

22 December 2015

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR.2015.12.730

Requirements : **Production of Conference Kit**
Project Title : **For the Delegates of Government Meetings**
 ASEAN Tourism Forum
 18 – 22, January 2016

Quantity	Particulars	Estimated Unit Price	Total Amount
Lot 1 60pcs. (2 different colors, 30pcs. gray and 30pcs. black)	Production of Conference Kit (Trolley Bag) Specification: Size : 18”(w) x 17”(h) x 9” (thickness) Color Requirement – 1 color print Material : 1680 D / PVC (supplier may suggest other materials) Printing Process : Sublimation or silkscreen printing Others : Layout to be supplied by MARCOM Please submit sample of bag similar to the picture Final sample for MARCOM and end-user approval prior to final production Picture of trolley pilot bag sample attached for reference	Php 1,300.00	Php 78,000.00
Terms	30 days		
Delivery	January 10, 2016		
ABC	Php 78,000.00 inclusive of all taxes		

Please submit your quotations and legal documents not later than 10:00 a.m., 04 January 2016 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.**

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

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
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate