

18 December 2024

**REQUEST FOR QUOTATION**

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

**RFQ No.** TPB RFQ 2024-12-368  
**PR No.** 11.012  
**Requirements:** SUPPLY, PRODUCTION, AND DELIVERY OF TPB CALLING CARDS

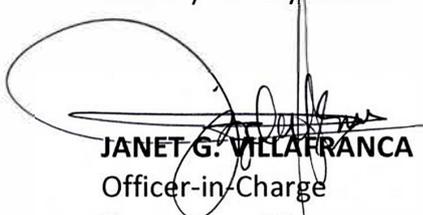
Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SCOPE OF WORK/SERVICES/DELIVERABLES</b></p> <p><b>TPB Calling Cards</b></p> <ul style="list-style-type: none"> <li><b>MARCOM</b> – 23 boxes at 720.00 per box</li> <li><b>MICE</b> – 39 boxes at 720.00 per box</li> <li><b>Legal</b> – 5 boxes at 720.00 per box</li> <li><b>IAO</b> – 2 boxes at 720.00 per box</li> </ul> <p><b>Specifications:</b>  Material: Astro Bianco, white  280gsm  Size: 8.90cm x 5.11cm</p> <p><b>Printing:</b> Offset/ digital printing; two side full color printing</p> <p><b>PLEASE SEE ATTACHED LAYOUT SUPPLIED BY TPB-MARCOM.</b></p> <p><b>ADDITIONAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>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>Supplier may also present/submit good and high-quality materials for approval of MARCOM.</li> <li>Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li> <li>TPB Philippines to approve the final sample of the calling card prior to production.</li> <li>The final sample should be submitted TPB Philippines upon receipt of the Purchase Order (PO)</li> <li>Damaged items upon delivery must be replaced by the supplier free of charge.</li> </ol>	<p>PhP720.00</p> <p>PhP720.00</p> <p>PhP720.00</p> <p>PhP720.00</p>	<p>PhP16,560.00</p> <p>PhP28,080.00</p> <p>PhP3,600.00</p> <p>PhP1,440.00</p>

	<p>7. Calling cards should be in a box per 100 pcs.</p> <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> </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> </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.		
Delivery	Full delivery 20 calendar days upon approval of final sample.		
ABC	PhP49,680.00 inclusive of service charge and all applicable taxes.		<b>PhP49,680.00</b>

Please submit your **quotation, technical, 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 **03 January 2025, 12:00 PM**, 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.



**JANET G. VILLAFRANCA**  
Officer-in-Charge  
Procurement Management Division

**Contact person:** Ada Cruz

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SUPPLY, PRODUCTION, AND DELIVERY OF TPB CALLING CARDS

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><b>TPB Calling Cards</b></p> <ul style="list-style-type: none"> <li>• <b>MARCOM</b> – 23 boxes</li> <li>• <b>MICE</b> – 39 boxes</li> <li>• <b>Legal</b> – 5 boxes</li> <li>• <b>IAO</b> – 2 boxes</li> </ul> <p><b>Specifications:</b>                      Material: Astro Bianco, white                      280gsm                      Size: 8.90cm x 5.11cm</p> <p><b>Printing:</b> Offset/ digital printing; two side full color printing</p> <p><b>PLEASE SEE ATTACHED LAYOUT SUPPLIED BY TPB-MARCOM.</b></p>	
2	<p><b>ADDITIONAL REQUIREMENTS:</b></p> <p>1. 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.</p>	
3	<p><b>ADDITIONAL REQUIREMENTS:</b></p> <p>2. Supplier may also present/submit good and high-quality materials for approval of MARCOM.</p>	
4	<p><b>ADDITIONAL REQUIREMENTS:</b></p> <p>3. Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</p>	
5	<p><b>ADDITIONAL REQUIREMENTS:</b></p> <p>4. TPB Philippines to approve the final sample of the calling card prior to production.</p>	
6	<p><b>ADDITIONAL REQUIREMENTS:</b></p> <p>5. The final sample should be submitted TPB Philippines upon receipt of the Purchase Order (PO)</p>	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

7	<b>ADDITIONAL REQUIREMENTS:</b> 6. Damaged items upon delivery must be replaced by the supplier free of charge.	
8	<b>ADDITIONAL REQUIREMENTS:</b> 7. Calling cards should be in a box per 100 pcs.	
9	<b>DELIVERY SCHEDULE</b> Full delivery twenty (20) calendar days upon approval of final sample.	
10	<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 the deliverables.	

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

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

\_\_\_\_\_  
Date

SEE ANNEX A

2024 MARCOM CALLING CARDS	
NAME	NUMBER OF QUANTITY
Charina I. Quiwa	3
Maria Nedalin L. Miranda	2
Edith P. Colon	1
Krisandra A. Cheung	1
Ma. Patricia M. Yulo	1
Czeskah Muñoz	2
Reyanne Ampong	2
Trisha Servando	2
Jameson Caranza	1
Pauline M. Abaya	1
Fe Emelle F. Padillo	1
Lorenz Eugene D. Cabanos	1
Sheng C. Espadero	1
Jen Bawar	1
Narjay R. Calinao	1
Ma. Cristina Y. Abelita	1
Janelle Crisha S. Cu	1
<b>TOTAL BOXES</b>	<b>23</b>

**2024 MICE CALLING CARDS**

<b>NAME</b>	<b>NUMBER OF QUANTITY</b>
Arnold T. Gonzales	3
Grace C. La Rosa	3
Raquel Ruth A. Tria-Joya	3
Jasmin B. Parra	3
Dan Joseph B. Ferrolino	3
Sherdoll Anne D. Bayona	3
Maria Mikaela N. Fuentes	3
Eunice Marie B. Monton	3
Milo S. Oropeza	3
Marietta S. Santillan	3
Jocelyn C. Casiano	3
Jelline Jazel C. Santos	3
Kyle Randy B. Robles	3

See Annex A

<b>2024 CALLING CARDS OF LEGAL DEPARTMENT</b>	
<b>NAME</b>	<b>QUANTITY</b>
Atty. Gregory A. Nuega, LL.M.	1
Atty. Cheska Q. Wee	1
Marvin David M. Velayo	1
Julio Alfonso L. Jurado	1
Noelle Mica J. Tagle	1
<b>TOTAL:</b>	<b>5</b>

<b>2024 INTERNAL AUDIT OFFICE CALLING CARDS</b>	
<b>NAME</b>	<b>NUMBER OF QUANTITY</b>
Jerson C. Tomoling	1
Roselle S. Martinez	1
<b>TOTAL</b>	<b>2</b>



## MARIA NEDALIN L. MIRANDA

Information Officer IV  
Brand Management & Advertising Division  
Marketing Communications Department  
Tourism Promotions Board Philippines



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