

12 October 2015

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2015.10.584

Requirements : Purchase of VPA Souvenir Stylus Ballpen
Project Title : For WTM on Nov. 02-05, 2015 and VPA 2016 Promotional Giveaways for Domestic and International

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
10,000.00	Purchase of VPA Souvenir Stylus Ballpen Specification : Size : 14.00 cm long Material : Stylus assorted colors ballpen (minimum of 5 colors) with print of VPA / IMFITP slogan Others : Layout to be supplied by TPB Please submit complete set of sample Actual sample for MARCOM approval prior of final printing	Php 20.00	Php 200,000.00
Terms	30 days upon receipt of invoice		
Delivery	1,000 pcs – October 26, 2015 Balance – November 20, 2015		
ABC	Php 200,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents in a sealed envelope not later than 20 October 2015, 10:00 a.m., 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 246 / 214

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