

10 November 2015

**REQUEST FOR QUOTATION**

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

Quotation No. **TPB-PR 2015.10.631**

Requirements : **Production/Printing of USB Flash Drive**  
Project Title : **GAD Training Giveaways**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
500 pcs	<b>16GB Rubik's Cube Shape USB with GAD and TPB logo imprints</b> Printing: full Color/paper with plastic lamination  <i>Please see attached drawing for illustration</i>  <i>Note to bidders:</i> <ul style="list-style-type: none"><li>▪ <i>submit sample material for reference</i></li><li>▪ <i>material/execution is subject for approval before mass production</i></li></ul>	400.00	PhP200,00.00
Payment Terms	30 days upon receipt of billing statement		
Delivery	Full delivery on 10 December 2015		
TOTAL ABC	PhP200,000.00 inclusive of all applicable taxes		

Please submit your **quotation and legal documents** in a **sealed envelope** not later than **20 November 2015, 12:00 PM**, subject to the Terms and Conditions stated herewith and 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, addressed to the undersigned.

Thank you very much.

(Sgd.)

**NILO C. ABON**

Officer- In- Charge

Procurement and General Services Division

Contact Person

JANET G. VILLAFRANCA

Contact No

5259318 loc. 246 / 5257312

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