub>08 July 2024</sub> Acting Head, Procurement and General Services Division Administrative Department

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

tem	BUSINESS CARDS F				Total Quanti	ty Bidder's
	OPERATING OFFICI	OPERATING OFFICER				
			Compliance			
	Scope of Work and	Scope of Work and Deliverables:				
	TECHNICAL REQUI	TECHNICAL REQUIREMENTS:				
	Name	Designation	Quantity	Info		
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	Printing Process: O Attachments:	nsei, iv	vo side iu	ii color printing		
			FUGIBIU	TY REQUIREMENTS		
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			-	ual sample of paper		
				for approval of		
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<ul> <li>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.</li> <li>Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office.</li> <li>Otherwise, the delivery fee will be paid by the supplier.</li> <li>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.</li> </ul>	Willing to provide services on a "send-bill" arrangement	
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an LBP account, the supplier will shoulder bank charges.		
Please send the billing statement to:	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		

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

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Name of Company/Bidder

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