

29 March 2021



REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2021.03.125

PR No. 3.007 (2nd posting)

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

Quantity	Item/Description	Estimated Unit Price	ABC (PhP)
25 pcs	Lot 1 - Magazine File Box Plastic 	Php160.00	Php4,000.00
25 pcs	Lot 2 - Documentary Tray Two-Layer 	350.00	8,750.00
25 pcs	Lot 3 - Stapler – Max No. 25 HD-50R	500.00	12,500.00
25 pcs	Lot 4 - Puncher – Two-Hole 75a Economy	400.00	10,000.00
25 pcs	Lot 5 - Scissors – 120mm Stainless Steel	100.00	2,500.00
25 pcs	Lot 6 - Ruler 12” Plastic	40.00	1,000.00
50 packs	Lot 7 - Folder Divider – Long	40.00	2,000.00
25 pcs	Lot 8 - 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) is inclusive of applicable taxes		See ABC per lot above

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **6 April 2021 at 12:00noon**, 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)