

October 23, 2024

### REQUEST FOR QUOTATION

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

**RFQ No. TPB-RFQ 2024.10.296**

**PR No. 10.006 (09.197)**

**Requirements: Printing and Production of the 2025 TPB Desk Calendar**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
3,300 pcs	2025 TPB Desk Calendar	Php303.00	Php999,900.00
	<p><b>Specifications:</b></p> <p><b>Size:</b></p> <p><b>Leaves :</b> 7" (w) x 8" (h)</p> <p><b>Stand :</b> 7" (w) x 8.375" (h) x 3.5" (base) – folded</p> <p>: 7" (w) x 20.25" (h) -spread with crease</p> <p><b>Paper Stock (leave) :</b> life white (300gsm) or similar in texture and thickness</p> <p><b>Kraft paper :</b> 70 - 80gsm</p> <p><b>Stand :</b> Paste board #30, wrapped of Starlin 110 gsm white</p> <p><b>Number of leaves :</b> 16 leaves (back-to-back printing)</p> <p><b>Binding :</b> Double wire O - white color (fit on the thickness of calendar)</p> <p><b>Printing :</b> Full color printing with die-cut on over</p> <p>: Offset, back-to-back printing</p>		
	<p>Please click <a href="https://drive.google.com/drive/folders/14skaaCx7sTZB8kZ6hkmlmhvGfS8w2twi?usp=drive_link">https://drive.google.com/drive/folders/14skaaCx7sTZB8kZ6hkmlmhvGfS8w2twi?usp=drive_link</a></p>		

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	<p><b>Other details:</b></p> <ol style="list-style-type: none"> <li>1. Layout to be supplied by TPB-Marcom</li> <li>2. The bidder must be able to submit a sample of work done with the same material as mentioned in the Specifications given together with the quotation.</li> <li>3. Supplier may also present/submit good and high-quality materials for approval of MARCOM</li> <li>4. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> <li>5. TPB Philippines to approve the final sample of the giveaway and its packaging prior to production.</li> <li>6. The final sample should be submitted to TPB Philippines upon receipt of the Purchase (P.O.)</li> <li>7. Desk calendar individually wrap in a kraft printed paper.</li> <li>8. Damaged items upon delivery must be replaced by the supplier free of charge.</li> <li>9. The TPB Philippines have a limited storage space in its office. Therefore, bidder must agree to store the giveaways for TPB and deliver the giveaways as needed. Both parties may agree upon lead-time of delivery.</li> <li>10. The Bidder's storage space should be well ventilated to ensure that the quality of the giveaways and its packaging would be maintained. In the event that the giveaways or its packaging delivered have dents or damaged, the bidder/supplier agrees to replace it within the agreed specified time.</li> </ol>		
	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>Delivery timeline:</p> <ul style="list-style-type: none"> <li>• Full Delivery 40 calendar days upon approval of final sample</li> <li>• Delivery of Giveaways to TPB Philippines should be 10 pieces per packed, 50 packed per box, giveaways should be well fitted inside the box.</li> <li>• Giveaways should be packed in clean corrugated box lined with bubble wrap</li> </ul>		

	<p><b>PROJECT OFFICER CONTACT INFORMATION</b></p> <p><b>Primary</b>          Maria Nedalin L. Miranda          Tel: +63 2 8523 8960          Email: neng miranda@tpb.gov.ph</p> <p>Shirley C. Espadero          Tel: +63 2 8523 8960          Email: shirley espadero@tpb.gov.ph</p>		
	<p><b>LEGAL REQUIREMENT:</b></p> <ol style="list-style-type: none"> <li>PhilGEPS Certificate</li> <li>Mayor’s Business Permit</li> <li>SEC/DTI Registration Certificate</li> <li>BIR Registration /Income/Business Tax Return</li> <li>Company profile (New Supplier only)</li> <li>Statement of Compliance to the Technical Specification (<b>Annex “A”</b>)</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> </ol> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>Statement of Compliance to the Technical Specification (<b>Annex “A”</b>)</li> <li>Omnibus Sworn Statement (<b>Annex “B”</b>)</li> </ol>		
	<p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>Quotation - All entries must be typewritten on your company letterhead.</li> <li>Price Validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	<p><b>TERMS OF PAYMENT</b></p> <ul style="list-style-type: none"> <li>Payment will be processed upon completion of the delivery</li> <li>Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of the Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.</li> <li>TPB does fund transfers through the Land bank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.</li> </ul>		
Delivery	<p><b>CONTRACT DURATION</b></p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>		

ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php999,900.00
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Please submit your **quotation and Legal Documents** enumerated above, duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **29 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.

  
**ROSELLE D. ROMERO**  
Acting Head, Procurement and General Services Division  
Finance Department

Contact person: Jose T. Ducusin, Jr  
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

<b><u>TECHNICAL SPECIFICATION</u></b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance (comply /not comply)</b>
A.	<b>2025 TPB Desk Calendar</b> <b>Quantity : 3,300 pcs</b> <b>Unit Price: Php303.00</b> <b>ABC: Php999,900.00</b>		
	<b>Specifications:</b> <b>Size:</b> <b>Leaves : 7" (w) x 8" (h)</b> <b>Stand : 7" (w) x 8.375" (h) x 3.5" (base) – folded</b> <b>: 7" (w) x 20.25" (h) -spread with crease</b> <b>Paper Stock (leave) : life white (300gsm) or similar in texture and thickness</b> <b>Kraft paper : 70 - 80gsm</b>  <b>Stand : Paste board #30, wrapped of Starlin 110 gsm white</b>  <b>Number of leaves : 16 leaves (back-to-back printing)</b>  <b>Binding : Double wire O - white color (fit on the thickness of calendar)</b>  <b>Printing : Full color printing with die-cut on over</b> <b>: Offset, back-to-back printing</b>	1 lot	
	<b>Sample design</b>		

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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

## 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]*