

Request for Quotation

01 December 2020

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

Quotation No. TPB-PR.2020.12.413

PR No. 11.069 / MARCOM

Requirements : PRINTING OF DESTINATION BROCHURES

Project Title : PRINTING OF CEBU/BOHOL, PALAWAN, AND PRIMER BROCHURE

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 LOT	<p>Specifications:</p> <p>1. Cebu/Bohol Brochure – Php 5.00 unit cost Php 250,000.00 total cost Quantity: 50,000 pcs.</p> <p>2. Palawan Brochure – Php 5.00 unit cost Php 250,000.00 total cost Quantity: 50,000 pcs.</p> <p>and</p> <p>1. Primer Brochure – Php 8.00 unit cost Php 400,000.00 total cost Quantity: 50,000 pcs.</p> <p><i>Form of Annex 1 attached</i> ANNEX "1" (PR No. 11.069/ <u>TPB-PR.2020.11.</u> PRINTING OF CEBU/BOHOL, PALAWAN, AND PRIMER BROCHURE)</p>	900,000.00	900,000.00

TECHNICAL SPECIFICATIONS

Statement of Compliance
 Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

<p>Size For Cebu/Bohol and Palawan Brochure: 10.00cm x 21.00cm (folded), 59.50cm x 42.00cm (spread)</p> <p>For Primer Brochure: 10.00cm x 21.00cm (folded), 59.50cm x 83.60cm (spread) (no polybag folding)</p>	
<p>Color Requirement : Full color, back to back printing</p>	
<p>Material Preference: For Cebu/Bohol and Palawan Brochure: Matte coated paper 100 lbs.</p> <p>For Primer Brochure: C2S paper 80 lbs.</p>	
<p>Printing Process : Offset printing</p>	
<p>Other Requirements</p>	
<p>Layout to be supplied by Client (NTP)</p>	
<p>Please submit actual sample of paper to be used atleast A4 size.</p>	
<p>Prospective bidders should have the following qualification requirements: a) ISO Certified b) 4 units, full color offset printing machines c) 2 units, Computer To Plate (CTP) machines d) 4 units, automatic folding machines</p>	
<p>Suppliers should submit the Certificate under Oath and above list of machines and will be validated by Project Officer during site inspection.</p>	
<p>Delivery package – Printed brochures will be packed in a double wall corrugated box with a min./max. weight of 13 - 15 kilograms/box. All boxes have 2 side labels (brochures title, Qty, box measurement, weight, and Box no)</p>	
<p>Print Turnaround (production lead time) 60 calendar days upon approval of complete set of samples and receipt of Contract/NTP.</p>	

I hereby certify to comply and deliver all of the above requirements.

 Name of Company

 Signature over Printed Name

 Date

Terms	30 days upon receipt of invoice		
ABC	Php 900,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **December 4, 2020, 12:00 Noon** thru email at soc_torres@tpb.gov.ph subject to the Terms and Conditions attached herewith, duly signed by your representative stating the shortest delivery lead time 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

Head, Procurement and General Services Division

Contact Person

SOCRATES G. TORRES

Contact No

8525-93-18 loc. 266
soc_torres@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. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement
7. Income Tax Returned