



5 March 2021

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2021.03.089
PR No. 3.007

Requirements: **Supply and Delivery of Starter kit for Newly Hired TPB Employees and Creation of 201 Files**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
25 pcs	Magazine File Box Plastic 	Php160.00	Php4,000.00
25 pcs	Documentary Tray Two-Layer 	350.00	8,750.00
25 pcs	Stapler – Max No. 25 HD-50R	500.00	12,500.00
25 pcs	Puncher – Two-Hole 75a Economy	400.00	10,000.00
25 pcs	Scissors – 120mm Stainless Steel	100.00	2,500.00
25 pcs	Ruler 12” Plastic	40.00	1,000.00
50 packs	Folder Divider – Long	40.00	2,000.00
25 pcs	Data File Folder – 3-ring binder D-type Mechanism	200.00	5,000.00
Terms	30 days from receipt of Invoice		
Delivery	7 days from receipt of NTP		
ABC	The approved budget for the contract (ABC) inclusive of applicable taxes		Php45,750.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **10 March 2021 at 5:00 PM**, subject to the Terms and Conditions stated herein and the shortest time of delivery.

Thank you very much.


ELOISA A. ROMERO
Head, Procurement and General Services Division

Contact person: Jose T. Ducusin, Jr
Contact number: 02 8525 -7312 / 8525 – 9318 to 27

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:

- a. PhilGEPS Certificate
- b. Mayor's Business Permit 2021
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile (New Supplier only)