

10 September 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-09-243

PR No. 9.005

Requirements: Printing, Supply, and Delivery of Plaques for Loyalty Awardees and Service Awardee

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <p>Loyalty Plaque for Loyalty Awardees</p> <ul style="list-style-type: none"> Six (6) pieces at PhP2,500.00 each Glass Plaque 8.5"h x 6"h x 6"w (oval) x 3/8" Thick clear body mounted on 1.25"h x 6"w x 2"L glass base <p>Retirement Plaque for Service Awardee</p> <ul style="list-style-type: none"> One (1) piece at PhP2,500.00 each Glass Plaque 9.5"h x 8"w x 3/8" Thick clear body mounted on glass base <p>TECHNICAL REQUIREMENTS:</p> <ol style="list-style-type: none"> Company Profile (for new bidder) <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> PhilGEPS Registration Certificate Business/Mayor's Permit BIR Certificate of Registration SEC/DTI/CDA Certificate of Registration <p>ATTCHMENTS:</p> <ol style="list-style-type: none"> Layout Design for the Plaques Annex "A" <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. 	PhP2,500.00	PhP15,000.00
		PhP2,500.00	PhP2,500.00
Delivery	Indicative Delivery Date: 25 – 27 September 2024 at the TPB Office located at 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP17,500.00 inclusive of all applicable taxes.		PhP17,500.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [soleil fajardo@tpb.gov.ph](mailto:soleil.fajardo@tpb.gov.ph) not later than **16 September 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.



ROSELLE D. ROMERO

Acting Head 10 September 2024

Procurement and General Services Division

Contact person: Soleil Moon A. Fajardo

LOYALTY PLAQUE FOR LOYALTY AWARDEES



RETIREMENT PLAQUE FOR SERVICE AWARDEE



*Tourism Promotions Board Philippines
present this*

PLAQUE OF APPRECIATION

to

Marcela M. Faustino

*For selfless dedication and commitment to
government service and loyalty to the Corporation;*

*For being present in times of joy and frustration, and
giving your best to the Corporation; and*

*For demonstrating unwavering devotion
worthy of emulation by your colleagues.*

*Given this
31st day of January 2024*

Sincerest gratitude from your TPB family.

MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer
Tourism Promotions Board Philippines

