

27 April 2015

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

**Quotation No. TPB-PR 2015-214**

**Request for Price Quotation**

**Item (s): Printing of TPB Employees Business Card with Images Printed at the Back**

Quantity	Particulars	Estimated Unit Price (PHP)	Total Amount (PHP)
1 lot	<p><b>Printing of TPB Employees and Board of Director's Business Card</b></p> <p><u>Specification</u>            Size : 3.5" X 2"            Paper Stock : C2S 220lbs (solid white)            Print:                A. Front – Full color with Matt Lamination + Spot UV on logo                B. Back – Full color with Matt Lamination (5 different images per name)</p> <p>Breakdown of Quantity:            1,200pcs. – 1 name            300pcs. - 15 diff. names            200pcs. – 30 diff. names            100pcs. – 38 diff. names</p> <p>Others :            - CD layout to be provided by TPB-MARCOM            - Submit sample of paper to be used            - Proof for MARCOM approval prior to Production</p>		128,400.00
Terms	30 days		
Delivery	15 days upon approval of sample proof		
ABC	PHP128,400.00 inclusive of all taxes		

The last day of submission of **quotation and legal documents** is not later than **5:00 P.M. on 7 May 2015** thru a sealed envelope, 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 addressed to the undersigned.

Thank you very much.

**(Original Signed)**

**NILO C. ABON**

Officer-In-Charge

Procurement and General Services Division

Contact Person  
Contact No

JANET G. VILLAFRANCA  
525-93-18 loc 265 / 525-73-12

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

1. Price Validity shall be for a period of thirty (30) calendar days.
2. 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

