

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.03.088

PR No. 3.011

Requirements: Office Supplies for the 1st Semester 2022

Quantity	Item/Description	Estimated Unit Price	Total Cost (Php)
300 pcs	Balikbayan box, 20 x 20 x 20 inches	135.00	40,500.00
100 pcs	Ballpen, black - Panda	6.00	600.00
25 pcs	Ballpen, blue - Panda	6.00	150.00
35 packs	Battery, dry cell AA, 2 pcs per pack - Energizer	50.00	1,750.00
45 packs	Battery, dry cell AAA, 2 pcs per pack - Energizer	50.00	2,250.00
50 boxes	Clip, backfold, 13mm, 12 pcs/box	12.00	600.00
30 boxes	Clip, backfold, 19mm, 12 pcs/box	8.75	262.50
50 boxes	Clip, backfold, 32mm, 12 pcs/box	30.00	1,500.00
50 boxes	Clip, backfold, 50mm, 12 pcs/box	65.00	3,250.00
25 pcs	Correction tape, 6 meters (min)	11.68	292.00
150 pcs	Data folder, made with chipboard, taglia lock	140.00	21,000.00
60 cans	Disinfectant spray, 400ml min., FDA-approved brand, expiry date is 1 year from NTP date - Solbac	300.00	18,000.00
8 boxes	Folder, pressboard, 240 x 370mm, 100s/box white with green edge	1,300.00	10,400.00
2 packs	Laminating film, A4, 125 microns, 100pcs/pack	1,000.00	2,000.00
5 tubes	Mighty bond, 3grams	100.00	500.00
40 pads	Note pad, stick-on, 3" x 3", 100s/pad	80.00	3,200.00
15 pads	Note pad, stick-on, 3" x 4" 100s/pad	90.00	1,350.00
30 packs	Page markers, stick-on, 5s/pack	190.00	5,700.00
25 boxes	Paper clip, gem type, 32mm, 100s/box, vinyl coated	12.00	300.00
25 boxes	Paper clip, gem type, 48mm, 100s/box, vinyl coated	16.00	400.00
460 reams	Paper, multicopy, 80gsm, A4, 210 x 297 mm	190.00	87,400.00
40 reams	Paper, multicopy, 80gsm, legal, 216 x 330 mm	220.00	8,800.00
10 pcs	Ring binder, plastic. 84 rings, 0.5"	20.00	200.00
10 pcs	Ring binder, plastic, 84 rings, 1"	25.00	250.00
30 pcs	Sign pen, Hi-Techpoint V10 Grip, 1.0, black – Dong-A	67.00	2,010.00
10 pcs	Stamp pad, felt pad, min 60 x 100 mm	40.00	400.00
35 boxes	Staple wire, standard size	40.00	1,400.00
20 rolls	Tape, masking, 24 mm x 50 m (1") – Armak	62.00	1,240.00
75 rolls	Tape, transparent, 24mm, x 50 m (1")	25.00	1,875.00
200 rolls	Tape, packaging, 48mm x 100 m (2")	80.00	16,000.00
6 rolls	Tape, double-sided, 12mm	40.00	240.00
6 rolls	Tape, double-sided, 12mm, with foam	50.00	300.00
	nothing follows		
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		PhP234,119.50
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Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **24 March 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 (New Supplier only)