

29 November 2021

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2021.11.438

PR No. 11.030

Requirements: Supply and Delivery of Additional Office Supplies for December 2021

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
30 can	Air Freshener, Aerosol Type	Php120.00	Php3,600.00
300 pcs	Balibbayan Box size: 20x20x20	130.00	39,000.00
50 pcs	Ballpen, Black	6.00	300.00
50 bxs	CLIP, Back fold, 15mm, 12 pcs/box	10.00	500.00
15 bxs	Folder, Pressboard, Legal Size (240mm x 370 mm) white, with green edge	1,000.00	15,000.00
4 packs	Laminating Film, A4 size, 125 microns 100's/pack	500.00	2,000.00
30 pcs	SIGN pen, 0.5 Black	50.00	1,500.00
15 carts	TONER CART, HP W2040A, Black	4,500.00	67,500.00
10 carts	TONER CART, HP W2041A, Cyan	5,900.00	59,000.00
10 carts	TONER CART, HP W2042A, Yellow	5,900.00	59,000.00
10 carts	TONER CART, HP W2043A, Magenta	5,900.00	59,000.00
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		Php306,400.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **December 6, 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**