

Request for Quotation

13 September 2019

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

Quotation No. TPB-PR.2019.09.810

PR No. 9.051 / 13-Sept-19

Requirements : OFFICE SUPPLIES AND INK

Project Title: OFFICE SUPPLIES FOR PHITEX 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
	OFFICE SUPPLIES FOR PHITEX 2019		
	Requirements:		
4	A4 Paper (100 gsm)	P300.00	P1,200.00
23	Post-it Flags/Page Marker (Paper)	P60.00	P4,012.00
21	Matte Sticker Paper	P50.00	P1,050.00
2	Inkjet Transparent/Clear Sticker	P150.00	P300.00
9	Duck Tape, Black	P120.00	P1,080.00
25	Double Adhesive Tape White	P120.00	P3,000.00
13	Double Adhesive Tape White with Foam	P120.00	P1,560.00
4	Faber-Castle-Tack-It/Blu-Tack 50g 90 pcs per pack	P1000.00	P1,000.00
11	Correction Tape	P25.00	P275.00
2	CD Marker	P120.00	P240.00
39	Expanding Plastic Envelope Long	P40.00	P1,560.00
47	Ballpen (Panda)	P6.00	P282.00
38	Balikbayan Box	P125.00	P4,750.00
29	Highlighter (Yellow or Green)	P20.00	P580.00
13	Stapler with Staple Remover	P120.00	P1,560.00
5	Fastener Plastic Type	P150.00	P750.00
50	Clear Book A4 20 Pockets	P90.00	P4,500.00
25	CD Sleeves	P5.00	P125.00
38	L-Type Plastic Folder A4	P200.00	P7,600.00
24	L-Type Plastic Folder Long	P250.00	P6,000.00

13	Energizer Ultimate Lithium AA Batteries (2pcs per pack)	P300.00	P3,900.00
450	Plastic ID Holder	P25.00	P11,250.00
16	A4 Bianco Flash Master 250gsm White	P600.00	P9,600.00
1	Whitepoint Marker for Dark Textiles	P150.00	P150.00
2	Energizer Ultimate Lithium AAA Batteries (2pcs per pack)	P350.00	P700.00
10	A4 Parchment Paper Beauparche	P120.00	P1,200.00
TONER CARTRIDGE			
15	HP Toner CF 410A – Black Ink (15 Units)	P4,800.00	P72,000.00
14	HP Toner CF 411A – Cyan Ink (14 Units)	P6,000.00	P84,000.00
14	HP Toner CF 412A – Yellow Ink (14 Units)	P6,000.00	P84,000.00
14	HP Toner CF 413A – Magenta Ink (14 Units)	P6,000.00	P84,000.00
2	CE 270A – Black Ink (2 Units)	P16,000.00	P32,000.00
2	CE 2701A – Cyan Ink (2 Units)	P26,000.00	P52,000.00
			Total: P476,224.00
Terms	30 days upon receipt of invoice		
ABC	Php476,224.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **23 SEPTEMBER 2019** thru email at christian_serrano@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.

(Sgd.)

NILO C. ABON

Acting Head

Procurement and General Services Division

Contact Person

CHRISTIAN S. SERRANO

Contact No

525-93-18 loc. 246

christian_serrano@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