

Request for Quotation

October 20, 2020

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

Quotation No. TPB-PR.2020.10.334

PR No. 04.014 / 30-April-20

Requirements : DISTRIBUTION AND DELIVERY SERVICES OF OFFICE SUPPLIES

| Quantity | Particulars | Estimated Unit Price | Estimated Total Amount |
|----------|--|----------------------|------------------------|
| | OFFICE SUPPLIES | | |
| 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 |
| 500 | Paper, Multicopy, 80gsm, A4 size | 180.00 | 90,000.00 |
| | | | Total: 144,570.00 |
| Terms | 30 days upon receipt of invoice | | |
| ABC | Approved Budget for Contract (ABC) is Php144,570.00 inclusive of all applicable taxes | | |

Please submit your quotation and legal documents until **26 OCTOBER 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