

07 December 2021

REQUEST FOR QUOTATION (RFQ)

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

RFQ No. TPB-PR 2021.12.461

Requirement: Supply and Delivery of Curated Gift Set for the Philippines Participation in ASEAN Tourism Forum (ATF) 2022 in Cambodia

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
300 Sets	<p>Curated Gift Set of Health and Wellness Items</p> <ul style="list-style-type: none"> Alco-sanitizer (150ml) Essential Oil Travel Kit (1.5ml/set of five) Abaca Fiber Reusable Face Mask <p>Packaging:</p> <ul style="list-style-type: none"> Plastic-free packaging, preferably “sinamay” / native woven gift bags with ribbon (prepare sample set for approval) and a brief description of the product To include a gift tag with TPB and Its More Fun in the Philippines logo (to be provided by end-user) <p>Delivery : 03 January 2022</p> <p>Other Terms and Conditions:</p> <ul style="list-style-type: none"> Products must be produced in the Philippines The bid price is inclusive of packaging, packing service & delivery of the items to TPB Payment is on send bill arrangement <p>Eligibility Requirements</p> <ol style="list-style-type: none"> Must be registered company in the Philippines The Company must be in operation for at least three (3) years <p>Technical Documents</p> <ol style="list-style-type: none"> Articles of Incorporation, SEC, DTI, CDA registration certificate, whichever is applicable List of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the 	1,200.00	360,000.00

	<p>contract to be bid within the past three (3) years. (Include the following information: client, project, contract amount, contract duration, status)</p> <p>3. Company Profile</p> <p>Legal Documents</p> <ul style="list-style-type: none"> • PhilGEPS Registration Certificate • Mayor/Business Permit • BIR Certificate of Registration • Omnibus Sworn Statement (revised form) <p>Attachments:</p> <ul style="list-style-type: none"> • Technical Specifications • Revised Omnibus Sworn Statement <p>Note:</p> <ul style="list-style-type: none"> • All entries must be typewritten in your company letterhead and the proposal must be duly signed by your authorized representative • Price Validity shall be for a period of <u>thirty (30)</u> calendar days. 		
Terms	As stated		
Delivery	As stated		
ABC	Php360,000.00 inclusive of applicable taxes		

Please submit your **quotation together with the technical and legal documents** enumerated above to email address *janet_villafranca@tpb.gov.ph* not later than **14 December 2021, 5:00PM**, subject to the Terms and Conditions stated herewith and the shortest time of delivery.

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format will not be considered.** For easy identification of email, the subject shall be in this format: **ATF Giveaways_<Company Name>**

Thank you very much.

ELOISA A. ROMERO

Head, Procurement and General Services Division
Administrative Department