

28 October 2014

Reference : TPB-PR-530/2014

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. 10.074
Item (1)	:	Printing of 2015 TPB Desk Calendar
Specifications	:	Size- Leaves : 7" (w) x 7.5" (h) Stand : 7" x 8.75" x 3.5" (base) – folded Envelope : 7" x 21" - spread Stock- Leaves : 8" x 9.75" pasted Stand : Matte 140 lbs (solid white) Envelopes : Paste Board #30 with Starlin 110 gsm white for endcover Number of leaves : Matte 140 lbs. (solid white) Print color- leaves : 16 leaves (back to back printing) Envelope : Full Color Wire O calendar) : Full Color Process : White Color (must be fit on the thickness of Others : Offset Printing : CD layout to be supplied by TPB : Stand with assembly and Hardbound : Envelop with die-cut, scoring, folding & gluing : Please submit existing sample of printed desk calendar : Proof for Marcom approval prior to final printing : Deliveries must be inserted at the envelope individually
Quantity	:	5,000 pcs
Turn-over of lay-out	:	November 15, 2014
Delivery date	:	December 5, 2014
Total ABC	:	Php315,000.00 (VAT inclusive)

The last day of submission of **quotation** is not later than 4:30 p.m. on **November 6, 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, 4th 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. Existing sample of printed desk calendar

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.