

## Request for Quotation

26 November 2015

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

Quotation No. TPB-PR.2015.11.678

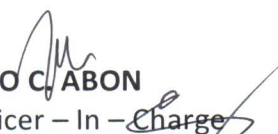
Requirements : **LAPTOP RENTAL (FOR 2 MONTHS)**  
 Project Title : **For ASEAN Tourism Forum 2016 (18-25 January 2016, Manila)**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
6 units	Central Coordination Committee	Php9,900.00	Php59,400.00
2 units	Hotel Accommodation Committee	9,900.00	19,800.00
1 unit	Tours and Buyers – Media Program (Post Tours)	9,900.00	9,900.00
3 units	PR, Publicity & Media Program Committee	9,900.00	29,700.00
2 units	Security and Traffic Management Committee	9,900.00	19,800.00
2 units	Administrative, Legal & Procurement Committee	9,900.00	19,800.00
2 units	Research, Data Collection and Analysis Committee	9,900.00	19,800.00
2 units	Philippine Participation / Pavilion Committee	9,900.00	19,800.00
2 units	Hosted Buyers – Media Selection / Screening and Buyers Program	9,900.00	19,800.00
3 units	Physical and Technical Committee	9,900.00	29,700.00
Terms	30 days upon receipt of invoice		
Delivery	15 days after received P.O.		
ABC	Php495,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents in a sealed envelope not later than **4 December 2015, 05:00 p.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

**JOSE T. DUCUSIN, JR**

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

#### **I. TECHNICAL REQUIREMENTS**

##### **A. Technical Specifications of Laptop to be Rented:**

***\*\*\*See attached Technical Specifications***

##### **B. Rental Duration ( 2 Months )**

December 2015 – January 2016

##### **C. ELIGIBILITY REQUIREMENTS**

- Must be Filipino owned, operated and legally registered company under Philippine laws;
- Must have provided similar technical services to public and private offices within the last five (5) years
- Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPs)

Approved Budget for the Contract (ABC) inclusive of all applicable taxes is PhP 495,000.00.

For particulars, please contact Ms. Jas Parra / Ms. Natasha Blanquisco at telephone numbers (02) 525 9318 loc 228 / 229 or email at [jas\\_parra@tpb.gov.ph](mailto:jas_parra@tpb.gov.ph) / [natasha\\_blanquisco@tpb.gov.ph](mailto:natasha_blanquisco@tpb.gov.ph).

