

Request for Quotation

February 3, 2020

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

Quotation No. TPB-PR.2020.02.050

PR No. 2.006 / 31-Jan-2020

Requirements : PRODUCTION OF PRINTING BALLPEN

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
• 1 lot	<p>PRODUCTION OF PRINTING BALLPEN</p> <p>Quantity: 1,000 pcs</p> <p>Size: .90 cm dia. X 14.00 cm length</p> <p>Material Preference: Mechanical ballpen with kraft board material body (as per TPB sample)</p> <p>Color Requirement: One color printing both sides</p> <p>Printing Process: Digital printing</p> <p>Other Requirements: Layout to be supplied by TPB Suppliers may submit actual sample of ballpen as per TPB sample. Upon receipt of P.O. supplier may submit actual sample with printing for Marcom approval prior to mass production.</p> <p>Print Turnaround (Production Lead Time): 15 calendar days upon approval of proof.</p> <p>Unit Cost: Php 65.00 per pc</p> <p>Lot Cost: Php 65,000.00</p>	P65.00	<p>P65,000.00</p> <p>Total: P65,000.00</p>
Terms	30 days upon receipt of invoice		

ABC	Approved Budget for Contract (ABC) is Php65,000.00 inclusive of all applicable taxes		
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Please submit your quotation and legal documents on or before **10 FEBRUARY 2020** thru email at christian_serrano@tpb.gov.ph or thru fax no. 02 8526-5971, 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.)

ELOISA A. ROMERO

Administrative Officer V

Procurement and General Services Division

Contact Person

CHRISTIAN S. SERRANO

Contact No

8525-73-12 loc. 270

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. Mayor's Permit/License
2. BIR Registration / TIN
3. PhilGEPs Certificate