

Request for Quotation

16 August 2016

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

Quotation No. TPB-PR.2016.08.456

Requirements : Business Cards
Project Title : For Official Business – MICE Department

Quantity	Particulars	Estimated Unit Price	Total Amount
24 boxes	<p>Business Cards 24 boxes, 100pcs per box, 12 names 1. Ma. Carla Remedios E. Miranda 2. Raquel A. Tria 3. Ryvet P. Cruz 4. Edmon Gerald A. Loza 5. Joanne Cuento 6. Jelline Jazel Cruz 7. Natasha Blanquisco 8. Jocelyn Casiano 9. Janelle Borrromeo 10. Teresita D. Landan 11. Jasmin Parra 12. Marian Sarah Garate Specifications: Size : 3.5 inches x 2 inches Color : Front - Full color with matt lamination + spot UV on logo Back – Full color with matt lamination (with 5 different images per box) Material Preference : C2S 220lbs. Printing Process : Offset, 2 side printing Other Requirements : Layout to be supplied by MARCOM Proof for MARCOM approval prior to final printing</p>	Php 800.00	Php 19,200.00
Terms	30 days		
Delivery	ASAP		
ABC	Php 19,200.00 inclusive of all taxes		

The last day of submission of **quotation and legal documents** is not later than 10:00 a.m. on 24 August 2016, subject to the Terms and Conditions 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.

Thank you very much.

REMIGIO PAGADUAN, JR.

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