

May 4, 2022

REQUEST FOR QUOTATION

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

RFQ No. TPB-RFQ 2022.05.141

PR No. 4.031

Requirements: Supply and Delivery of additional Office Supplies for 2nd Quarter 2022

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)
100 pcs	Balikbayan box, 20 x 20 x 20 inches	Php135.00	Php13,500.00
2 bxs	Folder, pressboard, 240 x 370mm, 100s/box white with green edge	1,300.00	2,600.00
15 pcs	Magazine File Box, Long, Closed End Type	41.60	624.00
260 rms	Paper, multicopy, 80gsm, A4, 210 x 297 mm	190.00	49,400.00
6 pcs	TRAY, In/Out, 2-layer, Metal Black	450.00	2,700.00
6 pcs	TRAY, In/Out, 3-layer, Plastic, detachable, Black	400.00	2,400.00
55 pcs	HP TONER, HP416A (W2040A) Black	4,800.00	264,000.00
40 pcs	HP TONER, HP416A (W2041A) Cyan	6,000.00	240,000.00
40 pcs	HP TONER, HP416A (W2042A) Yellow	6,000.00	240,000.00
15 pcs	HP TONER, HP416A (W2043A) Magenta	6,000.00	90,000.00
	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		PhP905,224.00

Please submit your **quotation and legal** documents duly signed by your authorized representative to email address bhong_ducusin@tpb.gov.ph not later than **10 May 2022 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)
- f. Certificate of Authorized HP Reseller**