

Request for Quotation

26 March 2019

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

Quotation No. TPB-RFQ 2019-03-280

PR NO. 3.136

Requirements: Office Supplies and Consumables

Project Title: For Line Departments including Corporate Affairs Unit for 2019 – 1st Requirements

Qty	Particulars	Estimated Unit Price	Estimated Total Amount
	OFFICE SUPPLIES AND CONSUMABLES FOR TOURISM PROMOTIONS BOARD 1ST QUARTER		
15 pcs	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-ml)	Php65.00	Php975.00
30 pcs	Balikbayab Box	Php100.00	Php3,000.00
100 pcs	Ballpen – Black	Php6.00	Php600.00
60 pcs	Ballpen – Blue	Php6.00	Php360.00
60 pcs	Ballpen – Red	Php6.00	Php360.00
10 pcs	BATTERY, dry cell AAA, 2 pieces per blister pack	Php20.00	Php200.00
20 boxes	Clip, bakfold 13mm	Php10.00	Php200.00
20 boxes	CLIP, bakfold, 19mm, 12 pieces per box	Php55.00	Php1,100.00
30 boxes	CLIP, bakfold, 32mm, 12 pieces per box	Php10.00	Php300.00
30 boxes	CLIP, bakfold, 50mm, 12 pieces per box	Php20.00	Php600.00
49 pcs	ERASER, plastic or rubber	Php5.00	Php245.00
10 pcs	External Hard Drive, 1TB, 2.5" HDD, USB, 3.0, backward compatible w/ USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/7MacOS x 10.4 or above, with USB 3.0 cable and product guide	Php3,382.08	Php33,820.80
50 pcs	FASTENER, for paper, metal, 50 sets per box	Php70.00	Php3,500.00
30 pcs	FLASH DRIVE, 16gb, USB 2.0, plug and play	Php233.38	Php7,001.40
3 pack	FOLDER, Tagboard, A4, 100 pieces per pack	Php260.00	Php780.00
5 pack	FOLDER, Tagboard, Legal size, 100 pieces per pack	Php280.00	Php1,400.00
95 pcs	Folder, Morocco, A4	Php15.00	Php1,425.00
20 pcs	Folder, clear plastic, with fastener, A4 size	Php15.00	Php300.00
10 pcs	MAGAZINE FILE BOX, Large	Php49.92	Php499.20
50 pads	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	Php50.00	Php2,500.00
15 pads	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	Php65.00	Php975.00
40 pack	Page Markers Stick on (5/pack)	Php190.00	Php7,600.00
5 pcs	Paste, Elmer's – Stick	Php60.00	Php300.00
20 pcs	Permanent Marker, Black (Broad Tip)	Php75.00	Php1,500.00
20 pcs	Permanent Marker, Blue (Broad Tip)	Php75.00	Php1,500.00
20 pcs	Permanent Marker, Red (Broad Tip)	Php75.00	Php1,500.00
17 pcs	Scissors (6")	Php17.00	Php289.00
120 pcs	SIGN PEN, black	Php45.72	Php5,486.40
100 pcs	SIGN PEN, blue	Php45.72	Php4,572.00
80 pcs	SIGN PEN, red	Php45.72	Php3,657.60
6 pcs	Sign Pen – Fine Tech. 04	Php20.00	Php120.00
40 pcs	Sign Pen – Hi-Techpoint V10 Grip – 1.0 - Black	Php65.00	Php2,600.00
20 pcs	Sign Pen – Hi-Techpoint V10 Grip – 1.0 - Blue	Php65.00	Php1,300.00

20 pcs	Sign Pen – Hi-Techpoint V10 Grip – 1.0 – Red	Php60.00	Php1,200.00
10 boxes	STAPLE WIRE, Standard	Php22.70	Php227.00
20 pack	Sticker Paper	Php100.00	Php2,000.00
6 roll	Tape, double-sided, 12mm	Php30.00	Php180.00
6 roll	Tape, double-sided, 12mm with foam	Php45.00	Php270.00
50 roll	TAPE, Transparent, 24mm, 50 meters	Php13.10	Php655.00
20 roll	TAPE, Transparent, 48mm, 50 meters	Php31.82	Php636.40
12 pack	Typewriter Ribbon (IBM6783)	Php500.00	Php6,000.00
12 pack	Typewriter Ribbon (IBM6783)	Php450.00	Php5,400.00
10 pcs	2 – Hole Ring Binder, A4	Php300.00	Php3,000.00
10 pcs	3 – Hole Ring Binder, Legal size, 3”	Php80.00	Php800.00
Terms	30 days upon receipt of invoice		
Delivery	15 days after received P.O		
ABC	Php110,934.80 inclusive of all applicable taxes		

The last day for submission of **quotation** is not later than 10:00 a.m on **01 April 2019**, email at farhan_ambiong@tpb.gov.ph or thru fax no. 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

FARHAN M. AMBIONG

Contact No

525-9318 loc 208

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 Certificates*
2. *Business Permit/Certification*
3. *TIN Certificate/Registration*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *duly notarized Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____