



TOURISM PROMOTIONS BOARD

Suites 7, 10-17, Fourth Floor, Legaspi Towers 300, Roxas Boulevard, Manila, Philippines 1004
Tel: (632) 525-9318 to 27-Fax: (632) 521-6165 / 525-3314 · E-mail: info@tpb.gov.ph · Website: http://www.tpb.gov.ph

26 May 2014

Reference : TPB-PR-254/2014

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	:	PR No.5.103																					
Item	:	Printing of TPB LETTERHEAD and ENVELOPE																					
Specifications		<table><thead><tr><th></th><th>Letterhead</th><th>Envelope</th></tr></thead><tbody><tr><td>Size</td><td>: 8.25" x 11.75"</td><td>8.75" x 4.25" (folded) 10.5" x 9.5" (spread)</td></tr><tr><td>Paper</td><td colspan="2">: Rives Tradition Ultra White gsm (letterhead & envelope)</td></tr><tr><td>Color</td><td>: Full Color</td><td>Full Color</td></tr><tr><td>No of Pages</td><td colspan="2">: 1 side printing</td></tr><tr><td>Process</td><td colspan="2">: Offset Printing</td></tr><tr><td>Others</td><td colspan="2">: Cd layout to be supplied by TPB Envelope- w/ scoring, die-cutting, folding, gluing & gumming</td></tr></tbody></table>		Letterhead	Envelope	Size	: 8.25" x 11.75"	8.75" x 4.25" (folded) 10.5" x 9.5" (spread)	Paper	: Rives Tradition Ultra White gsm (letterhead & envelope)		Color	: Full Color	Full Color	No of Pages	: 1 side printing		Process	: Offset Printing		Others	: Cd layout to be supplied by TPB Envelope- w/ scoring, die-cutting, folding, gluing & gumming	
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Quantity	:	150 reams (letterhead) and 5,000 pcs (10 bxs. - envelope)																					
Total ABC	:	Php 387,000.00 (Letterhead – P2,200/rm / Envelope – P5,700.00/box)																					
Delivery date	:	Seven (7) working days upon receipt of approved P.O.																					

The last day of submission of **quotation** is not later than 5:00 p.m. on **June 04, 2014** 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 (updated)
3. BIR Registration / TIN
4. Company Profile/references
5. PhilGEPs Certificate (updated)
6. List of Equipment
7. Sample printed materials