

3 September 2021  
**2<sup>nd</sup> Posting**

**REQUEST FOR QUOTATION**

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

**RFQ No. TPB-RFQ 2021.09.332**  
**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. 8, 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**