

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 2024-11-331
PR No. 11.037 (11.260)


Requirements: **Supply and Delivery 4th Quarter office Supplies not available in the PS-DBM**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
5 cart	TONER, HP 975A Cyan	Php4,500.00	Php22,500.00
10 cart	TONER, HP 975A Black	3,800.00	38,000.00
5 cart	TONER, HP 975A Magenta	4,500.00	22,500.00
5 cart	TONER, HP 975A Yellow	4,500.00	22,500.00
25 cart	TONER, HP416A (W2040A) Black	4,800.00	120,000.00
20 cart	TONER, HP416A (W2041A) Cyan	6,000.00	120,000.00
20 cart	TONER, HP416A (W2042A) Yellow	6,000.00	120,000.00
20 cart	TONER, HP416A (W2043A) Magenta	6,000.00	120,000.00
25 cart	Kyocera Toner TK-5234 (Black)	3,600.00	90,000.00
20 cart	Kyocera Toner TK-5234 (Cyan)	5,150.00	103,000.00
20 cart	Kyocera Toner TK-5234 (Magenta)	5,150.00	103,000.00
20 cart	Kyocera Toner TK-5234 (Yellow)	5,150.00	103,000.00
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		Php984,500.00

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. VILLAFRANCA
 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)
 - f. Certificate of Authorized HP Reseller
 - g. Exclusive Distributor - Kyocera