

September 24, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024.09.260

PR No. 09.013 (09.188) and 09.014 (09.187)

Requirements: Supply and Delivery of Office Supplies not available at PS-DBM for 3rd Quarter 2024

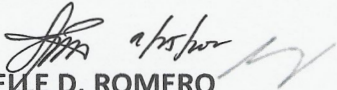
Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
25 bxs	CLIP, backfold, 13mm, 12 pcs/box	Php15.00	Php375.00
24 pcs	GLUE stick	40.00	960.00
2 packs	LAMINATING Film (100 pcs/pack) A4 size	1,000.00	2,000.00
60 packs	PAGE Markers, 5's/pack	200.00	12,000.00
20 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, black	65.00	1,300.00
20 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, blue	65.00	1,300.00
15 rolls	TAPE, Double-sided, 12mm (tissue type)	30.00	450.00
15 rolls	TAPE, Double-sided, 12mm w/ foam	45.00	675.00
300 pcs	BOX, Balikbayan, 20x20x20	150.00	45,000.00
100 pcs	BALLPEN, Black – Panda	6.00	600.00
50 pcs	BALLPEN, Blue – Panda	6.00	300.00
5 tubes	Mighty Bond 10g	100.00	500.00
50 packs	BATTERY, dry cell AA, 2 pcs per pack – Energizer	21.84	1,092.00
60 packs	BATTERY, dry cell AAA, 2 pcs per pack – Energizer	19.76	1,185.60
40 bxs	CLIP, backfold, 19mm, 12 pcs/box	9.36	374.40
40 bxs	CLIP, backfold, 25mm, 12 pcs/box	15.60	624.00
40 bxs	CLIP, backfold, 32mm, 12 pcs/box	27.04	1,081.60
30 can	SPRAY, Disinfectant spray, aerosol type, 400-550g	150.80	4,524.00
5 bxs	EVELOPE, Expanding, Kraftboard, for Legal Size 100 pcs/box	1,374.88	6,874.40
50 bxs	FASTENER, Paper, metal, 50 sets/box (Apple)	94.64	4,732.00
50 sets	FILE TAB DIVIDER, A4 Size, five (5) color /set	22.88	1,144.00
30 sets	FILE TAB DIVIDER, Legal size, five (5) color /set	26.00	780.00
10 bxs	FOLDER, Pressboard, size 240mm x 370mm (5mm), 100's/box (Green)	1,050.00	10,500.00
30 pcs	MARKER, Permanent, Bullet type, Black -pilot	15.60	468.00
30 pcs	MARKER, Permanent, Bullet type, Blue -pilot	15.60	468.00
20 pcs	MARKER, Whiteboard, Bullet type, Black -pilot	10.40	208.00
20 pcs	MARKER, Permanent, Bullet type, Blue -pilot	10.40	208.00
100 pads	NOTEPAD, Stick-on, 2x3, 100s/pad	39.52	3,952.00
100 pads	NOTEPAD, Stick-on, 3x3, 100s/pad	60.32	6,032.00

100 pads	NOTEPAD, Stick-on, 4x3, 100s/pad	63.44	6,344.00
30 bxs	PAPER CLIP, gem type, 32mm, 100's/box	9.36	280.80
5 bxs	RUBBER BAND, 70mm min lay flat length (#18), 350g	165.36	826.80
150 pcs	SIGN PEN, black	44.72	6,708.00
100 pcs	SIGN PEN, blue	44.74	4,472.00
50 rlls	TAPE, masking, 24 mm x 50m (1")	61.88	3,094.00
80 rlls	TAPE, masking, 48 mm x 50 m (2")	121.16	9,692.80
200 rlls	TAPE, Packaging 48mm x 50m (2")	30.16	6,032.00
Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php147,158.40

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address ***bhong_ducusin@tpb.gov.ph*** not later than **2 October 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.


ROSELE 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)