

Request for Quotation

June 29, 2022

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

Quotation No. TPB-PR_2022.06.215

PR No. 6.044

Requirements : TPB Mural Wall Display

Quantity	Particulars		Estimated Unit Price (Php)	Estimated Total Amount (Php)
Lot	Specifications:			145,000.00
	Quantity	Wall display Hanging frame	1 set – sintra board 10 pcs – COO’s picture frames	
	Size	Wall display Hanging frame	6.60 meter x 2.03 meter – sintra board replacement 35.00 cm x 45.00 cm – 10 pcs wood frame	
	Material Preference	Wall display Hanging frame	3mm sintra board Wood frame, glass and matting frame	
	Color Requirement	Wall display Hanging frame	Full color digital printing Photos - full color output with separated text embossed in COO’s Name plate Wood frame, brown / matting light brown (please see layout)	

	<table border="1"> <tr> <td>Printing Process</td> <td>Digital printing with mounting of 3mm sintra board</td> </tr> <tr> <td>Other Requirements</td> <td> <ul style="list-style-type: none"> Layout to be supplied by TPB Suppliers should submit actual samples of wood frames and paper matting swatches for evaluation purposes during the submission of quotation for bid. Upon receipt of P.O. supplier should submit digital proofs of COO's images and Mural display with actual pixel for approval of creative unit prior to mass production. Installation of Mural and hanging frames c/o Supplier they should be followed as per approved TPB's layout. Supplier may have the option to suggest how to install 10 frames. Permit for installation from Legaspi Towers 300 should be secured by TPB-PGSD. </td> </tr> <tr> <td>Print Turnaround (Production lead time)</td> <td> <p>Allowed 20 calendar days production upon approval of final proof and samples.</p> <p>Allowed 3 - 5 calendar days installation by Supplier at TPB Hallway</p> </td> </tr> </table>	Printing Process	Digital printing with mounting of 3mm sintra board	Other Requirements	<ul style="list-style-type: none"> Layout to be supplied by TPB Suppliers should submit actual samples of wood frames and paper matting swatches for evaluation purposes during the submission of quotation for bid. Upon receipt of P.O. supplier should submit digital proofs of COO's images and Mural display with actual pixel for approval of creative unit prior to mass production. Installation of Mural and hanging frames c/o Supplier they should be followed as per approved TPB's layout. Supplier may have the option to suggest how to install 10 frames. Permit for installation from Legaspi Towers 300 should be secured by TPB-PGSD. 	Print Turnaround (Production lead time)	<p>Allowed 20 calendar days production upon approval of final proof and samples.</p> <p>Allowed 3 - 5 calendar days installation by Supplier at TPB Hallway</p>		
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Terms	30 days upon receipt of invoice								
ABC	Php 145,000.00 inclusive of all applicable taxes								

Please submit your quotation and legal documents not later than **July 11, 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 be informed that the Tourism Promotions Board is evaluating our suppliers performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.

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)