

28 July 2014

Reference : TPB-PR-347/2014

## REQUEST FOR QUOTATION

The **Tourism Promotions Board** invites all interested duly registered suppliers from Phil-GEPS to submit quotations for the item/s listed below;

Reference	:	PR No.7.024
Item	:	<b>Printing of PHITEX 2014 Events Planner</b>
Specifications	:	Size: cover: folded :14.70cm (w) x 20.10cm (h) x 2.00cm (thick-approx) Inside : 13.50cm (w) x 19.50cm (h) Stock cover:Hardbound- Pasteboard #30, with Matt 100 lbs : Planner back cover- Foldcote Cal.12 to be pasted in Hardbound IBC Inside : Village white 100 qsm Postcard/breaker : Kromekote 189 lbs. Color Cover : Hardbound – Full Color + spot UV lam x FC with Matt Lam. Planner IBC- Full Color + Matt Lam. Inside : 1 color both sides Breaker : Full color x Full Color No of leaves : 45 leaves – inside : 9 leaves – breaker Process : Offset Printing Inside Binding : Double Wire O Others : CD layout to be supplied by TPB - Submit final proof to MarCom prior to printing - With double adhesive per leaves for business card holder - Only 8 breakers with perforation - Planner OBC to be pasted on hardbound IBC - With scoring, folding & pasting
Quantity	:	500 cps
Delivery date	:	10 working days upon approval of proof
Total ABC	:	<b>Php400.00/copy or PhP 200,000.00</b>

The last day of submission of **quotation** is not later than 5:00 p.m. on **August 07, 2014** personally., subject to the Terms and Condition attached herewith, stating the shortest time of delivery, duly signed by your representative to the General Services Division, Administrative Department, 4<sup>th</sup> Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

  
**MA. EDITHA A. PAGDANGANAN**  
Chief, General Services Division 

Contact Person : WILMA PANAY  
Contact No : 525-93-18 loc 208

New Suppliers must submit the following documents to be eligible to participate in the bidding.

**A. Legal Documents**

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License (updated)
3. BIR Registration / TIN
4. Company Profile/references
5. PhilGEPs Certificate (updated)
6. List of Equipment
7. Sample printed materials

Note: **All entries must be typewritten in your company letterhead.**

1. Price Validity shall be for a period of thirty (30) calendar days.
2. Bids exceeding the budget shall be disqualified.