

19 August 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-08-217
PR No. 8.023
Requirements: Supply and Delivery of T-Shirts for the TPB’s Participation in the 2024 Civil Service Commission (CSC) Vibe Run

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
10 pcs	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Polo Shirt Type: Polo Shirt with TPB Logo Fabric: White Dri-fit Design and Printing: Collared/Polo shirt - 2 buttons - Colored sublimation printing Sizes: Assorted sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL) Quantity: 20 pcs (TPB to provide the exact quantity per size upon receipt of NOA)</p> <p>Other Requirements:</p> <ol style="list-style-type: none"> Upon receipt of NOA, the bidder must submit the final sample subject for TPB’s approval prior to mass production. Full delivery on or before 30 August 2024 at the TPB Office (6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City) <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile (for new bidder) Accomplished Statement of Compliance to the Technical Specification Annex “A” Submit an actual sample material of past works, designs, and swatches similar to the requirement. Failure to submit/present samples will not be considered and will be disqualified. <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor’s Permit BIR Certificate of Registration <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification Annex “A” Design and Layout “B” <p>NOTE:</p> <ol style="list-style-type: none"> All entries must be typewritten in your company letterhead. Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 	Php500.00	Php10,000.00
Terms	Thirty (30) working days from the receipt of SOA or Billing		

ABC	The Approved Budget for the Contract (ABC) is PhP10,000.00 inclusive of all applicable taxes.		PhP10,000.00
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Please submit your **quotation and legal** documents duly signed by your authorized representative to email address soleil.fajardo@tpb.gov.ph not later than **23 August 2024 at 12:00 PM**, subject to the Terms and Conditions stated herein.

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.




ROSSELLE D. ROMERO

Acting Head 19 August 2024
Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS
SUPPLY AND DELIVERY OF T-SHIRTS FOR THE TPB'S PARTICIPATION IN THE 2024 CIVIL SERVICE COMMISSION (CSC)
VIBE RUN
TPB-RFQ 2024-08-217

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.	<p>Polo Shirt Type: Polo Shirt with TPB Logo Fabric: White Dri-fit Design and Printing: Collared/Polo shirt - 2 buttons - Colored sublimation printing Sizes: Assorted sizes (XS, S, M, L, XL, 2XL, 3XL, 4XL, 5XL) Quantity: 20 pcs (TPB to provide the exact quantity per size upon receipt of NOA)</p> <div style="text-align: center;">  </div>	
Other Requirements		
1.	Upon receipt of NOA, the bidder must submit the final sample subject for TPB's approval prior to mass production.	
2.	Full delivery on or before 30 August 2024 at the TPB Office (6th Floor Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City)	
Additional Technical Requirements		
1.	Submit an actual sample material of past works, designs, and swatches similar to the requirement. Failure to submit/present samples will not be considered and will be disqualified.	
Terms of Payment		
1.	Send a bill to the Tourism Promotions Board. Final payment will be thirty (30) working days 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: 1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee 2. Copy of Official Receipt	
3.	Payment will be made through an LBP bank deposit. The winning bidder is encouraged to 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

2024 PCSA VibeRun Shirt Design

You may also access the design logo here:

<https://bit.ly/VibeRunShirtDesign>

