



Request for Quotation

July 14, 2021

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

Quotation No. <u>TPB-PR.2021.07.251</u>

PR No. 7.001 / MARCOM

Requirements: PRINTING OF PILGRIMS PASSPORT

Project Title : **PILGRIMS PASSPORT**

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
3,500 copies	PRINTING SPECIFICATION: Size: 4 in x 6 in - folded / 8 in x 6 in - spread Paper Stock Option - 1 Cover: Bevania Splendorgel white 270 gsm Inside: Bevania Splendorgel white 160 gsm Option - 2 Cover: Vellum Bristol 230 gsm Inside: Vellum Bristol 120 gsm Option - 3 Cover: Materica (Recycled) Gesso 250 gsm Inside: Materica (Recycled) Gesso 120 gsm or Limestone 120 gsm Print colors Cover: Full color x Full color : Front cover with Matt lamination plus Spot UV lamination and Stamping Pages: Full color both sides No. of pages: 100 inside pages + fly leaf (end paper) Process: Offset printing Binding: Perfect binding with smyth-sewing (flat when open) Others: Design layout to be supplied Client : Please submit actual sample of paper to be used and atleast two (2) quality printed/produced similar samples based on the above specification : Mock-up, final proofing should be approved by end user prior of mass production : With round corner (2 corners) : Allowed reproofing & mock-up maximum of 4 times at no extra cost : Individual Packaging: envelope-type using Curious Translucent clear 140 gsm or Kraft paper 100 gsm. : Packaging - inserted in the double-walled corrugated boxes with a minimum and maximum weight of between 13 kilos to 15 kilos. : Delivery procedure - the items should be transported to the TPB premises for inspection and receipt by the TPB's Property Custodian. After inspection, 100 copies will retain at TPB, and 3,400 copies of Pilgrims Passport will be delivered by the supplier to CTTI office.	214.28	750,000.00



	Delivery timeline: : 60 calendar days upon approval of final proof and mock-up. NOTE: PLEASE SUBMIT ONLY ONE (1) PRICE WHICH WILL BE USED TO COVER ANY OF THE THREE (3) PAPER STOCKS.	
Terms	30 days upon receipt of invoice	
ABC	Php 750,000.00 inclusive of all applicable taxes	

Please submit your quotation and legal documents not later than **July 23, 2021, 12:00 Noon** thru email at <u>soc torres@tpb.gov.ph</u>, 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.

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. Omnibus Sworn Statement