

11 May 2016

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR.2016.05.243

Requirements : Purchase and Production of Garterized Pen Holder
Project Title : IMFITP/VPA 2016 Promotional Giveaways for International and Local Tourism Events

Quantity	Particulars	Estimated Unit Price	Total Amount
5,000pcs.	<p>Purchase and Production of Garterized Pen Holder</p> <p>Specification:</p> <p>Size : 6.00cm x 2.60cm – Main Holder (with round corner)</p> <p>: 1.70 cm diameter x 6 cm length – (pen hole)</p> <p>: 1.50 cm width x 22.40 cm length – (garter)</p> <p>Material : Pen holder – leatherette wrapped of yakan weave cloth/tribal (3 to 5 different designs)</p> <p>: Main holder – leather with debossed or embossed text</p> <p>: Garter – as per TPB sample (assorted colors)</p> <p>Others : Layout text to be supplied by MARCOM</p> <p>Please submit sample for approval</p> <p>Final sample for MARCOM approval prior to mass production</p>	Php 70.00	Php 350,000.00
Terms	30 days		
Delivery	25 working days upon approval of final sample and receipt of Purchase Order		
ABC	Php 350,000.00 inclusive of all taxes		

Please submit your sealed quotations and legal documents not later than 10:00 a.m., 20 May 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