


November 25, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024-11-330
PR No. 11.033 (11.262)

Requirements: Supply and Delivery of Data Folder

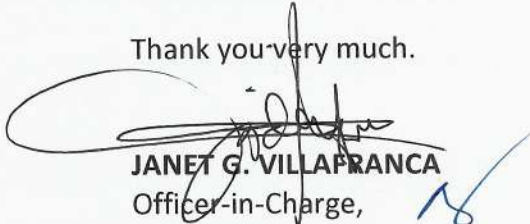
Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
300 pcs	<p>DATA FOLDER</p> <ul style="list-style-type: none"> • Dimension: With (min): 75mm Height (min): 230mm Length (min): 380 mm • Material: <ul style="list-style-type: none"> - Clipboard (min): 2.5 mm thick - Leatherette paper and /or Polypropylene Coated paper for inside cover including spine Portion • With all steel lever arch file Mechanism and Taglia Lock • Spine is provided with finger ring and Clear plastic pocket for the insert 	Php150.00	Php45,000.00

Terms	30 days from receipt of Invoice		
Delivery	30 Calendar days upon receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php45,000.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **29 November 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.



JANET G. VILLAPRANCA
 Officer-in-Charge,
 Procurement Management Division
 Finance Department

Contact person: Jose T. Ducusin, Jr

Note:

1. All entries must be typewritten in your company letterhead.
2. Price Validity shall be for a period of thirty (30) calendar days.
3. Suppliers must submit the following legal documents to be eligible to participate in the bidding:
 - a. PhilGEPS Certificate
 - b. Mayor's Business Permit (2023)
 - c. SEC/DTI Registration Certificate
 - d. BIR Registration /TIN
 - e. Company profile (for New Supplier)