

Request for Quotation

May 16, 2022

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

Quotation No. TPB-PR_2022.05.158

PR No. 5.004

Requirements : Supply, Printing, and Delivery of Business Card

Quantity	Particulars	Estimated Unit Price (Php)	Estimated Total Amount (Php)
1 Lot	<p>Specifications:</p> <p>Quantity: 3,600 pcs. total quantity 18 Names / 200 pcs. per name / 2 boxes per name</p> <p>Size: 8.90 cm x 5.11 cm</p> <p>Material Preference: IFEX – Cordenons Radiance New Evolution white, 280 gsm</p> <p>Color Requirement:</p> <p>Front side: Full color printing</p> <p>Back side: Full color, using new 5 different images per name</p> <p>Printing Process: Offset, two side full color printing</p> <p>Other Requirements:</p> <p>Layout to be supplied by TPB</p> <p>Suppliers may submit actual sample of paper for evaluation purposes and for approval of MARCOM Creative Unit prior of awarding.</p> <p>Upon receipt of P.O. supplier may submit proof for Creative Unit approval prior of final printing.</p> <p>Print Turnaround (Production Timeline): Allowed 25 calendar days upon approval of final proof.</p> <p>Unit Cost: Php950.00/box</p> <p>Lot Cost: Php4,750.00 (inclusive of VAT)</p>	34,200.00	34,200.00

Terms	30 days upon receipt of invoice		
ABC	Php 34,200.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents not later than **May 20, 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)