

## Request for Quotation

2 December 2020

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

Quotation No. **TPB-RFQ 2020-12-423**

PR No. 11.061

**Project Title:** Expo 2020 Dubai

**Requirements:** Printing and Production of Corporate Giveaways – Tote Bags

Unit	Particulars	Unit Cost	Total Cost
1,000 pcs	<p align="center"><b>Printing and Production of Corporate Giveaways – Tote Bags for Expo 2020 Dubai</b></p> <p align="center"><u>TECHNICAL SPECIFICATIONS</u></p> <p><b>PURPOSE / OBJECTIVES</b></p> <p>The Tourism Promotions Board (TPB) Philippines is in need of the services of a company engaged in the business of printing and production of laminated bags for distribution during the Philippines Participations to 2020 Dubai Expo to be held in 01 October 2021 – 31 March 2022 at Dubai, United Arab Emirates.</p> <p><b>DELIVERABLES:</b> 1,000 pieces of Tote Bags</p> <p><b>SPECIFICATIONS:</b></p> <p>a. Size:</p> <ul style="list-style-type: none"> <li>• Bag – 14” (width) x 16.5” (height) x 3.5” (base and side thickness)</li> <li>• Weave cloth accent - 11.00cm (w) x 18”(h), both sides</li> <li>• Handle – 3.30 cm width 27” length</li> </ul> <p>b. Color Requirement: 7 colors printing</p> <p>c. Material Preference:</p> <ul style="list-style-type: none"> <li>• Bag – Bull twill black with 210D lining, pocket, zipper and self-fabric strap w/ snap button inside. Use cotton strap handle with oval bronze eyelet (as per TPB’s sample). Weave cloth accent will be placed both sides on the center of Bag.</li> <li>• Weave cloth/tribal accent – Abel, Binakul, Ikat, Hinablón, Yakan, Inaul, Tinalak weave. (Supplier may recommend tribal/cloth designs on the above mentioned weave cloth/tribal materials)</li> </ul> <p>d. Printing Process: Silkscreen both sides, 7 colors printing (as per design)</p>	PhP750.00	PhP750,000.00

<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC):</b> PhP750,000.00 inclusive of all applicable taxes.</p> <p><b>TIMELINE:</b> 60 calendar days upon approval of final sample and receipt of Notice to Proceed (NTP)</p> <p><b>TERMS OF PAYMENT:</b> 100% upon acceptance of the deliverables</p> <p><b>ELIGIBILITY REQUIREMENTS /QUALIFICATION OF BIDDERS:</b></p> <ul style="list-style-type: none"><li>• Corporate Giveaways suppliers</li><li>• 3 years operational company experience</li><li>• Legal document requirements (normally required by PGSD/Admin)<ul style="list-style-type: none"><li>➢ Philgeps Registration Certificate</li><li>➢ BIR Certificate of Registration</li><li>➢ Mayor's / Business Permit</li><li>➢ Omnibus Sworn Statement</li><li>➢ Company profile (for new bidder)</li></ul></li></ul> <p><b>OTHER REQUIREMENTS:</b></p> <ul style="list-style-type: none"><li>• Layout to be supplied by Client</li><li>• Prospective bidders <b>should submit the actual sample of bag</b> as specified in the above specification during submission of bid.</li><li>• Failure to submit/present the actual sample based on the above specification will be disqualified and will not be considered.</li><li>• Delivery package – Tote bag will be packed in a double wall corrugated box with min./max weight of 13 to 15 kilograms.</li></ul> <p><b>CONTACT PERSON:</b></p> <p>MICKA ANJELLA D. CALZADO Project Officer, Expo 2020 Dubai Tourism Promotions Board anjella_calzado@tpb.gov.ph</p> <p><b>NOTE:</b></p> <p>For the actual <b>ARTWORK/LAYOUT</b>, supplier/s is encouraged to visit the actual posting of the requirement on <b>PHILGEPS and TPB websites</b> or you may reach the in-charge Procurement Officer regarding this with details provided below.</p> <p style="text-align: center;"><b>*** Nothing Follows ***</b></p>		
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Terms	30 days upon receipt of invoice.
Delivery	60 CD upon approval of final sample and receipt of signed and approved Notice to Proceed (NTP)
ABC	<b>PhP750,000.00</b> inclusive of all applicable taxes

The last day for submission of **quotation** is not later than 02:00 p.m. on **15 December 2020, thru e-mail at farhan\_ambiong@tpb.gov.ph**, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery 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 (NOSS)*

**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 \_\_\_\_\_