

### Request for Quotation

February 8, 2022

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

Quotation No. TPB-PR\_2022.02.029\_Supply and Delivery of Birth Day Cake  
PR No. 2.009

Requirements : Service Provider to Supply and deliver of Birthday Cake

Quantity	Particulars	Estimat ed Unit Price (Php)	Estimated Total Amount (Php)																														
Lot	<p><b>SERVICE PROVIDER TO SUPPLY AND DELIVER BIRTHDAYCAKES FOR THE 2ND TO 4TH QUARTER OF 2022 AND 1ST QUARTER OF 2023</b></p> <p>SPECIFICATIONS</p> <p>Brand : Preferably Goldilocks, Red Ribbon, Max’s or other brands to be specified in the proposal for approval of the TPB</p> <p>Breakdown</p> <table border="1"> <thead> <tr> <th colspan="2">2022</th> </tr> <tr> <th>MONTH</th> <th>QUANTITY</th> </tr> </thead> <tbody> <tr> <td></td> <td>17</td> </tr> <tr> <td>May</td> <td>9</td> </tr> <tr> <td>June</td> <td>17</td> </tr> <tr> <td>July</td> <td>17</td> </tr> <tr> <td>August</td> <td>16</td> </tr> <tr> <td>September</td> <td>18</td> </tr> <tr> <td>October</td> <td>12</td> </tr> <tr> <td>November</td> <td>7</td> </tr> <tr> <td>December</td> <td>13</td> </tr> <tr> <th colspan="2">2023</th> </tr> <tr> <td>January</td> <td>20</td> </tr> <tr> <td>February</td> <td>16</td> </tr> <tr> <td>March</td> <td>6</td> </tr> </tbody> </table>	2022		MONTH	QUANTITY		17	May	9	June	17	July	17	August	16	September	18	October	12	November	7	December	13	2023		January	20	February	16	March	6		201,600.00
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	Quantity: 168 ( Cakes with delivery services) Unit Cost: Php 1,200.00 Total Cost: Php 201,600.00 <b>Mode of Payment</b> 1 <sup>st</sup> Tranche – 25% of the total payment. Upon Complete Delivery of Cakes for 2 <sup>nd</sup> Quarter Celebrants of 2022 2 <sup>nd</sup> Tranche – 25% of the total payment -Upon Complete Delivery of Cakes for 3 <sup>rd</sup> Quarter Celebrants of 2022 3 <sup>rd</sup> Tranche - 25% of the total payment -Upon Complete Delivery of Cakes for 4 <sup>th</sup> Quarter Celebrants of 2022 4 <sup>th</sup> and Last Tranche- Remaining 25% of the total payment Upon Complete Delivery of Cakes for 1 <sup>st</sup> Quarter Celebrants of 2023  DELIVERY :  1. For those whose birthday is prior to the approval of Purchase Order (PO), delivery is 10 days after issuance of approved PO. 2. For those whose birthday is after the approval of the PO, delivery is on the actual date of the birthday. 3. Actual address of the personnel will be provided to the winning bidder. Winning bidder is expected to ensure the privacy of the addresses and to be used only for the purpose of delivering the cakes to the personnel.		
Terms	30 days upon receipt of invoice		
ABC	Php 201,600.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **February 14, 2022, 12:00 Noon** thru email at [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph), subject to the Terms and Conditions attached herewith, duly signed by your representative 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.

(SGD)

**ELOISA A. ROMERO**

Head, Procurement and General Services Division

Contact Person

**SOCRATES G. TORRES**

Contact No

8525-93-18 loc. 266

[soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph)

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:

1. SEC/DTI Registration Certificate
2. Updated Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement (Revised)