

January 9, 2025

### REQUEST FOR QUOTATION

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

**RFQ No.** TPB-RFQ 2025-01-004  
**PR No.** 11.018 (11.244)

**Requirements:** 3<sup>rd</sup> posting Supply and Delivery of Junior Executive Table

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 pc	<p><b>Junior Executive Table</b> Custom Executive Table with 3-drawers <b>Size :</b> 700mm(D) x 1600mm(L) x 750mm(H) <b>Material:</b> mahogany and premium ply Duco finished design with Solihiya design in front</p>	Php45,000.00	Php45,000.00
	<p><b>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>a. Company profile (New Supplier only)</li> <li>b. SEC/DTI Registration Certificate</li> </ul> <p><b>LEGAL REQUIREMENT:</b></p> <ul style="list-style-type: none"> <li>a. PhilGEPS Certificate</li> <li>b. Mayor's Business Permit</li> <li>c. BIR Registration</li> <li>d. Statement of Compliance to the Technical Specification (<b>Annex "A"</b>)</li> </ul> <p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>a. Statement of Compliance to the Technical Specification (Annex "A")</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>1. All entries must be typewritten on your company letterhead.</li> <li>2. Price Validity shall be for a period of thirty (30) calendar days.</li> </ul>		
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		<b>Php45,000.00</b>
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Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **14 January 2025 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**  
Acting Head,  
Procurement Management Division  
Finance Department 

Contact person: Jose T. Ducusin, Jr

<b>TECHNICAL SPECIFICATION</b>			
Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement against each of the Individual parameters of each Specification			
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Bidder's Statement of Compliance</b>
A.	<b>Supply and Delivery of Junior Executive Table</b>		1 pc
	<b>Junior Executive Table</b> Custom Executive Table with 3-drawers <b>Size :</b> 700mm(D) x 1600mm(L) x 750mm(H) <b>Material:</b> mahogany and premium ply - Duco finished design with Solihiya design in front		
	<b>DELIVERY DATE:</b> Must be delivered within Thirty (30) calendar days upon receipt of Notice to Proceed (NTP) after which liquidated damages shall be imposed		

**I hereby certify to Comply with all the above Technical Specifications.**

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

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

\_\_\_\_\_  
Date