



TOURISM PROMOTIONS BOARD

Fourth Floor, Suites 7, 10-17 Legaspi Towers 300, Roxas Boulevard, Manila, Philippines 1004 • Tel.: (632) 525-9318 to 27
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30 October 2013

REQUEST FOR QUOTATION

The **Tourism Promotions Board** invites all interested duly registered suppliers from Phil-GEPS to submit quotations for the item/s listed below;

Reference	:	TPB-PR-363/2013;	PR No. 10.089
Item(s)	:	Printing of MICE BROCHURE	
Size	:	Folded – 8.25" (w) x 9" (h); Spread – 16.5" (w) x 9" (h)	
Stock	:	Cover – Matt coated 180 lbs.; Inside – Matt coated 120 lbs.	
Color	:	Cover – Front: FC w/ matt lamination + Spot UV lamination; Back : FC + Matt lamination; Pages – FC + Matt varnish both sides	
No. of pages	:	32 pages inclusive of cover	
Process	:	Offset, 2 sides printing	
Binding	:	Saddle stitch	
Others	:	CD layout to be supplied by TPB; Pls. submit final proof to MARCOM prior to printing	
Delivery date	:	November 16, 2013	
Quantity	:	500 copies	
ABC	:	Php135,000.00 (VAT included)	

The last day of submission of **quotation** is not later than 10:00 a.m. on **November 11, 2013** personally., subject to the Terms and Condition attached herewith, stating the shortest time of delivery, duly signed by your representative to the General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

MA. EDITHA A. PAGDANGANAN

Chief, General Services Division

Contact Person : WILMA PANAY
Contact No : 525-93-18 loc 208

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/references
5. PhilGEPs Certificate

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

1. Price Validity shall be for a period of thirty (30) calendar days.
2. Bids exceeding the budget shall be disqualified.