

September 17, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024.09.252 (24-09-12)

PR No. 08.010 (06.099)

Requirements: **Printing and Production of Business Cards for the Office of the Chief Operating Officer**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)								
8 bxs (100's/bx)	<p>Specifications: Details and Quantity: (100 pcs/box) Employee's Name</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">Quantity</th> </tr> </thead> <tbody> <tr> <td>1. Maria Margarita M. Nograles Chief Operating Officer</td> <td style="text-align: right;">- 5 boxes</td> </tr> <tr> <td>2. Marianne E. Anquilo Secretary</td> <td style="text-align: right;">- 1 box</td> </tr> <tr> <td>3. Kherniel M. Siacor Executive Assistant IV</td> <td style="text-align: right;">- 2 boxes</td> </tr> </tbody> </table> <p>Size : 8.882 cm X 5.2 cm</p> <p>Material Preference:</p> <ul style="list-style-type: none"> - IFEX – Cordenons Radiance New Evolution White, 280 gsm <p>Color Requirement:</p> <ul style="list-style-type: none"> - Front side: Full Color Printing - Back Side: Full Color, using "Love the Philippines" <p>Printing Process:</p> <ul style="list-style-type: none"> - Offset, two side full, color printing <p>Additional Specifications:</p> <ol style="list-style-type: none"> 1. Layout to be supplied by TPB 2. Suppliers may submit actual samples of paper materials for evaluation and approval of TPB before awarding. 		Quantity	1. Maria Margarita M. Nograles Chief Operating Officer	- 5 boxes	2. Marianne E. Anquilo Secretary	- 1 box	3. Kherniel M. Siacor Executive Assistant IV	- 2 boxes	Php1,860.00	Php14,880.00
	Quantity										
1. Maria Margarita M. Nograles Chief Operating Officer	- 5 boxes										
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	<p>3. Upon receipt of P.O. supplier Should submit a sample/proofing for TPB's approval before final printing.</p> <p>4. Print Turnaround (Production Timeline): Delivery date 30 calendar days upon receipt of approved proofing.</p> <p>5. Suppliers should/must submit paper stock to be used with sample print based on the above specifications 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.</p> <p>6. 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.</p> <p>7. Allowed reproofing of 3 times at no extra cost to TPB</p> <p>Link: https://drive.google.com/drive/folders/1QQ6ovfHBrBBDM6rZhZTqT4E57IEX_aBd (control+click to follow the link)</p> <p>LEGAL REQUIREMENT:</p> <ol style="list-style-type: none"> PhilGEPS Certificate Mayor's Business Permit SEC/DTI Registration Certificate BIR Registration /TIN Company profile (New Supplier only) Statement of Compliance to the Technical Specification (Annex "A") <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> Statement of Compliance to the Technical Specification (Annex "A") Design (Annex "B") <p>NOTE:</p> <ol style="list-style-type: none"> All entries must be typewritten on your company letterhead. Price Validity shall be for a period of thirty (30) calendar days. 		
Terms	30 days from receipt of Invoice		
Delivery	30 Calendar days upon approval of final proof		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php14,880.00

Please submit your **quotation**, duly signed by your authorized representative, and the **Legal Documents** enumerated above **in a sealed envelope** to the address below not later than **23 September 2024 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

BAC Secretariat
Procurement and General Services Division
Tourism Promotions Board
6/F Five E-Com Complex, 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.


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

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											
Item	Description	Total Quantity	Bidder's Statement of Compliance								
A.	Printing and Production of Business Cards for the Office of the Chief Operating Officer	8 bxs (100's/bx)									
	<p>Specifications: Details and Quantity: (100 pcs/box) Employee's Name</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;">Quantity</th> </tr> </thead> <tbody> <tr> <td>1. Maria Margarita M. Nograles Chief Operating Officer</td> <td style="text-align: right;">- 5 boxes</td> </tr> <tr> <td>2. Marianne E. Anquilo Secretary</td> <td style="text-align: right;">- 1 box</td> </tr> <tr> <td>3. Kherniel M. Siacor Executive Assistant IV</td> <td style="text-align: right;">- 2 boxes</td> </tr> </tbody> </table> <p>Size : 8.882 cm X 5.2 cm Material Preference: - IFEX – Cordenons Radiance New Evolution White, 280 gsm Color Requirement: - Front side: Full Color Printing - Back Side: Full Color, "Love the Philippines" Printing Process: - Offset, two-side full-color printing Additional Specifications:</p> <ol style="list-style-type: none"> 1. Layout to be supplied by TPB 2. Suppliers may submit actual samples of paper materials for evaluation and approval of TPB before awarding. 3. Upon receipt of P.O. supplier Should submit a sample/proofing for TPB's approval before final printing. 4. Print Turnaround (Production Timeline): Delivery date 30 calendar days upon receipt of approved proofing. 5. Suppliers should/must submit paper stock to be used with sample print based on the above specifications will be used as the basis for the bid evaluation. Failure to submit/present a 		Quantity	1. Maria Margarita M. Nograles Chief Operating Officer	- 5 boxes	2. Marianne E. Anquilo Secretary	- 1 box	3. Kherniel M. Siacor Executive Assistant IV	- 2 boxes		
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I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Representative

Date



MARIA MARGARITA M. NOGRALES
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New Back Template Calling Card