

August 11, 2024

### REQUEST FOR QUOTATION

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

**RFQ No. TPB-RFQ 2024.08.210**

**PR No. 08.006 (07.131)**

**Requirements: Supply and Delivery of PHITEX 2024 Office Supplies**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
5 rms	VELLUM BOARD, A3 (sub.140 gms) white	Php800.00	Php4,000.00
1 ream	VELLUM BOARD, A4 (sub.140 gms) white	650.00	650.00
2 rms	PAPER, Multicopy, A3 size, SUB 80gsm	550.00	1,100.00
45 rms	PAPER, Multicopy, A4 size, SUB 80gsm	220.00	9,900.00
7 rms	PAPER, Multicopy, Legal size, SUB 80gsm	245.00	1,715.00
2 pcs	CUTTING Board (green) A3	430.00	860.00
2 pcs	CUTTING Board, A1 Self-healing	1,680.00	3,360.00
2 pcs	RULER, Metal 60cm (Stainless)	160.00	320.00
5 pcs	BOARD, Illustration 1/8 size	50.00	250.00
17 packs	STICKER Paper, Glossy (10 sheets) VECO	110.00	1,870.00
5 packs	STICKER Paper, Matte (10 sheets) VECO	110.00	550.00
4 packs	PHOTO Paper, Glossy 200 gsm	200.00	800.00
4 packs	PHOTO Paper, Matte 200 gsm	200.00	800.00
13 pcs	CUTTER (NT Cutter L-500)	60.00	780.00
4 packs	CUTTER Blade L-500	100.00	400.00
6 pcs	SCISSORS HD (Champion-Black Handle)	200.00	1,200.00
11 pcs	SCISSORS	60.00	660.00
10 pcs	TAPE, double Adhesive tissue type – ½ “	50.00	500.00
25 pcs	TAPE, double Adhesive tissue type – 1 “	65.00	1,650.00
4 pcs	TAPE, double Adhesive with foam – 1”	65.00	260.00
30 pcs	TAPE, transparent, 24mm, x 50 m (1”) 3M Tartan	40.00	1,200.00
8 pcs	TAPE, transparent, 48mm, x 100 m (2”) 3M tartan	50.00	400.00
16 pcs	TAPE, masking, 24 mm x 50 m (1”) – Armak	60.00	960.00
3 pcs	TAPE, masking, 48 mm x 100 m (2”) – Armak	70.00	210.00
32 pcs	TAPE, Packaging 2” x 100m	70.00	2,240.00
2 pcs	TAPE, Duck, Black (2” 50mtrs ) 3M	100.00	200.00
4 pcs	TAPE, Dispenser (1”)	250.00	1,000.00
48 pcs	FOLDER, Pressboard , Green (Short)	20.00	960.00
150 pcs	FOLDER L-type, A4 size	20.00	3,000.00
15 pcs	FOLDER L-type, Long size	25.00	375.00
5 pcs	ENVELOPE, Brown Short	20.00	100.00
20 pcs	ENVELOPE, Brown Expandable with String (Short)	20.00	400.00

15 pcs	ENVELOPE, Brown (Long)	25.00	375.00
22 pcs	BOOK, Clear, 20s, A4 size, (Refillable, Ring Type)	120.00	2,640.00
10 pcs	BOOK, Clear, 40s, A4 size, (Refillable, Ring Type)	130.00	1,300.00
4 pcs	BOOK, Clear, 40s, Legal size, (Refillable, Ring Type)	145.00	580.00
18 pcs	STAPLER, Lion HD #35	110.00	1,980.00
6 bxs	STAPLE, wire No. 35)	50.00	300.00
2 bxs	FASTERNER, Paper (metal)	75.00	150.00
5 pcs	GLUE, Stick 77 OZ (22g) Elmer	50.00	250.00
1 box	RUBBER, Ban Flat (350g)	80.00	80.00
4 bxs	CLIP, Binder 25mm	55.00	220.00
4 bxs	CLIP, Binder 32mm	65.00	260.00
4 bxs	CLIP, Binder 51mm	75.00	300.00
6 packs	PAGE MAKER, stick-on, 5pads/pack (12.7mm x 44.4mm = TOTAL 500)	200.00	1,200.00
14 packs	PAD, Note, stick-on, 2" x 2", 100s/pad	75.00	1,050.00
4 packs	PAD, Note, stick-on, 2" x 4", 100s/pad	85.00	340.00
29 pcs	MARKER, Permanent, Bullet type 5mm, Black-pilot	40.00	1,160.00
4 pcs	MARKER, Permanent, Broad type 5mm, Black -pilot	40.00	160.00
11 pcs	MARKER, Permanent, Bullet type 5mm, Blue-pilot	40.00	440.00
2 pcs	MARKER, Permanent, Broad type 5mm, Blue-pilot	40.00	80.00
86 pcs	BALLPEN, Panda - Blak	20.00	1,720.00
25 pcs	BOX, Baklibayan 20 x 20 x 20	145.00	3,625.00
2 pcs	CLIPBOARD, Plastic AA size	120.00	240.00
5 pcs	CALCULATOR (ELSIMATE EL – 122N)	680.00	3,400.00
5 meters	BUBBLE, Wrap 1 meter	180.00	900.00
25 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 0.5, black	40.00	1,000.00
45 pcs	PEN, Gel-pen Dong-A Black	35.00	1,575.00
16 pcs	PEN, Gel-pen Dong-A Blue	35.00	560.00
1 pc	BATTERY, Eneloop Pro AA (Black) with Charger	1,800.00	1,800.00
Terms	30 days from receipt of Invoice		
Delivery	7 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		<b>Php70,330.00</b>

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address **[bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph)** not later than **16 August 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

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**

Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr  
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

**Note: All entries must be typewritten on your company letterhead.**

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)