

Request for Quotation

March 15, 2021

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

Quotation No. TPB-PR.2021.03.107

PR No. 3.028

Requirements : CUTTING AND PADDING OF TPB LETTERHEAD

Project Title : STATIONERY FROM OLD TPB LETTERHEAD

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
LOT	<p>Cutting and Padding Service</p> <p>Specifications:</p> <ol style="list-style-type: none"> 1) Cutting of TPB old letterhead from 8.27" x 11.69" reduce to 8.27" x 5.845" 2) Padded by 100's 3) With Chipboard #120 backing (8.27" x 5.845") 4) Pack in Kraft paper only 5) Old TPB Letterhead – pick up at TPB Office 6) Total Pads: 675 <p>Note: Before production, submit sample/proofing for TPB's approval</p>	18,000.00	18,000.00
Terms	30 days upon receipt of invoice		
ABC	Php 18,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **March 19, 2021, 12:00 Noon** thru email at soc_torres@tpb.gov.ph, subject to the Terms and Conditions attached herewith, 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

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 / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Notarized Omnibus Sworn Statement