

## Request for Quotation

June 29, 2020

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

**Quotation No. TPB-PR.2020.06.196**

PR No. 04.014 / 30-April-20

### Requirements : DISTRIBUTION AND DELIVERY SERVICES OF ESSENTIAL SUPPLIES

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
	OFFICE SUPPLIES AND TONERS		
200	Balikbayan Box	125.00	25,000.00
50	Ballpen, Black	6.00	300.00
40	Ballpen, Blue	6.00	240.00
30	Ballpen, Red	6.00	180.00
100	Battery, AAA, 2pcs per blister pack	10.00	2,000.00
100	Fastener, for paper, metal, 50 sets per box	90.00	9,000.00
80	Pagemarker, 5/pack, 500pages	150.00	12,000.00
40	Sign Pen, 1.0 Black	65.00	2,600.00
25	Sign Pen, 1.0 Blue	65.00	1,625.00
25	Sign Pen, 1.0 Red	65.00	1,625.00
			Total: 54,570.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is Php 535,070.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents until **3 JULY 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
4. SEC/DTI Registration
5. Omnibus Sworn Statement
6. Company Profile