

Request for Quotation

25 September 2019

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

Quotation No. TPB-PR.2019.09.845

PR No. 9.096 / September 20, 2019

Requirements : APPOINTMENT NOTEBOOK

Project Title : PHITEX MICECONNECT 2019

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
LOT	<p>TECHNICAL SPECIFICATION of Appointment Notebook</p> <p>DESCRIPTION/SPECIFICATION:</p> <p>1. Notebook Sleeve</p> <ul style="list-style-type: none"> • Made of Bambi material with T'nalak combination <p>Size of Sleeve:</p> <ul style="list-style-type: none"> • Spread: 13.5" x 8.25" • Folded: 6.75" x 8.25" <p>Size of T'nalak</p> <ul style="list-style-type: none"> • Wide: 1.5" <p>2. Notebook with Card Holder</p> <p>Size:</p> <ul style="list-style-type: none"> • Cover folded: 13.50 cm (w) x 19.50 cm (h) • inside: 13.50 cm (w) x 19.50 cm (h) • Card plastic holder: 9.00 cm x 6.30 cm <p>Color Requirement:</p> <ul style="list-style-type: none"> • cover: Hard thick acetate clear or any similar alternative (for approval of TPB), no printing (front & back cover) • inside: 40 leaves, 1 color both sides • breaker: 5 leaves – divider, full color both sides <p>Material Preference:</p>	Php560,000.00	Php560,000.00

	<ul style="list-style-type: none"> • Cover: Hard tick acetate or any similar alternative (for approval of TPB), no printing (front & back cover) • Inside pages: Rives Tradition ultra-white 100 gsm • Breaker: Rives Tradition ultra-white 170 gsm • Bus. card holder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate) <p>Printing:</p> <ul style="list-style-type: none"> • Offset printing <p>Other Requirements:</p> <ul style="list-style-type: none"> • Layout to be supplied by TPB • Please submit actual samples of paper, card plastic holder & hardtack acetate clear for cover • Card plastic holder should be pasted all inside pages, top & bottom alternately • Packaging – inserted into customized corrugated box with maximum weight of 10-15 kilogram/bx. <p>QUANTITY: 800 pcs</p> <p>DATE OF DELIVERY: 18 October 2019 or earlier</p> <p>EVALUATION PROCEDURE: The winning bid shall be selected based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget.</p> <p>ELIGIBILITY REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be accredited by the Department of Tourism (DOT) 2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS) <p>PAYMENT PROCEDURE: Send bill to the TOURISM</p>		
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	<p>PROMOTIONS BOARD full payment after the completion of services</p> <p>APPROVED BUDGET: FIVE HUNDRED SIXTY THOUSAND PESOS (PHP 560,000.00) to cover all applicable taxes</p> <p>CONTACT PERSONS:</p> <ul style="list-style-type: none"> • Gene Dela Cruz, International Promotions Department Contact Number: 525-9318 loc. 234 • Sherdoll Bayona, MICE Department Contact Number: 525-9318 loc. 222 <p>Note: Submit your quotation with a copy of complete legal document</p>		
Terms	30 days upon receipt of invoice		
ABC	Php560,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **30 SEPTEMBER 2019, 5:00 P.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. Notarized Omnibus Sworn Statement (same date of your bid quotation)
7. Notarized Authority of the Signatory
(Notarized with same date of your bid quotation)
Secretary's Certificate if SEC or
Special Power of Attorney if DTI
8. Latest Income Tax Return