

December 13, 2024

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2024.12.358

PR No. 11.032 (11.259)


Requirements: Supply and Delivery of Office Supplies not available at PS-DBM for 4th Quarter 2024

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
50 packs	BATTERY, dry cell AA, 2 pcs per pack – Energizer	Php21.84	Php1,092.00
40 packs	BATTERY, dry cell AAA, 2 pcs per pack – Energizer	19.76	790.40
30 cans	SPRAY, Disinfectant spray, aerosol type, 400g	150.80	4,524.00
50 bxs	FASTENER, Paper, metal, 50 sets/box (Apple)	94.64	4,732.00
100 sets	FILE TAB DIVIDER, A4 Size, five (5) color /set	22.88	2,288.00
20 set	FILE TAB DIVIDER, Legal size, five (5) color /set	26.00	520.00
5 bxs	FOLDER, Pressboard, size 240mm x 370mm (5mm), 100's/box (Green)	1,050.00	5,250.00
5 pcs	GLUE, all Purpose, 300 grams	70.72	353.60
10 pcs	MARKER, Permanent, Bullet type, Black -pilot	15.60	156.00
10 pcs	MARKER, Permanent, Bullet type, Blue -pilot	15.60	156.00
10 pcs	MARKER, Whiteboard, Bullet type, Black -pilot	10.40	104.00
10 pcs	MARKER, Whiteboard, Bullet type, Blue -pilot	10.40	104.00
50 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, black	44.72	2,236.00
25 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, blue	44.72	1,118.00
25 pcs	SIGN PEN, Hi-Techpoint V10 Grip, 1.0, red	44.76	1,144.00
200 rllls	TAPE, Packaging 48mm x 50m (2")	30.16	6,032.00
Terms	30 days from receipt of Invoice		
Delivery	30 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php30,600.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to the email address ***bhong_ducusin@tpb.gov.ph*** not later than **December 19, 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 *Management*
Acting Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr

Note: All entries must be typewritten on your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)