

14 December 2015

REQUEST FOR QUOTATION

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

Quotation No. **TPB-PR 2015.12.716**

Requirements : **Production of Laptop Bag, Giveaways for Buyers and Media**

Project Title : **ATF2016**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount(PhP)
880pcs	Production of Laptop Bag <i>Please see attached Cost Estimate Form for detailed specifications</i>	565.00	497,200.00
Terms	30 days upon receipt of invoice		
Delivery	10 January 2016		
ABC	PhP497,200.00 inclusive of service charge and all applicable taxes		

Please submit your quotation and legal documents in a sealed envelope not later than **18 December 2015, 5:00PM**, subject to the Terms and Conditions stated herewith and 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.

(Sgd.)

NILO C. ABON

Officer- In- Charge

Procurement and General Services Division

Contact Person
Contact No

JANET G. VILLAFRANCA
5259318 loc. 246 / 5257312

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

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

New Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPS Certificate