

## Request for Quotation

**21 October 2021**

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

Quotation No. **TPB-RFQ 2021-10-393**


PR No. 10.013

**Project Title:** TPB Corporate Desk and Wall Calendar for 2022

**Requirements:** Printing and Production of Corporate Giveaways

| Unit         | Particulars   | Unit Cost     | Total Cost    |
|--------------|---|---------------|---------------|
| 3,000<br>cps | <p><b>Lot 1 - Printing and Production of Corporate Giveaways – TPB Corporate Desk Calendar 2022</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>Quantity: 3,000 cps</li> <li>Sizes: <ul style="list-style-type: none"> <li>Calendar: 7" (w) x 8" (h)</li> <li>Wood Stand: 7" x 4" x 2" thick</li> <li>Wood Groove: 7" long x .75" groove depth x 1 cm groove width (supplier will fit the actual groove width into calendar leaves)</li> <li>Packaging: 7.25" x 8.25" x 2.5" thickness (will fit to actual packaging) (with hardboard inside for item holder/protection)</li> </ul> </li> <li>Material Stock <ul style="list-style-type: none"> <li>Paper Stock Calendar <ul style="list-style-type: none"> <li>➤ Option 1 – Freelifa Kendo (Recycled) White 300 gsm</li> <li>➤ Option 2 – Old Mill Bianco 300 gsm</li> <li>➤ Option 3 – Old Mill Avotio 300 gsm</li> </ul> </li> <li>Wood Stand: Acacia or Mahogany Wood w/ Natural Varnish</li> <li>Packaging: Corrugated Kraft Paper and Hard Kraft Board for the inside holder</li> </ul> </li> <li>Printing Color: <ul style="list-style-type: none"> <li>Calendar: Full color both sides</li> <li>Wood Stand: Dark Wood Color w/ natural varnish</li> <li>Packaging: 1 color printing</li> <li>No. of Cal. Leaves: 15 Leaves</li> <li>Printing Process: Offset Printing</li> </ul> </li> <li>Other Requirements: <ul style="list-style-type: none"> <li>Design layout to be supplied by TPB</li> <li>Please submit an actual sample of the wood stand with groove and paper sample to be used (or actual mock-up no printing) during the submission the submission of quotation to the bid.</li> <li>Final mock-up and proofing should be approved by end-user prior to mass production</li> </ul> </li> </ul> | PhP245.00/set | PhP735,000.00 |

|         |   |                  |                   |
|---------|---|------------------|-------------------|
| 500 cps | <ul style="list-style-type: none"> <li>- Allowed reproofing of 3 times at no extra cost to TPB</li> <li>• Packaging: <ul style="list-style-type: none"> <li>- Inserted individually per set in the packaging and use double-walled corrugated as the main box with a minimum and maximum weight of between 13 to 15 kilos. Main box with labels, item, qty, size of box, etc.</li> <li>- Main box have 2 side labels (item, no. of copies, box measurement, weight, and box number)</li> </ul> </li> <li>• Delivery Timeline: 25 Calendar Days upon approval of final proof and stand mock-up</li> <li>• Estimated Budget: <b>Php735,000.00 (inclusive of taxes)</b></li> <li>• Unit Cost: <b>Php245.00/set</b></li> </ul> <p><b>Lot 2 - Printing and Production of Corporate Giveaways – TPB Corporate Wall Calendar 2022</b></p> <ul style="list-style-type: none"> <li>• Quantity: 500 cps</li> <li>• Sizes: <ul style="list-style-type: none"> <li>- Calendar: 18" x 24"</li> <li>- Backing: 18" x 6"</li> <li>- Packaging w/ Holder: 4" width x 14" length – spread, (4" width x 3" dia. X 2.5" handle (when rolled)</li> <li>- Wrapper: 18" x 22"</li> </ul> </li> <li>• Material Stock <ul style="list-style-type: none"> <li>- Paper Stock Calendar <ul style="list-style-type: none"> <li>➢ Option 1 – Bevania Splendorgel White 160gsm</li> <li>➢ Option 2 – X-per premium white 200 gsm</li> <li>➢ Option 3 – Cordanons radiance new evolution white 200 gsm</li> </ul> </li> </ul> </li> <li>• Backing: Foldcote Cal. 18</li> <li>• Binding: Wire O with hanger</li> <li>• Packaging Holder: Kraftboard min. 250 gsm</li> <li>• Wrapper: Kraft Paper Wrapper</li> <li>• Printing Color: <ul style="list-style-type: none"> <li>- Calendar: Full color x Full color</li> <li>- Backing: No Printing</li> </ul> </li> <li>• Packaging Holder: 1 color printing with die-cutting</li> <li>• No. of Cal. Leaves: 15 Leaves</li> <li>• Printing Process: Offset printing</li> <li>• Other Requirements: <ul style="list-style-type: none"> <li>- Design layout to be supplied by TPB</li> <li>- Please submit an actual sample of paper to be used during the submission of quotation to the bid.</li> <li>- Final mock-up and proofing should be approved by end-user prior to mass production</li> <li>- Allowed reproofing of 3 times at no extra cost to TPB</li> </ul> </li> <li>• Packaging: <ul style="list-style-type: none"> <li>- Individually rolled and wrap the calendar of kraft paper and use double-walledcorrugated box as the main box with a minimum and maximum weight of between 13 to 15 kilos.</li> <li>- Main box have 2 side labels (item, no. of copies, box measurement, weight, and box number)</li> </ul> </li> <li>• Delivery Timeline: 25 Calendar Days upon approval of final proof</li> </ul> | Php530.00/c<br>p | Php265,000.0<br>0 |
|---------|---|------------------|-------------------|

|          |   |  |  |
|----------|---|--|--|
|          | <ul style="list-style-type: none"> <li>Estimated Budget: <b>PhP265,000.00 (inclusive of taxes)</b></li> <li>Unit Cost: <b>PhP530.00/set</b></li> </ul> <p>Note: Interested bidder/s may participate per lot or all provided that the proposal does not exceed the ABC. An actual sample of paper stock materials to be used, and an actual mock-up of the desk calendar (with wood stand) based on the above printing specifications of Lot 1 and Lot 2 should be submitted at TPB Office BAC Secretariat on or before the deadline of the bid proposal submission.</p> <p>Design:<br/> <b>VERSION 1</b> ❤️ MARCOM's recommendation for the stand design<br/> <b>Stand style</b><br/> <b>WOOD</b></p>  <p>*** Nothing Follows ***</p> |  |  |
| Terms    | 30 days upon receipt of the Billing Statement/SOA   |  |  |
| Delivery | 25 Calendar Days upon approval of final proof and stand mock-up.  |  |  |
| ABC      | <b>PhP1,000,000.00</b> inclusive of all applicable charges and taxes  |  |  |

The last day for submission of **quotation** is not later than 03:00 p.m. on **27 October 2021, thru e-mail at [farhan\\_ambiong@tpb.gov.ph](mailto:farhan_ambiong@tpb.gov.ph)** for the advance copy of the bid documents and the original copy to the address provided below, subject to the Terms and Conditions attached herewith, duly signed by your representative and stating the shortest time of delivery 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**

Administrative Officer V

Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**  
Contact No (8)525-9318local 268

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. *Business or Mayor`s Permit/Certification (as of 2021)*
2. *Tax Clearance*
3. *Company Profile/Curriculum Vitae (for sole proprietorship)(latest and updated)*
4. *PhilGEPS Certificate/Membership (latest)*
5. *Notarized Omnibus Sworn Statement (provided below)*

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*