

**Request for Quotation  
(2<sup>nd</sup> Posting)**

21 October 2015

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

**Quotation No. TPB-PR.2015.09.543**

**Requirements :**            **Printing of 2016 TPB Desk Calendar**  
**Project Title :**            **TPB/VPA 2016 Promotional Giveaways**  
**International / Local Markets / Events**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
5,000pcs.	<p><b>Printing of 2016 TPB Desk Calendar</b>  Specification:  Size – Leaves : 7" (w) x 7.5" (h)  Stand : 7"(w) x 8"(h) x 3.75"(base) - folded  : 7"(w) x 19.75" (h &amp; base) - spread  Envelope : 8" x 9.75" pasted size  Stock – Leaves : Matte 160lbs (solid white)  Stand : Paste board #20 with Starlin 110gsm white for endcover  Envelope : Special colored textured paper 200gsm  Number of leaves : 16 leaves (back to back printing)  Print Color – leaves : Full color both sides  Double Wire O – White color (must be fit on the thickness of calendar)  Process : Offset printing  Others : Layout to be supplied by TPB  a. Stand wrapped by Starlin 110gsm (white) and with assembly  b. Packaging – inserted at the envelope and individually wrapped with resealable plastic  Please submit existing sample of printed desk calendar  Proof for MarCom approval prior to final printing</p>	Php 79.60	Php 398,000.00
Terms	30 days upon receipt of invoice		
Delivery	20days upon approval of final proof		
ABC	Php 398,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents in a sealed envelope not later than 29 October 2015, 10:00 a.m. personally or thru mail, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**NILO C. ABON**

Officer – In – Charge

Procurement and General Services Division

Contact Person	ROSELLE D. ROMERO
Contact No	525-93-18 loc 214 / 207 / 525-64-43

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

Price Validity shall be for a period of thirty (30) calendar days.

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

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate