

16 September 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ.2024.09.248
PR No. 9.007

REQUIREMENTS: SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR THE SHARP PHOTOCOPIER

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
2 carts	Toner Cartridge (New SHARP dup. mach. Models) (MX-565N) – 561FT Sn #65011499 and Sn#6501159	10,248.00	PhP20,496.00
1 cart	Toner Cartridge (SHARP Portable Copier) (AR-6023 / 2 units) Sn #73011446	7,140.00	7,140.00
Terms	Thirty (30) working days from the receipt of SOA or Billing Invoice		
Delivery	7 days from receipt of NTP		
ABC	The Approved Budget for the Contract (ABC) is PhP27,636.00 inclusive of all applicable taxes		PhP27,636.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address kristine_aclan@tpb.gov.ph not later than **19 September 2024 at 5:00 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.


ROSELLE D. ROMERO
Acting Head 16 September 2024
Procurement and General Services Division

Contact person: **Kristine Heizelle B. Aclan**

NOTE:

1. All entries must be typewritten in your company letterhead.
2. Price Validity shall be for a period of thirty (30) calendar days.
3. Suppliers must submit the following legal documents to be eligible to participate in the bidding:
 - a. PhilGEPS Registration Certificate
 - b. Business/Mayor's Permit
 - c. Income Tax Return
 - d. SEC/DTI Certificate of Registration
 - e. Company profile (for New Supplier)
 - f. Authorized Dealer / Exclusive Distributor