

Request for Quotation

May 6, 2022

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

Quotation No. TPB-PR_2022.05.146

PR No. 4.036

Requirements : PRINTING OF THE TPB 2021 ANNUAL REPORT
(with Laminate Envelope)

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p>Quantity: 800 Unit Cost: Php 125.00 Total Cost: Php 150,000.00</p> <p>Technical Specifications:</p> <p>Folded size: 11.7 in. (H) x 8.25 in. (W) Spread size: 11.7 in. (H) x 16.53 in. (W) Laminate Envelope: Top fold, fit to hold report 50 pages including front & back cover Cover: C2S 220 lbs. w/ matt lamination & Spot UV Inside pages: matt coated 100 lbs. Print: full color (cover & inside pages) Binding: Snythe-sewn/Perfect Binding/ Offset Machine/System: Four (4) color printing process Delivery period: Post issuance of NTP, one mock-up copy to be provided by the Supplier for TPB's approval within one week of receipt of layout file from TPB</p>	150,000.00	150,000.00

	Complete number of copies shall be delivered within fourteen (14) days upon approval of the mock-up provided by the Supplier Printed reports in plastic covered bundles of two (2)		
Terms	30 days upon receipt of invoice		
ABC	Php150,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **May 12, 2022, 12:00 Noon** thru email at 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

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)