

August 9, 2024

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

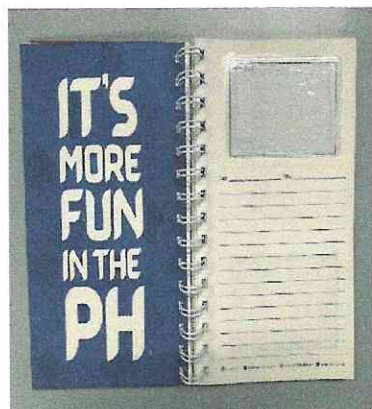
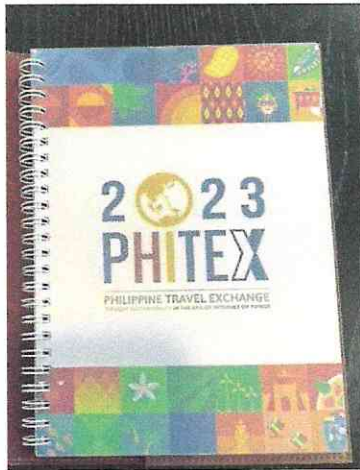
**Quotation No.** TPB-PR. 2024-08-208 (2<sup>nd</sup> Posting)

**REQUIREMENTS:** Service Provider for PHITEX 2024 Travex and Peptalk Giveaways

| Quantity | Particulars   | Estimated Unit Price | Estimated Total Amount |
|----------|---|----------------------|------------------------|
| 1 LOT    | <p>SCOPE OF WORK/SERVICES</p> <p>A. TRAVEX</p> <p>1. APPOINTMENT NOTEBOOKS WITH CARD HOLDERS</p> <ul style="list-style-type: none"> <li>● Size: <ul style="list-style-type: none"> <li>○ Cover folded: 13.50 cm (w) x 19.50 cm (h)</li> <li>○ inside: 13.50 cm (w) x 19.50 cm (h)</li> <li>○ Card plastic holder: 9.00 cm x 6.30 cm</li> </ul> </li> <li>● Color Requirement: <ul style="list-style-type: none"> <li>○ Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front &amp; back cover)</li> <li>○ Inside: 40 leaves, 1 color both sides</li> <li>○ Breaker: 5 leaves – divider, full color both sides (Graphics will be provided by TPB)</li> </ul> </li> <li>● Material Preference: <ul style="list-style-type: none"> <li>○ Cover: Acrylic or any similar alternative (for approval of TPB), no printing (front &amp; back cover)</li> <li>○ Inside pages: Rives Tradition ultra-white 100 gsm</li> </ul> </li> </ul> | PhP415,000.00        | PhP415,000.00          |

- Breaker: Rives Tradition ultra-white 170 gsm
- Bus. cardholder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate)
  - Printing: Offset printing
  - Quantity: 250 pcs

Sample Photos:



2. BALLPENS

- Size: 1.00-1.10 cm dia x 5.5'H

- Material: Metal, Plastic and Rubber
- Print Process: Direct to Film (DTF) / Rubber Printing
- Mechanism: Retractable type
- Tip: Metal cover
- Ink : Black
- Clip: Silver
- Weight: 0.5g
- Quantity: 600 pcs
- Graphics will be provided by TPB

Sample Photo (actual sample to be provided by TPB)



**B. PEPTALK**

**1. REVERSIBLE  
CONFERENCE/CANVAS TOTE BAGS**

Quantity

350 pcs

Yellow: 89 pcs

Blue: 87 pcs

|  |  |  |  |
|--|--|--|--|
|  | <p>Black: 87 pcs<br/>Green: 87 pcs</p> <p>Size<br/>a. Bag size:40cm x 36cm x 4cm (base)<br/>b. Bag strap length and width: 60cm x 5cm</p> <p>Material Preference<br/>c. Bag size:canvas; cotton linen<br/>d. Bag strap: cotton twill tape or nylon &amp; polyester grosgrain webbing</p> <p>Color Requirement: Full requirement</p> <p>Printing Process:<br/>Dual design (1 plain color and 1 printed design)<br/>Offset or digital printing (4 plain colors &amp; 4 printed designs)<br/>* printed design to be provided by TPB</p> |  |  |
|--|--|--|--|

Tote Bag with black handle (Mustard yellow, Royal blue, Black, Green)



20.88 cm

**PHILIPPINES** 3.50 cm

\*tone to tone print

Reverse side with icon print

Side B



19.43 cm

**TPBPHL** 5.50 cm

\*colored print

*\* Design for the reverse side with icon print will be the PEPTALK design to be provided by TPB MARCOM Department*

## 2. BAMBOO NOTEBOOKS WITH BLACK PEN WITH GARTER

Quantity: 350 pcs

Size 14 x 18cm (cover)

Material Preference

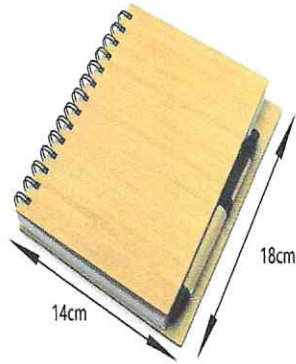
Bamboo

70 lined sheets

Color: as shown in the photo

Cover: PEP Talk logo printed in UV DTF sticker (TPB to submit design; actual sample of UV DTF available % Ms.

Gemma Isic)



#### PROJECT IMPLEMENTATION SCHEDULE

Target Delivery Date: On or before 21 August 2024

Place of Delivery: TPB Office

Date of Implementation: 03-05 September 2024

#### QUALIFICATION OF BIDDERS

- A. Must be a duly registered Philippine company engaged in the production of corporate giveaways;
- B. Must be in operation for at least three (3) years; and
- C. Prospective bidders to submit an actual sample material of the above-mentioned requirements together with the bid proposal

#### APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is FOUR HUNDRED FIFTEEN THOUSAND PESOS ONLY (PHP 415,000.00) inclusive of service charge and all applicable taxes. The cost of items in the bid should be broken down. The winning bid shall be determined



based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

**TERMS OF PAYMENT**

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

**CARMELA JOY A. FEBRIO**  
Project Manager  
Philippine Travel Exchange (PHITEX) 2023  
6/F, Five E-Com Center, Harbor Drive,  
Mall of Asia Complex, Pasay City

The supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

**CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**TECHNICAL AND LEGAL REQUIREMENTS**

1. Accomplished Statement of Compliance to the Technical Specifications
2. Mayor's / Business Permit
3. PhilGEPS Registration Certificate

|       |  |  |  |
|-------|--|--|--|
|       | 4. Income / Business Tax Return<br>5. Notarized Omnibus Sworn Statement<br>6. Company Profile<br>7. SEC / DTI Certificate<br><b>Note:</b><br>1. All entries must be typewritten on your company letterhead.<br>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.<br><br><b>Attachment:</b><br>Technical Specification |  |  |
| Terms | 30 days upon receipt of invoice  |  |  |
| ABC   | Approved Budget for Contract (ABC) is PhP415,000.00 inclusive of all applicable taxes  |  |  |

Please submit your quotation and legal documents thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) not later than **13 August 2024 on or before 5:00 P.M.** subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery to the Procurement and General Services Division, Administrative Department, 6th Floor, Five E-com 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.



**ROSELE D. ROMERO**  
OIC, Procurement and General Services Division  
Administrative Department *so*

Contact Person  
Contact No.

**MR. SOCRATES G. TORRES**  
(8) 525-9318 local 266