

Request for Quotation

5 March 2020

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

Quotation No. **TPB-RFQ 2020-03-104 2nd Posting**

PR Nos. **1.034, 1.044, 1.045, 1.046, 1.049, 1.075, 2.001, 2.017 and 2.089**

Project Title: Business Cards of TPB Officials and Employees

Requirements: Printing and Production

Qty	Particulars	Estimated Cost																																						
121 Boxes (100 pieces per Box)	Printing and Production of Business Cards for Tourism Promotions Board Officials and Employees	PhP118,000.00																																						
	<table border="1"> <thead> <tr> <th>Office</th> <th>Names</th> <th>No. of Box</th> <th>Unit Price</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td rowspan="17">Marketing and Communication Department</td> <td>• Ma. Nedalin L. Miranda</td> <td>• 3 Boxes</td> <td rowspan="17">PhP800.00 per Box</td> <td rowspan="17">PhP21,600.00 for 27 Boxes</td> </tr> <tr> <td>• Maria Febbie R. Alacapa</td> <td>• 3 Boxes</td> </tr> <tr> <td>• Krisandra A. Cheung</td> <td>• 3 Boxes</td> </tr> <tr> <td>• Rose Anne Cruz</td> <td>• 2 Boxes</td> </tr> <tr> <td>• Patricia M. Yulo</td> <td>• 2 Boxes</td> </tr> <tr> <td>• April Rose M. Enerio</td> <td>• 2 Boxes</td> </tr> <tr> <td>• Gianna M. Anonuevo</td> <td>• 2 Boxes</td> </tr> <tr> <td>• Kazumi Lil A. Policarpio</td> <td>• 2 Boxes</td> </tr> <tr> <td>• Artemio Maunahan</td> <td>• 1 Box</td> </tr> <tr> <td>• Dong Asual</td> <td>• 1 Box</td> </tr> <tr> <td>• Narjay Calinao</td> <td>• 1 Box</td> </tr> <tr> <td>• Shirley Espadero</td> <td>• 1 Box</td> </tr> <tr> <td>• Pauline Sarah Mancita</td> <td>• 1 Box</td> </tr> <tr> <td>• Jen Bawar</td> <td>• 1 Box</td> </tr> <tr> <td>• Lorenz Cabanos</td> <td>• 1 Box</td> </tr> <tr> <td>• Edith Colon</td> <td>• 1 Box</td> </tr> </tbody> </table>		Office	Names	No. of Box	Unit Price	Total Price	Marketing and Communication Department	• Ma. Nedalin L. Miranda	• 3 Boxes	PhP800.00 per Box	PhP21,600.00 for 27 Boxes	• Maria Febbie R. Alacapa	• 3 Boxes	• Krisandra A. Cheung	• 3 Boxes	• Rose Anne Cruz	• 2 Boxes	• Patricia M. Yulo	• 2 Boxes	• April Rose M. Enerio	• 2 Boxes	• Gianna M. Anonuevo	• 2 Boxes	• Kazumi Lil A. Policarpio	• 2 Boxes	• Artemio Maunahan	• 1 Box	• Dong Asual	• 1 Box	• Narjay Calinao	• 1 Box	• Shirley Espadero	• 1 Box	• Pauline Sarah Mancita	• 1 Box	• Jen Bawar	• 1 Box	• Lorenz Cabanos	• 1 Box
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Office	Names	No. of Box	Unit Price	Total Price
Office of the Chief Operating Officer for Marketing and Promotions	<ul style="list-style-type: none"> Arnold T. Gonzales 	<ul style="list-style-type: none"> 5 Boxes 	PhP800.00 per Box	PhP4,000.00 for 5 Boxes
Procurement and General Services Division	<ul style="list-style-type: none"> Eloisa A. Romero Janet G. Villafranca Socrates G. Torres Farhan M. Ambiong Christian S. Serrano 	<ul style="list-style-type: none"> 1 Box 1 Box 1 Box 1 Box 1 Box 	PhP800.00 per Box	PhP4,000.00 for 5 Boxes
International Promotions Department – North Asia Division	<ul style="list-style-type: none"> Maria Dolores R. Aparejado Andy U. Pagaduan, Jr. Micka Anjella D. Calzado Hannah S. Yabyabin Ninibeth Leanne Madrilejos Dan Joseph B. Ferrolino 	<ul style="list-style-type: none"> 3 Boxes 3 Boxes 3 Boxes 3 Boxes 3 Boxes 3 Boxes 	PhP1,200.00 per Box	PhP21,600.00 for 18 Boxes
MICE Department				
Corporate Planning and Business Development	<ul style="list-style-type: none"> Marivic M. Sevilla Miguel A. Lopez Sheryll Ann D. Karunungan Millisa A. Nuada Thyrrise Dhenice S. Juan 	<ul style="list-style-type: none"> 2 Boxes 3 Boxes 1 Box 1 Box 2 Boxes 	PhP2,000.00 per Box	PhP18,000.00 for 9 Boxes
Administrative Department	<ul style="list-style-type: none"> Janet. W. Canoy 	<ul style="list-style-type: none"> 1 Box 	PhP800.00	PhP800.00

Office	Names	No. of Box	Unit Price	Total Price
M.I.C.E. Department	<ul style="list-style-type: none"> • Raquel A. Tria • Jasmin B. Parra • Sherdoll Anne Bayona • Marietta Santillan • Jocelyn Casiano • Mary Ann Caramat • Charisse Fajardo-Lacson • Mikaela Fuentes • Divina Andres • Natasha Blanquisco • Jelline Cruz • Grace La Rosa 	<ul style="list-style-type: none"> • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes • 3 Boxes 	PhP800.00 per Box	PhP28,800.00 for 36 Boxes
Office of the Corporate Board Secretary	<ul style="list-style-type: none"> • Eduardo F. Pelaez • Vanessa L. Suatengco • Edmon Gerald A. Loza • Edshi-Lee A. Cordero 	<ul style="list-style-type: none"> • 1 Box • 1 Box • 1 Box • 1 Box 	PhP800.00 per Box	PhP3,200.00 for 4 Boxes
International Promotions Department – The Americas Division	<ul style="list-style-type: none"> • Hernan G. Narvadez • Nelia B. Ramos • Wendy A. Fajardo • Carmela Joy A. Febrio 	<ul style="list-style-type: none"> • 4 Boxes • 4 Boxes • 4 Boxes • 4 Boxes 	PhP1,000.00 per Box	PhP16,000.00 for 16 Boxes

	<p>Technical Specifications:</p> <ul style="list-style-type: none"> • Quantity: 121 Boxes (100 pieces per box) • Size: 9.00 cm (w) x 5.20 cm (h) • Material Preference: IFEX – Cordenons Radiance New Evolution White, 280gsm • Color Requirement: <ul style="list-style-type: none"> - Front Side: Full color printing with special gold color on DOT Logo; and - Back Side: Full color, using 5 different images per name • Printing Process: Offset, 2 side printing • Other Requirements: <ul style="list-style-type: none"> - Layout to be supplied by TPB; - Suppliers may submit actual sample of paper for evaluation purposes and for approval of MarCom Creative unit prior of the awarding; and - Upon receipt of Purchase Order supplier may submit proof sample for MarCom approval prior to final printing. • 15 Calendar days upon approval of final proof • Unit Cost: Please refer to the provided break down per office. • Lot Cost: Please refer to the provided break down per office. <p>Note: Due to the volume of attachments, the supporting documents such as Artwork/Layout per office and contact details per official and personnel were not uploaded. Suppliers may request such documents to the contact person provided below prior to the submission of bids. Awarded bidder is instructed to issue separate Delivery Receipts and Sales Invoice per office.</p>	
Terms	30 days upon receipt of invoice	
Delivery	15 days right after the receipt of the approved Purchase Order (P.O) and Proof	
ABC	PhP118,000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 03:00 p.m. on **11 March 2020, in a sealed envelope**, 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 **FARHAN M. AMBIONG**
Contact No 8 525-9318 local 268

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 (valid)*
2. *Business or Mayor`s Permit/Certification (valid)*
3. *Tax Clearance/Annual Income Tax Return (2019)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
6. *Notarized Omnibus Sworn Statement*

“ANNEX A”

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 _____

