

12 April 2021

### REQUEST FOR QUOTATION

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

**RFQ No. TPB-RFQ 2021.04.134**

**PR No. 2.022 (3<sup>rd</sup> posting)**

**Requirements: Supply and Delivery Office Supplies for 1<sup>st</sup> Semester 2021 (lot 1)**

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
300 pcs	Balikbayan Box size: 20x20x20	Php130.00	Php39,000.00
100 pcs	Ballpen, Black	6.00	600.00
60 pcs	Ballpen, Blue	6.00	360.00
50 pcs	Ballpen, Red	6.00	300.00
50 packs	Battery, Alkaline, AA, 2pcs per blister pack	35.00	1,750.00
30 bxs	CLIP, Backfold, 15mm, 12 pcs/box	9.00	270.00
30 bxs	CLIP, Backfold, 19mm, 12 pcs/box	10.00	300.00
30 bxs	CLIP, Backfold, 32mm, 12 pcs/box	22.00	660.00
5 bxs	ENVELOPE, EXPANDING, KRAFTBOARD, Legal size documents (100pcs/box)	850.00	4,250.00
50 bxs	FASTERNER, metal, non-sharp edges 50 sets/box (apple)	90.00	4,500.00
15 bxs	FOLDER, Pressboard, size:240mm x 370mm	960.00	14,400.00
22 packs	NOTE PAD, stick-on, (2"x3"), 100 sheets/pad	50.00	1,100.00
50 packs	NOTE PAD, stick-on, (3"x3"), 100 sheets/pad	60.00	3,000.00
20 packs	NOTE PAD, stick-on, (3"x4"), 100 sheets/pad	70.00	1,400.00
35 bxs	PAPER CLIP, gem type, 32mm, 100's/box	18.00	630.00
200 reams	PAPER, Multicopy, 80 gsm, A4 size	220.00	44,000.00
40 packs	PAGEMARKER, 5/packs, 500 pages	180.00	7,200.00
70 pcs	RECORDBOOK, 300 pages	75.00	5,250.00
40 pcs	RECORDBOOK, 500 pages	125.00	5,000.00
150 pcs	SIGN pen, 0.5 black - Pentel	50.00	7,500.00
100 pcs	SIGN pen, 0.5 blue - Pentel	50.00	5,000.00
60 pcs	SIGN pen, 0.5 red - Pentel	50.00	3,000.00
40 pcs	SIGN pen, 1.0 black - Pentel	65.00	2,600.00
25 pcs	SIGN pen, 1.0 blue - Pentel	65.00	1,625.00
15 pcs	SIGN pen, 1.0 red - Pentel	65.00	975.00
50 bxs	STAPLE WIRE, Standard	30.00	1,500.00
32 rlls	TAPE, Masking 24mm, 50 meters -Armak	60.00	1,920.00
140 rlls	TAPE, Transparent, 24mm, 50 meters	20.00	2,800.00

120 rlls	TAPE, Transparent, 48mm, 50 meters	35.00	4,200.00
300 rlls	TAPE, Packaging, 48mm, 50 meters	45.00	13,500.00
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		<b>Php178,590.00</b>

Note that the abovementioned items will be awarded as one (1) lot. Any incomplete quotation will be rejected. The basis of award will be lowest calculated responsive bid (LCRQ).

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address [bhong\\_ducusin@tpb.gov.ph](mailto:bhong_ducusin@tpb.gov.ph) not later than **19 April 2021 at 5:00 PM**, subject to the Terms and Conditions stated herein. Quotations must be in the company letterhead indicating the shortest time of delivery to the Tourism Promotions Board, 4F Legaspi Towers 300, Roxas Blvd. Manila.

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
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile
- f. Omnibus Sworn Statement