



12 September 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB-RFQ 2024-09-246  
**PR No.** 8.005  
**Requirements:** Supply and Delivery of Office Door Signages

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>Office signage with removable name plate, 3/8 thick acrylic and ¼ thick acrylic (removable) with UV LED direct print process            Size: approx. 12 x 4"            Base: gray color            Text: black            Font: to be advised            Quantity: 17 pcs</p> <p>Names: <i>(final names to be provided upon issuance of NTP)</i></p> <ol style="list-style-type: none"> <li>1. Office of the Chief Operating Officer</li> <li>2. Internal Audit Office</li> <li>3. Office of the Corporate Board Secretary</li> <li>4. Corporate Planning and Business Development Department</li> <li>5. Legal Department</li> <li>6. Management Information Systems Department</li> <li>7. Office of the Deputy Chief Operating Officer for Marketing and Promotions</li> <li>8. International Promotions Department</li> <li>9. Domestic Promotions Department</li> <li>10. Meetings, Incentive, Conventions, Events Department</li> <li>11. Marketing Communications Department</li> <li>12. Office of the Deputy Chief Operating Officer for Corporate Affairs</li> <li>13. Finance Department</li> <li>14. Administrative Department</li> <li>15. Commission on Audit – Cluster 6</li> <li>16. Cash Unit</li> <li>17. Pantry</li> </ol>	PhP2,500.00	PhP42,500.00
	 <p>Room signage with sliding status, 3/8 thick acrylic and 1/4 thick acrylic (sliding) with UV LED direct print process            Size: approx. 8 x 6"            Base: brown/gray color            Text: black</p>	PhP2,500.00	PhP22,500.00

	<p>Accent: black  Font: to be advised  Quantity: 9 pcs  Names: <i>(final room names to be provided upon issuance of NTP)</i></p> <ol style="list-style-type: none"> <li>1. Luzon Meeting Room*</li> <li>2. Visayas Meeting Room*</li> <li>3. Mindanao Meeting Room*</li> <li>4. Activity Room A*</li> <li>5. Activity Room B*</li> <li>6. Activity Room C*</li> <li>7. Board Room*</li> <li>8. Bids and Awards Committee Room*</li> <li>9. Clinic*</li> </ol> <p style="text-align: center;">  </p> <p><b>TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Company Profile (for new bidder)</li> <li>2. Sample similar to the requirements</li> </ol> <p><b>LEGAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor’s Permit</li> <li>3. BIR Certificate of Registration</li> <li>4. SEC/DTI/CDA Certificate of Registration</li> </ol> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. All entries must be typewritten in your company letterhead.</li> <li>2. Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> </ol>		
Delivery	<p><b>Delivery Date:</b> thirty (30) calendar days upon approval of the final design  <b>Place of Delivery:</b> TPB Office located at 6F Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City</p>		
Terms	Thirty (30) working days from the receipt of SOA or Billing		
ABC	The Approved Budget for the Contract (ABC) is PhP65,000.00 inclusive of all applicable taxes.		<b>PhP65,000.00</b>

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 **20 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:** Soleil Moon A. Fajardo

**Omnibus Sworn Statement (Revised)**  
**[shall be submitted with the Bid]**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*