

Request for Quotation

26 February 2019

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

Quotation No. TPB-PR.2019.02.157

PR 2.103 / Feb. 13, 2019

Requirements : BUSINESS CARDS

Project Title : COO BUSINESS CARD

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
30 boxes	Printing of Business Cards Specifications: Quantity: 30 boxes (3,000 pcs (100/box)) 100 pcs./ box Size: 9.00 cm (w) x 5.20 cm (h) Material Preference: Matte paper 220 lbs. Color Requirements: Front- Full color+ Matt Lam +Spot UV & w/ dry embossed on TPB logo DOT logo w/ dry embossed & Gold stamping Back: Full color + Matt lamination using 5 different images Printing Process: Offset, 2 side printing Other Requirements: Layout to be supplied by TPB Marcom Sample/proofing subject for approval of Marcom-Creative prior of printing Print Turnaround (production lead time): ASAP Unit Cost: P1,200.00/box Lot Cost: Php36,000.00 (inclusive of VAT)	Php1,200.00	Php36,000.00
Terms	30 days upon receipt of invoice		
ABC	Php36,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **04 March 2019, 10:00 A.M.** thru email at soc_torres@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.

NILO C. ABON

Officer – In – Charge

Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

525-93-18 loc. 246
soc_torres@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.

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
6. Omnibus Sworn Statement
7. Income Tax Return