

Request for Quotation

06 October 2016

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

Quotation No. TPB-PR.2016.10.563

Requirements : OFFICE SUPPLIES

Project Title : Replenishment of Supplies, 4th Quarter Supplies, Finance Use.

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
200 rms	Copy Paper A4 80 gsm	Php150.00	Php30,000.00
30 rms	Copy Paper Legal 80 gsm	Php150.00	Php4,500.00
50 bxs	Pull Back Clip 1"	Php30.00	Php1,500.00
50 bxs	Pull Back Clip ¾	Php30.00	Php1,500.00
50 bxs	Paper Clip Small	Php15.00	Php750.00
10 bxs	Paper Fastener (Plastic)	Php30.00	Php300.00
50 pcs	Scotch Tape 1"	Php30.00	Php1,500.00
50 pcs	Correction Tape	Php60.00	Php3,000.00
30 pcs	Glue Stick	Php30.00	Php900.00
5 pcs	Lysol 340g	Php340.00	Php1,700.00
20 pcs	Alcohol (70% Isopropyl)	Php65.00	Php1,300
20 pcs	Fluorescent Marker (Highlighter)	Php30.00	Php600.00
30 pcs	Permanent Marker Black	Php30.00	Php900.00
50 pcs	Packaging Tape 2" Brown	Php50.00	Php2,500.00
30 pcs	Scotch Tape 2"	Php60.00	Php1,800.00
100 pcs	Balikbayan Box	Php90.00	Php9,000.00
20 pcs	Double Adhesive Tape 1" (Non-Foam)	Php50.00	Php1,000.00
20 pcs	Double Adhesive Tape ½" (Non-Foam)	Php50.00	Php1,000.00
20 pcks	Garbage Bag XL Black	Php150.00	Php3,000.00
50 pcs	Sticky Notes 3x3 Assorted Colors	Php50.00	Php2,500.00
30 pcks	Sticky Notes Page Markers	Php180.00	Php5,400.00
1 pc	Cutting Mat A3	Php500.00	Php500.00
1 pc	Metal Ruler 24"	Php250.00	Php250.00
3 bxs	Rubber Bands (Big)	Php120.00	Php360.00
100 pcs	Gel Pen (Black)	Php30.00	Php3,000.00
100 pcs	Sliding Folder	Php10.00	Php1,000.00
30 pcs	Correction Tape Refill (Whiper MR5)	Php60.00	Php1,800.00
10 bxs	Handy Box (Hard Plastic, Black)	Php400.00	Php4,000.00
50 pcs	Ballpen (Black)	Php10.00	Php500.00

10 pcs	Olympia Typewriter Ribbon	Php150.00	Php1,500.00
10 pcs	Olympia Typewriter Corrector	Php150.00	Php1,500.00
5 pcs	Feather Duster	Php150.00	Php750.00
10 sets	Franela Cloth	Php100.00	Php1,000.00
1 pcs	Small Bucket (appx 5 ltrs cap)	Php200.00	Php200.00
10 pcs	2-hole Binder Seagull A4	Php160.00	Php1,600.00
1 pc	14 Digits Printing Calculator	Php5,000.00	Php5,000.00
Terms	30 days upon receipt of invoice		
ABC	Php97,610.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **11 October 2016, 1:00 p.m.** thru email at marianne_espera@tpb.gov.ph or thru fax no. 02 526-5971, 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.

REMIGIO U. PAGADUAN JR.

Officer – In – Charge

Procurement and General Services Division

Contact Person

MARIANNE A. ESPERA

Contact No

525-93-18 loc. 246

marianne_espera@tpb.gov.ph

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

TOURISM PROMOTIONS BOARD PHILIPPINES

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