

18 November 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB RFQ 2024-11-315  
**PR No.** 11.022  
**Requirements:** PRINTING, PRODUCTION, AND DELIVERY OF CSR SHIRTS

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/ SERVICES/ DELIVERABLES</b></p> <p>The TPB requires a supplier to print, produce, and deliver CSR shirts with the specifications below:</p> <p><b>CSR Shirts</b></p> <ul style="list-style-type: none"> <li>• <b>Sizes</b> <ul style="list-style-type: none"> <li>- 130 pieces</li> <li>- Assorted sizes</li> <li>- To be provided once the sample material has been approved</li> </ul> </li> <li>• <b>Color</b> <ul style="list-style-type: none"> <li>- White</li> <li>- Color Requirement: Full Color</li> </ul> </li> <li>• <b>Material</b> <ul style="list-style-type: none"> <li>- 100% Premium Cotton</li> </ul> </li> <li>• <b>Printing Process</b> <ul style="list-style-type: none"> <li>- Direct-to-Garment / Direct-to-Film</li> </ul> </li> </ul> <p><b><u>PLEASE SEE ATTACHED ANNEX FOR THE DESIGN LAYOUT OF SHIRT</u></b></p> <p><b>PROJECT IMPLEMENTATION/SCHEDULE</b>  <b>Date of Complete Delivery:</b>                      On or before 16 December 2024  <b>Place of Delivery:</b>                      Tourism Promotions Board                      6/F, Five E-com Building, Harbor Drive, MOA Complex</p> <p><b>ADDITIONAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Submit sample of the shirt upon submission of quotations and bid documents.</li> </ul>	PhP69,208.50	PhP69,208.50

	<ul style="list-style-type: none"> <li>• Within two working days after the issuance of the NTP, secure approval of the Project Officers on the material to be used.</li> <li>• Within two working days after material approval, submit the shirt with the approved print design on the approved material.</li> <li>• Submit the approved shirt material samples for sizes from XS-3XL</li> <li>• <b>Ensure a production lead time of 7 working days</b> after approval of the actual shirt proofing.</li> </ul> <p><b>LEGAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Mayor's/ Business Permit</li> <li>2. PhilGEPS Registration Number/ Certificate</li> <li>3. BIR Certificate of Registration</li> <li>4. Omnibus Sworn Statement</li> </ol> <p><b>ATTACHMENTS</b></p> <ol style="list-style-type: none"> <li>1. Technical Specifications/ Terms of Reference</li> <li>2. Statement of Compliance</li> <li>3. Shirt Design Layout</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 thirty (30) calendar days.</li> </ol>		
Terms	Thirty (30) working days from the receipt of invoice/ billing.		
ABC	PhP69,208.50 inclusive of service charge and all applicable taxes.		<b>PhP69,208.50</b>

Please submit your **quotation, and legal** documents duly signed by your authorized representative to email address [ada\\_cruz@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) not later than **22 November 2024, 12:00 NN**, 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.

 11/18/2024  
**ROSELLE D. ROMERO**  
 Acting Head  
 Procurement Management Division

**Contact person:** Ada Cruz



9.0213 inches

3.8103 inches



7.003 inches

6 inches

Direct to Garment / Direct to Film printing

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## PRINTING, PRODUCTION, AND DELIVERY OF CSR SHIRTS

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1.	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p>The TPB requires a supplier to print, produce, and deliver CSR shirts with the specifications below:</p> <p><b>CSR Shirts</b></p> <ul style="list-style-type: none"> <li>• Sizes                             <ul style="list-style-type: none"> <li>- 130 pieces</li> <li>- Assorted sizes</li> <li>- To be provided once the sample material has been approved</li> </ul> </li> <li>• Color                             <ul style="list-style-type: none"> <li>- White</li> <li>- Color Requirement: Full Color</li> </ul> </li> <li>• Material                             <ul style="list-style-type: none"> <li>- 100% Premium Cotton</li> </ul> </li> <li>• Printing Process                             <ul style="list-style-type: none"> <li>- Direct-to-Garment / Direct-to-Film</li> </ul> </li> </ul> <p><b><u>PLEASE SEE ATTACHED ANNEX FOR THE DESIGN LAYOUT OF SHIRT</u></b></p>	
2.	<p><b>ADDITIONAL TECHNICAL/ ELIGIBILITY REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• Submit sample of the shirt upon submission of quotations and bid documents.</li> <li>• Within two working days after the issuance of the NTP, secure approval of the Project Officers on the material to be used.</li> <li>• Within two working days after material approval, submit the shirt with the approved print design on the approved material.</li> <li>• Submit the approved shirt material samples for sizes from XS-3XL</li> <li>• Ensure a production lead time of 7 working days after approval of the actual shirt proofing.</li> </ul>	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

3.	<b>PROJECT IMPLEMENTATION SCHEDULE</b> Date of Complete Delivery: On or before 16 December 2024 Place of Delivery: Tourism Promotions Board 6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City,	
4.	<b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

## **TECHNICAL SPECIFICATIONS**

### ***PRINTING, PRODUCTION AND DELIVERY OF CORPORATE SOCIAL RESPONSIBILITY (CSR) SHIRTS***

#### **I. BACKGROUND**

Through TPB's CSR Program, TPB is partnering with the Society for the Conservation of Philippine Wetlands, Inc., (SCPW) for an activity that will involve a learning event and clean-up at the Las Piñas – Parañaque Wetland Park (LPPWP) on 17 December 2024.

Designated as a Critical Habitat in 2007 under Presidential Proclamation 1412, LPPWP faces threats associated with its proximity to densely populated areas, including water and solid waste pollution, soil erosion, and uncontrolled development of the adjoining areas, which may expand to the site and adversely affect the area's biological and environmental functions, and the ecosystem services it provides. Hence, the SCPW with its advocacy to raise awareness of wetlands conservation, has collaborated with TPB to help conserve LPPWP.

As part of TPB's commitment to fostering environmental awareness, promoting respect for nature, and enhancing appreciation for local culture and heritage among its stakeholders, TPB is inviting a maximum of 100 TPB volunteers to join this initiative and celebrate the spirit of volunteerism.

In view of the above, the Corporate Planning and Business Development Department (CPBDD) needs a supplier to print, produce, and deliver 130 CSR shirts for the TPB and SCPW volunteers.

#### **II. OBJECTIVES**

- Contribute to the conservation efforts for Las Piñas – Parañaque Wetland Park
- Increase TPB personnel and management's awareness of wetlands and wetland conservation.
- Educate participants on the importance of wetlands, issues and threats facing urban wetlands, and actions individuals can take to support wetland conservation.
- Comply with GCG Memorandum Circulars 2012-07 and 2015-07, which require GOCCs to engage in community interaction and corporate social responsibility activities per the Code of Corporate Governance.

### III. SCOPE OF WORK

The TPB requires a supplier to print, produce, and deliver CSR shirts with the specifications below:

ITEM	QTY	SPECIFICATIONS	DATE OF COMPLETE DELIVERY TO TPB 5-ECOM Office
CSR Shirts	130 pieces	<p><b>Sizes:</b></p> <ul style="list-style-type: none"> <li>- Assorted Sizes</li> <li>- To be provided once the sample material has been approved</li> </ul> <p><b>Colors:</b> White</p> <p><b>Sample Shirt:</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p style="font-size: small;">9.023 inches</p> </div> <div style="text-align: center;">  <p style="font-size: small;">7.003 inches</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;">  <p style="font-size: x-small;">3.8103 inches</p> </div> <div style="text-align: center;">  <p style="font-size: x-small;">6 inches</p> </div> </div> <p style="text-align: center; font-size: x-small;">Direct to Garment / Direct to Film printing</p> <p><b>Color Requirement:</b> Full Color</p> <p><b>Material:</b> 100% Premium Cotton</p> <p><b>Printing Process:</b> Direct-to-Garment / Direct-to-Film</p> <p><b>Other Requirements:</b> Design layout to be supplied by TPB.</p>	On or before 16 December 2024

ITEM	QTY	SPECIFICATIONS	DATE OF COMPLETE DELIVERY TO TPB 5-ECOM Office
		<p>Refer here:  <a href="https://drive.google.com/file/d/1CynzVuGn8-mA-7S9HhbzTvZJQdnc2LJg/view?usp=drive_link">https://drive.google.com/file/d/1CynzVuGn8-mA-7S9HhbzTvZJQdnc2LJg/view?usp=drive_link</a></p> <p><b>Supplier must:</b></p> <ol style="list-style-type: none"> <li>1. Submit sample of the shirt upon submission of quotations and bid documents.</li> <li>2. Within two working days after issuance of the NTP, secure approval of the Project Officers on the material to be used</li> <li>3. Within two working days after material approval, submit the shirt with the approved print design on the approved material</li> </ol> <p>-Submit the approved shirt material samples for sizes from XS-3XL</p> <ol style="list-style-type: none"> <li>4. <b>Ensure a production lead time of 7 working days</b> after approval of the actual shirt proofing.</li> </ol>	

#### IV. IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT

**DATE:** 17 December 2024

**LOCATION:** Las Piñas – Parañaque Wetland Park (LPPWP)

**NO. OF ESTIMATED PARTICIPANTS:**

- 16 Board of Directors
- 16 Board of Directors Companions
- 65 TPB Volunteers
- 3 COA Volunteers
- 30 SCPW volunteers

**V. APPROVED BUDGET FOR CONTRACT**

**SIXTY-NINE THOUSAND TWO HUNDRED EIGHT AND 50/100 (PHP69,208.50)**  
inclusive of all applicable fees and taxes.

**VI. TERMS OF PAYMENT:**

1. Preferably a Landbank account holder; payment will be made via LBP bank deposit. If the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.
2. Payment will be made within 30 working days upon submission of the Statement of Account after the full delivery of shirts, provided there are no additional documentary requirements or billing concerns.

*Please send the billing statement to:*

**MARIA MARGARITA MONTEMAYOR NOGRALES**

Chief Operating Officer

Tourism Promotions Board Philippines

6<sup>th</sup> Floor, Five E-com Building, Harbor Drive, MOA Complex, Pasay City, 1300

**VII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**VIII. PROJECT OFFICERS' CONTACT INFORMATION**

For particulars, please contact:

**THYRRISE DHENICE S. JUAN**

Project Officer  
Corporate Planning and Business Development Department  
Email address: [thyrrise\\_juan@tpb.gov.ph](mailto:thyrrise_juan@tpb.gov.ph)

**SHARMAINE JOY P. ABELON**

Project Officer  
Corporate Planning and Business Development Department  
Email address: [sharmaine\\_abelon@tpb.gov.ph](mailto:sharmaine_abelon@tpb.gov.ph)