

01 December 2016

REQUEST FOR QUOTATION

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

Quotation No. TPB-PR 2016-12-669

Requirements: Printing of 2017 TPB Desk Calendar

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
5,000 pcs	<p>PRINTING OF 2017 TPB DESK CALENDAR Technical Specifications:</p> <p>Size: Leave -7”(w) x 7.5”(h) : Stand- 7”(w) x 8”(h) x 3.75”(base)- folded 7”(w) x 19.75” (h & base) – spread Slip Case - 2.5” x 7 ¹/₈” pasted size</p> <p>Stock : Leaves – Chroma Offset Super Ivory 240 gsm Stand - Paste board #30 with Starlin 110 gsm white for endcover Slip Case – Parchment paper 85gsm with Stamping</p> <p>Number of Leaves 16 leaves (back to back printing)</p> <p>Print Color- leaves Full Color both sides plus stamping on cover</p> <p>Binding : Double wire O-Red or Blue (must be fit on the thickness of calendar)</p> <p>Process - Offset printing Others - Layout to be supplied by TPB</p> <ul style="list-style-type: none"> - Stand wrapped by Starlin 110gsm white - Submit sample of quality paper and existing sample of printed desk cal. - Maximum 3 times proofings at free of charge - Proofing for Marcom approval prior of final printing - Packaging – inserted on the slip case - individually - <p>Delivery Date : 1,500 pcs- December 21, 2016 3,500 pcs – December 29, 2016</p>	P 149.60	P 748,000.00
Terms	30 days upon receipt of invoice		
ABC	Php 748,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **5 December 2016**, 10:00 a.m. in a ***SEALED ENVELOPE*** 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 PAGADUAN

Officer – In – Charge
Procurement and General Services Division

Contact Person	MARIA SALVE CATRIONA U. PONTING
Contact No	525-93-18 loc 214

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