

Request for Quotation

September 9, 2020

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

Quotation No. TPB-PR.2020.09.273

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
1 lot	<p>Printing & Replacement of 2020 TPB's Corporate Quality Policy, Mission, Vision and Core Values with Re-assembling of Frames</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 200gsm (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:</p> <ul style="list-style-type: none"> • New text layout to be supplied by TPB MARCOM Department; • Existing frames with 2.50 cm matting around edge & 2.00 cm inner spacing of 3 different ISO TPB policies; 		Php22,000.00

	<ul style="list-style-type: none"> • Existing 22 wooden frames to be supplied by TPB • With replacement and re-assembling • Supplier must submit actual sample of paper together with the quotation; • Upon confirmation of award, supplier must submit the proof sample in a frame subject to the approval of TPB MARCOM Department prior to mass production. <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>		
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 **15 SEPTEMBER 2020, 1:00PM**, stating the shortest time of delivery, duly signed by your representative, through email address **christian_serrano@tpb.gov.ph**, or to the Procurement and General Services Division, Administrative Department, Tourism Promotions Board, 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

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