

## Request for Quotation

September 1, 2020

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

**Quotation No. TPB-PR.2020.09.250**

PR No. 9.003 / 25-Aug-2020

**Requirements : PRINTING OF REVISED TPB CORPORATE QUALITY POLICY, MISSION, VISION AND CORE VALUES**

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
22 pcs	<p><b>Printing &amp; Replacement of 2020 TPB's Corporate Quality Policy, Mission, Vision and Core Values with Re---assembling of Frames</b></p> <p>Quantity: 22 existing Frames for revision</p> <p>Size: 11.94" (w) x 16.79" (h) – TPB Corporate Quality Policy and Core Values 10.25" (w) x 8.25" (h) – Mission and Vision</p> <p>Color Requirement: Full color printing</p> <p>Material Preference: Special Laid Cover Paper 200 gsm (must be same stock from the existing paper) (please see TPB's actual printed sample)</p> <p>Printing Process: Digital printing</p> <p>Other Requirements: • New text layout to be supplied by TPB Marcom • Existing frames with 2.50 cm matting around edge &amp; 2.00 cm inner spacing of 3 different ISO TPB policies;</p>	P2,500.00	P5,000.00

	<ul style="list-style-type: none"> <li>• Existing 22 wooden frames to be supplied by TPB</li> <li>• With replacement and re-assembling</li> <li>• Supplier must submit actual sample of paper together with the quotation to bid</li> <li>• Upon awarding supplier submit proof sample in a frame for Marcom approval prior of mass production.</li> </ul> <p>Print Turnaround (production lead time): ASAP</p> <p>Unit Cost: Php1,00.00/pc</p> <p>Lot Cost: Php22,000.00</p> <p style="text-align: center;">*nothing follows*</p>		Total: P14,000.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is Php22,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents on or before **7 SEPTEMBER 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