

26 August 2021

### REQUEST FOR QUOTATION

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

**RFQ No. TPB-RFQ 2021.08.313**

**PR No. 8.032**

**Requirements: Supply and Delivery Office Supplies for 2<sup>nd</sup> Semester 2021**

| Quantity  | Item/Description  | Estimated Unit Price | Total Cost (Php) |
|-----------|---|----------------------|------------------|
| 15 can    | Air Freshener, Aerosol Type                                       | Php120.00            | Php1,800.00      |
| 200 pcs   | Balikbayan Box size: 20x20x20                                     | 130.00               | 26,000.00        |
| 100 pcs   | Ballpen, Black  | 6.00                 | 600.00           |
| 40 pcs    | Ballpen, Blue   | 6.00                 | 240.00           |
| 30 pcs    | Ballpen, Red  | 6.00                 | 180.00           |
| 50 pack   | Battery, Alkaline, AA, 2pcs per blister pack                      | 35.00                | 1,750.00         |
| 50 bxs    | CLIP, Back fold, 15mm, 12 pcs/box                                 | 10.00                | 500.00           |
| 4 pcs     | Clipboard, Plastic, Legal   | 100.00               | 400.00           |
| 10 pcs    | Correction pen (Liquid paper) 9ml                                 | 40.00                | 400.00           |
| 10 pcs    | Correction Tape WH-605 5mm x 6m                                   | 40.00                | 400.00           |
| 15 pcs    | Cutter/Utility Knife, 18mm Blade L-500                            | 35.00                | 525.00           |
| 40 bxs    | Fastener, metal, non-sharp edges 50 sets/box (apple or bindermax) | 90.00                | 3,600.00         |
| 20 packs  | File Tab divider, A4 size, 10 Sets per pack                       | 50.00                | 1,000.00         |
| 15 bottle | Glue, Multi-purpose, 130 (Emer's)                                 | 30.00                | 450.00           |
| 10 pcs    | Glue Stick, all purpose, 9g                                       | 60.00                | 600.00           |
| 3 packs   | Laminating Film, A4 size, 125 microns 100's/pack                  | 500.00               | 1,500.00         |
| 2 packs   | Laminating Film, Legal size, 125 microns 100's/pack               | 700.00               | 1,400.00         |
| 25 packs  | NOTE PAD, stick-on, (2"x3"), 100 sheets/pad                       | 50.00                | 1,250.00         |
| 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         |
| 40 bxs    | PAPER CLIP, gem type, 32mm, 100's/box(Prince)                     | 18.00                | 720.00           |
| 150 rms   | PAPER, Multicopy, 80 gsm, sub 24. A4 size                         | 230.00               | 34,500.00        |
| 30 rms    | PAPER, Multicopy, 80 gsm, sub. 24 Short                           | 210.00               | 6,300.00         |
| 40 packs  | PAGEMARKER, 5/packs, 500 pages                                    | 180.00               | 7,200.00         |
| 50 pcs    | RECORDBOOK, 300 pages   | 75.00                | 3,750.00         |
| 20 pcs    | RECORDBOOK, 500 pages   | 125.00               | 2,500.00         |

|          |  |          |                      |
|----------|--|----------|----------------------|
| 25 pcs   | RING BINDER, Plastic, 12mm. 84 rings                                     | 20.00    | 500.00               |
| 15 pcs   | SIGN pen, 0.5 red – Pentel energel                                       | 50.00    | 750.00               |
| 40 pcs   | SIGN pen, 1.0 black – Pentel energel                                     | 65.00    | 2,600.00             |
| 15 pcs   | SIGN pen, 1.0 blue - Pentel energel                                      | 65.00    | 975.00               |
| 10 pcs   | SIGN pen, 1.0 red – Pentel energel                                       | 65.00    | 650.00               |
| 40 bxs   | STAPLE WIRE, Standard  | 30.00    | 1,200.00             |
| 100 rlls | TAPE, Transparent, 24mm, 50 meters                                       | 20.00    | 2,000.00             |
| 100 rlls | TAPE, Transparent, 48mm, 50 meters                                       | 35.00    | 3,500.00             |
| 200 rlls | TAPE, Packaging, 48mm, 100 meters  | 45.00    | 9,000.00             |
| 35 carts | TONER CART, HP W2040A, Black   | 4,500.00 | 157,500.00           |
| 25 carts | TONER CART, HP W2041A, Cyan  | 5,900.00 | 147,500.00           |
| 25 carts | TONER CART, HP W2042A, Yellow  | 5,900.00 | 147,500.00           |
| 25 carts | TONER CART, HP W2043A, Magenta   | 5,900.00 | 147,500.00           |
| 20 carts | TONER CART, HP HP975K, Black   | 3,500.00 | 70,00.00             |
| 15 carts | TONER CART, HP HP975C, Cyan  | 5,800.00 | 60,000.00            |
| 15 carts | TONER CART, HP HP975Y, Yellow  | 5,800.00 | 60,000.00            |
| 15 carts | TONER CART, HP HP975M, Magenta   | 5,800.00 | 60,000.00            |
| 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 |          | <b>Php973,140.00</b> |

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 **Sept. 1, 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
- c. SEC/DTI Registration Certificate
- d. BIR Registration /TIN
- e. Company profile
- f. Certificate of Authorized HP Reseller**