

## Request for Quotation

17 July 2020

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

Quotation No. **TPB-RFQ 2020-07-208**

PR No. **7.015**

**Requirements:** Corporate Giveaways – Washable Facemask

Unit	Particulars	Unit Cost	Total Cost
1,000 pcs	<p><b>Production of Corporate Giveaways – One Thousand (1,000) pieces Washable Facemask</b></p> <p><b>Technical Specifications:</b></p> <ul style="list-style-type: none"> <li>• Size: 8" x 5" / 9" x 6" (Medium and Large)</li> <li>• Material: <ul style="list-style-type: none"> <li>➤ Assorted weave cloth (Yakan, Hinablon, Inabel, Binakul and Ikat);</li> <li>➤ 3 layers – 1<sup>st</sup> layer: Assorted weave cloth 2<sup>nd</sup> layer: Geena silk (lining) 3<sup>rd</sup> layer: Colored Cotton Linen Voile Sheer (for filter pocket)</li> <li>➤ With Garterized ear loop as per sample and with garterized/adjustable earloop with button as per sample</li> </ul> </li> <li>• Printing Process: Tone to tone printing or Embroidery of TPB Logo</li> <li>• Others: <ul style="list-style-type: none"> <li>➤ Layout to be supplied by Tourism Promotions Board;</li> <li>➤ Interested suppliers must submit one (1) actual sample of facemask and swatches of the above-mentioned weave cloth.</li> </ul> </li> <li>• Delivery/Production: Within <b>Twenty-Five (25)</b> calendar days upon approval of final sample and upon receipt of approved Purchase Order (P.O.).</li> </ul> <p><b>Sizes breakdown:</b></p> <ul style="list-style-type: none"> <li>• 250 pcs – Medium with garterized ear loop;</li> <li>• 250 pcs – Large with garterized ear loop;</li> <li>• 250 pcs – Medium with garterized/adjustable ear loop w/ button</li> <li>• 250 pcs – Large with garterized/adjustable ear loop with button</li> </ul>	PhP250.00	PhP250,000.00

**Note:** Please see the attached samples for illustration and reference.

## OPTION 1

Weave patterns subject to change based on availability  
TPB logo: tone-to-tone print so that it is not too loud

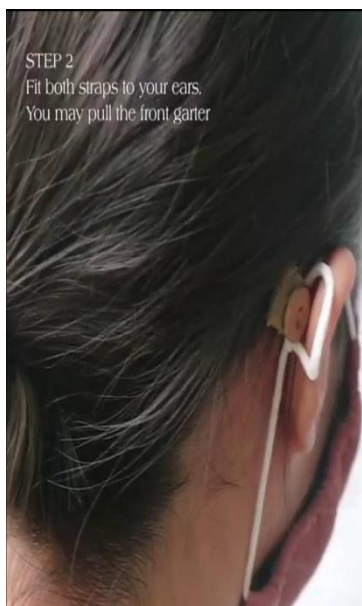
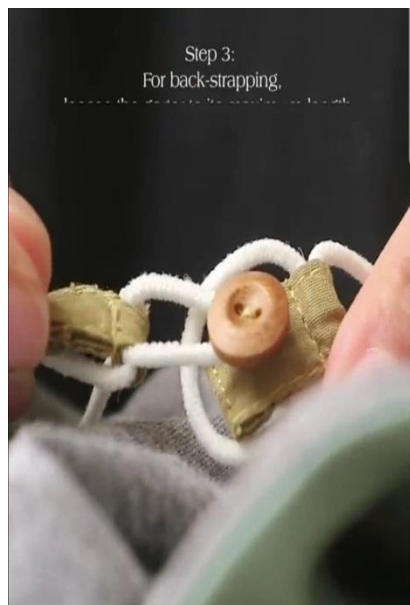


## OPTION 2

Weave patterns subject to change based on availability  
TPB logo: tone-to-tone print so that it is not too loud



For the another design of ear loop, please see the below samples.



**\*\*\* Nothing Follows \*\*\***

Terms	30 days upon receipt of invoice
Delivery	Within 25 days or right after the receipt of the approved Purchase Order (P.O.)
ABC	<b>Php250,000.00</b> inclusive of all applicable taxes

The last day for submission of **quotation** is not later than 05:00 p.m. on **22 July 2020, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)**, 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.

**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 (2020)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
6. *Notarized Omnibus Sworn Statement*

**Omnibus Sworn Statement**

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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 \_\_\_\_\_