

### REQUEST FOR QUOTATION

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

RFQ No. TPB RFQ 2025.04.102  
 PR No. 03.034  
 Requirements: Printing, Supply, and Delivery of COO Blank Card with Envelope

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
1 Lot	<p><b>SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES</b></p> <p><b>COO Blank Card with Envelope</b></p> <ul style="list-style-type: none"> <li>• <b>Quantity:</b> 100 pcs</li> <li>• <b>Size</b> <ul style="list-style-type: none"> <li>- <b>Card:</b> 12.4cm x 8.6cm (folded) 12.4cm x 17.2cm (spread)</li> <li>- <b>Envelope:</b> 13.4cm x 9.5cm (folded) 23.2cm x 21.2cm (spread)</li> <li>- <b>Envelope lining:</b> 13.2cm x 15.5cm (spread)</li> </ul> </li> <li>• <b>Material Preference</b> <ul style="list-style-type: none"> <li>- <b>Card:</b> Neenah Classic Crest, 297gsm. (classic cream)</li> <li>- <b>Envelope:</b> Neenah Classic Crest, 104 gsm. (classic cream)</li> <li>- <b>Envelope lining:</b> Sirio Pearl Merida KRAFT, 110 gsm.</li> </ul> </li> <li>• <b>Color Requirement</b> <ul style="list-style-type: none"> <li>- <b>Card:</b> 1-color offset print</li> <li>- <b>Envelope:</b> 1-color offset print</li> </ul> </li> <li>• <b>Printing Process</b> <ul style="list-style-type: none"> <li>- <b>Card:</b> 1-color offset printing with embossing/ scoring</li> <li>- <b>Envelope:</b> 1-color offset printing, diecut, gluing, and assembly</li> </ul> </li> <li>• <b>Print Turnaround (Production lead time):</b> Allowed 10 calendar days production upon approval of final proof and samples.</li> <li>• <b>Unit cost:</b> PhP150.00/set                             <ul style="list-style-type: none"> <li>- <b>Card:</b> PhP75.00 each</li> <li>- <b>Envelope:</b> PhP75.00 each</li> </ul> </li> <li>• <b>Other Details</b> <ul style="list-style-type: none"> <li>- Sample Card with Envelope available, if needed.</li> <li>- Layout to be supplied by TPBPHL.</li> <li>- The bidder must be able to submit a sample of similar material and style as mentioned in the Specifications given, together with the quotation.</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 prior to production. The actual sample shall be submitted to</li> </ul> </li> </ul>	PhP15,000.00	PhP15,000.00

	TPB Philippines within five (5) working days from the receipt of the Notice to Proceed (NTP).		
	<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</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	<ul style="list-style-type: none"> <li>• Payment will be processed upon completion of the delivery.</li> <li>• Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB).</li> <li>• Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.</li> <li>• TPB does fund transfers through Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.</li> </ul>		
Delivery	Five (5) working days from approval of the final sample.		
ABC	PhP15,000.00 inclusive all applicable fees and taxes.		<b>PhP15,000.00</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 **16 April 2025, 05:00PM**, subject to the Terms and Conditions stated herein.

For easy identification of email and submission of quotation with other documents, the subject shall be in this format: **COO Blank Card\_<Company Name>**.

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

**Contact person:** Ada Cruz

## COST ESTIMATE / SPECIFICATIONS

**PROJECT TITLE**

<b>COO Blank Card with Envelope</b>
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**Specifications:**

<b>Quantity</b>	100 pcs.
<b>Size</b>	<ul style="list-style-type: none"> <li>• <b>Card:</b> 12.4cm x 8.6cm (folded) 12.4cm x 17.2cm (spread)</li> <li>• <b>Envelope:</b> 13.4cm x 9.5cm (folded) 23.2cm x 21.2cm (spread)</li> <li>• <b>Envelope lining:</b> 13.2cm x 15.5cm (spread)</li> </ul>
<b>Material Preference</b>	<ul style="list-style-type: none"> <li>• <b>Card:</b> Neenah Classic Crest, 297 gsm. (classic cream)</li> <li>• <b>Envelope:</b> Neenah Classic Crest, 104 gsm. (classic cream)</li> <li>• <b>Envelope lining:</b> Sirio Pearl Merida KRAFT, 110 gsm.</li> </ul>
<b>Color Requirement</b>	<ul style="list-style-type: none"> <li>• <b>Card:</b> 1-color offset print</li> <li>• <b>Envelope:</b> 1-color offset print</li> </ul>
<b>Printing Process</b>	<ul style="list-style-type: none"> <li>• <b>Card:</b> 1-color offset printing with embossing/scoring</li> <li>• <b>Envelope:</b> 1-color offset printing, diecut, gluing, and assembly</li> </ul>
<b>Print Turnaround (Production lead time)</b>	Allowed 10 calendar days production upon approval of final proof and samples.
<b>Unit Cost</b>	Card – PHP 75.00 Envelope – PHP 75.00  PHP 150.00/set
<b>Approved Budget:</b>	P15,000.00
<b>Terms of Payment:</b>	<ul style="list-style-type: none"> <li>• Payment will be processed upon completion of the delivery</li> <li>• Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB).</li> <li>• Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.</li> <li>• TPB does fund transfers through the Landbank of the Philippines. If the supplier does not have a Landbank account, fund transfers may still be done but bank charge must be borne by the supplier.</li> </ul>
<b>Other Details:</b>	<ul style="list-style-type: none"> <li>• Sample Card with Envelope available, if needed</li> <li>• Layout to be supplied by TPBPHL</li> </ul>

	<ul style="list-style-type: none"><li>• The bidder must be able to submit a sample of similar material and style as mentioned in the Specifications given, together with the quotation</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 prior to production. The actual sample shall be submitted to TPB Philippines within 5 working days from the receipt of the Notice to Proceed (NTP).</li></ul>
<b>Delivery Period:</b>	5 working days from approval of the final sample
<b>Project Officers:</b>	Marianne E. Anquilo +63 2 8523 8960 <a href="mailto:Marianne_anquilo@tpb.gpv.ph">Marianne_anquilo@tpb.gpv.ph</a>